

K.I.S.S.

(Keep It Simple, Silly)

Instructions for Filing A Dissolution of Marriage Proceeding and Keeping It Moving

These are very simple instructions for moving your dissolution case along. If you have procedural questions you can call Case Management at 941-833-3064 or 941-637-2399. You should be contacted by the Case Manager assigned to your case in about four weeks after your petition is filed. If you have legal questions please contact a family attorney - ONLY attorneys can give you legal advice.

1 Start the process by filing:

Petition for dissolution
Vital Statistics Information Sheet
Civil Cover Sheet
Notice of Related Cases

2 To speed things along also file:

A Notice of Confidential Filing of your Social Security #
A copy of your FL Driver License (issued at least 6 months earlier)
A written Settlement Agreement that is signed by both parties
– if you already have one

3 Have your petition and a summons served on the other party

This is a requirement - unless you both have signed a written Settlement Agreement and the opposing party has signed an Answer and Waiver. (See www.flcourts.org for more information or seek advice from an attorney.)

You may want to file a Designation of e-Mail address.
ALL documentation from the court will arrive electronically - the fastest way you can be notified.

4 Wait for a response

The other party has 20 days from being served to file an answer.

5 File a response to their Counterpetition

If the other side files a counter-petition, you have 20 days to file your own response.

6 Get your financial disclosure ready

Both of you have 45 days from filing the petition to file a Financial Affidavit and to comply with Mandatory Disclosure.

See Family Law Rules of Civil Procedure, Rule 12.285 for details.

7 Attend Mediation or file a Settlement Agreement that both of you have signed. Your mediator will file the proper document after mediation – notifying the court of the outcome.

8 File a Notice for Trial if you did not settle all issues at mediation.

9 If you settled all issues at Mediation you may not need to attend a trial. If you believe you have filed all of the required documents, contact your Case Manager about submitting a Final judgment for entry.

The phone numbers are for Charlotte County cases but the procedure can be followed for any dissolution case in Florida.

Again, this is very basic procedural advice.