

**GENERAL INFORMATION AND INSTRUCTIONS FOR PRO SE LITIGANTS
FILING SIMPLIFIED DISSOLUTION OF MARRIAGE (DIVORCE) ACTIONS**

You are strongly urged to read the Supreme County Approved Simplified Forms for Information regarding the Simplified Dissolution of Marriage Procedure. Pursuant to Administrative Order (AO) 08-28-B Amended, parties involved in a dissolution of marriage case are **required** to read and become familiar with certain Administrative Orders: 07-19-B; 07-20-B Amended. Furthermore, in cases involving minor children, additional Administrative Orders are **required** to be read: 11-31-B; 11-34-B Amended. Upon completion of the above required reading, the Petitioner and Respondent shall submit an Attestation Certificate to the Clerk of Court stating they have read the Administrative Orders **required** by 08-28-B Amended. All of the above named Administrative Orders and the Attestation Certificate (Law 145) can be found on the Clerk of Courts website at www.brevardclerk.us and by selecting the Family category under the **Courts** column.

The Clerk's Office cannot give you any advice regarding your legal rights.

NOTE: Forms cited in these instructions may be obtained through the Brevard County Law Library, the Clerk's Office or on the Clerk's Website, <http://www.brevardclerk.us>, or the Supreme Court of Florida Website, http://flcourts.org/gen_public/family/forms_rules/index.shtml.

Included in this packet:

- A. Petition by Husband and Wife for Simplified Dissolution of Marriage/Divorce (1) [Florida Supreme Court Form 12.901(1)]. (Both Husband and Wife must, sign and notarize this form.)
- B. Final Judgment Dissolving Marriage Under Simplified Dissolution of Procedure (1) [Florida Supreme Court Form 12.990(a)]. (Complete this form for the Judge to sign.)
- C. Marital Settlement Agreement (1) [Florida Supreme Court Form 12.902(f)(3)]. (To be completed by both the Husband and the Wife **only** if there are assets and liabilities to be divided between the two parties.)
- D. Certificate of Corroborating Witness (1) [Florida Supreme Court Form 12.902(id)]. (For a friend who has known one or the other of the parties to be a Florida resident for more than six (6) months prior to filing the Petition for Simplified Dissolution of Marriage. This form needs to be completed.)
- E. Financial Affidavit (2) [Florida Supreme Court Form 12.902(b) or 12.902(c)]. You must read carefully and choose the appropriate financial affidavit for your income. **Both** parties need to complete a separate financial affidavit, unless waived. **You may have to make a Xerox copy of one or the other financial affidavit if you both need the same form.**
- F. Civil Cover Sheet [Form Law 181]. (Complete and file this form.)
- G. Report of Dissolution of Marriage (1) [HRS Form 513]. (Complete and file this form.)
- H. Final Disposition [Form Law 161].

Filing Instructions

- 1. Complete the paperwork and make two copies of the completed, notarized forms. Each party keeps one set of copies. Bring all original, signed, notarized forms along with a \$414.00 filing fee, to the Clerk of Court.
- 2. The Clerk will schedule a hearing before the General Magistrate in Titusville or Viera, and will provide both parties with written notice of the hearing date and time. **BOTH PARTIES MUST ATTEND THE SCHEDULED HEARING.** The Clerk will also prepare an Order of Referral to the General Magistrate and submit it to the Court for signature.
- 3. At the time of filing you must have 4 stamped addressed envelopes, two (2) addressed to the Husband and two (2) addressed to the Wife.

The Eighteenth Judicial Circuit provides spoken language court interpreters to limited-English-proficient persons in accordance with Title VI of the Civil Rights Act of 1964, section 90.606, Florida Statutes, and Rule 2.560, Florida Rules of Judicial Administration. Requests for spoken language court interpreters must be received a minimum of 5 days in advance of the scheduled proceeding. In the case of certain languages of lesser diffusion or unscheduled interpreting, more time may be necessary to arrange for a qualified interpreter and a remote interpreting service may be used. To request a spoken language court interpreter, a sign language interpreter or ADA Accommodation, contact Brevard County Court Administration at (321)633-2171 ext. 3.