

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](#)

NOTE: You are NOT REQUIRED to file a Proposed Parenting Plan with your Petition.

2 To speed things along also file:

[Notice of Filing Social Security Number](#)

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.)

4 Wait for a response

The other party has 20 days from service to file an [Answer](#) or an [Answer and CounterPetition](#).

5 File a response to their Counterpetition

If the other side files a [CounterPetition](#), 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.

You will receive a Notice for PreTrial Conference.

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 – you should seek advice from a family law 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.