

DIVORCE (WITH CHILDREN)

****THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING****

Required forms:

- Civil Cover Sheet
- Petition for Dissolution of Marriage with Dependent or Minor Children
- Notice of Related Cases
- Disclosure From A Non- Lawyer
- Notice of Limitations of Services Provided (one for each party)
- Uniform Child Custody Jurisdiction Act Affidavit (UCCJEA)
- Notice of Social Security Number (one for each party)
- Financial Affidavit (one for each party)
- Answer (to be signed by other party)
- Child Support Guideline Worksheet (required even if you agree)
- Marital Settlement Agreement (both parties must sign)
- Parenting Plan (both parties must sign – must be attached to Marital Settlement Agreement)
- Information For Required Parenting Class (4 hours class by internet or in person)
- Summons (Note: You only need this if your spouse will not sign the required paperwork)

You will also need the following items:

- Provide a copy of your Florida driver's license or ID (or your spouse's Florida license or ID)
Important: If the issue date on your license is not 6 months prior to filing this petition, then you will need to file an "Affidavit of Corroborating Witness" form.
- Six (6) regular business size envelopes with Stamps, but with no writing on them.

INSTRUCTIONS:

- ✓ Complete the required forms
- ✓ Provide a copy of your driver's license (or Affidavit), and the envelopes
- ✓ Submit all of these documents to the Clerk along with the forms and filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email.

NOTE: If your spouse will not sign the paperwork, you should keep a copy of the SIGNED Petition, UCCJEA, and Financial Affidavit to use for service of process AFTER your case manager contacts you. Otherwise, the Clerk charges \$1.00 per page for copying these documents from your file.

Note: Case Managers cannot help you complete the forms.

David L. Holland, Family Court Manager, 850-747-5497 or hollandd@jud14.flcourts.org

Trish Riemer, Case Manager, 850-747-5247 or riemert@jud14.flcourts.org (Bay County)

Jennifer D. Williams, Case Manager, 850-747-5623 or williamsj@jud14.flcourts.org (Bay County)

Cary Godwin, Case Manager, 850-718-0480 or godwinc@jud14.flcourts.org
(Calhoun, Gulf, Holmes, Jackson and Washington Counties)