

**HUSBAND and WIFE - DIVORCE**  
**PETITION FOR SIMPLIFIED DIVORCE (104)**

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. This checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG). A pre-printed packet of these forms may be purchased from the Clerk of Courts-CIVIL (Justice Center/Floor 1) at a nominal cost (REQUEST PACKET #104).

Both Parties are required to be present when filing the forms and must both attend the final hearing before the Judge. All forms noted below are to be completed and filed at the same time – **DO NOT SIGN ANY COPIES UNTIL YOU APPEAR IN FRONT OF THE CLERK.**

**REVIEW:**

The Charlotte County Clerk of Courts has prepared a “DID YOU KNOW” brochure entitled: **Simplified Dissolution of Marriage**. Review that information to determine if you are eligible to file for a Simplified Divorce. Brochures are readily available in kiosk displays throughout the Justice Center

**General Information for Self-Represented Litigants (12/2010)** (as provided in Clerk’s packet or on-line)

**COMPLETE and FILE:**

- Vital Statistics Form** (provided in Clerk’s packet or from Clerk at time of filing)
- Cover Sheet for Family Court Cases** [Form 12.928]
- Notice of Related Cases** [Form 12.900(h)]
- Petition for Simplified Dissolution of Marriage** [Charlotte County Clerk will provide this 3-part form at the time of filing]  
Husband and Wife will both sign the petition in the presence of the Clerk.
- Marital Settlement Agreement For Simplified Dissolution Of Marriage** [Form 12.902(f)(3)].  
Agreement is signed by both Parties to document the terms of the settlement.
- Proof of Florida Residency** – acceptable documents MUST include an issue date at least six months BEFORE the date case is filed with Clerk of Court (photocopy of Florida Drivers License, Florida Identification Card, or Voters I.D.) If you cannot produce any of these, you may need to use the **Corroborating Witness Affidavit** – [Form 12.902(i)]

**HUSBAND AND WIFE MUST EACH COMPLETE/FILE a:**

- Financial Affidavit** [Form 12.902(b) or 12.902(c)] – (choose the form based on individual annual income. (2 copies of Short Form provided in packet)
- Notice of Social Security Number** [Form 12.902(J)] (2 copies provided in packet)

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