

**FAMILY COURT SERVICES - ROOM 2150
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202
(904) 255-1060**

**CHECKLIST FOR ANSWERING:
DISSOLUTION OF MARRIAGE WITH CHILD (REN)**

Please be aware that if you have been served with a Petition, you have 20 calendar days from the date you were served to file an Answer. If you do not file an Answer within that time, a Default can be entered against you. This means everything your spouse requested in his/her Petition can be awarded by the Judge without your input.

INSTRUCTIONS FOR ANSWERING TO PETITION AND COUNTER PETITION:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
Fully complete the forms below.
 2. Make sure the appropriate forms are **notarized**.
 3. After notarizing make **2 copies** of **each** form.
 4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2nd floor**.
 5. Complete **Form 12.914 Certificate of Service – you must send a copy to the other party**
 6. **Register for Court Approved Parenting Class** (options on next page)
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You may choose from the following on how to respond:

- Form 12.903 (a)
 - Answer, Waiver and Request for Copy of Dissolution of Marriage

- Form 12.903(b)
 - Answer to Petition for Dissolution of Marriage

- Form 12.903(c)(1)
 - Answer to Petition and Counterpetition for Dissolution of Marriage with Dependent or Minor

If you choose to file a Counterpetition you must complete the following forms:

- ✓ Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- ✓ Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
- ✓ Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- ✓ Form 12.902(j)
 - Notice of Social Security Number
- ✓ Form 12.995(a)
 - Parenting Plan
- ✓ CERTIFICATE OF COMPLETION FOR PARENTING CLASS
- ✓ Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)

YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:
YOU MUST REGISTER FOR ONE OF THE FOLLOWING IN-CLASS PARENTING CLASSES:

Hope Haven – ‘Children First’ Parent Education and Family Stabilization Course

ONLINE at www.hope-haven.org or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

First Coast Behavior Solutions – ‘Separate Yet Together’ Parent Education and Family Stabilization Course

2317 Blanding Blvd Suite 102 Jacksonville, FL 32210

EMAIL parenting.fcbs@gmail.com or **CALL** 904-200-7979

Jewish Family & Community Services – ‘Great Kids through Great Co-Parenting’ Parent Education and Stabilization Course

8540 Baycenter Road Jacksonville, FL 32256

ONLINE www.ifcsjax.org/coparenting **CALL** 904-394-5865 or **EMAIL** coparenting@ifcsjax.org