

**RESPONDENT'S INSTRUCTIONS FOR REPLYING TO A PETITION
FOR DISSOLUTION OF MARRIAGE WITH PROPERTY AND CHILDREN**

This packet is to be used when you have been served papers for dissolution of marriage and you have property and minor children. The case number on the summons should be reflected on all of the documents filed.

Procedure:

1. Complete **either** the Answer to Petition for Dissolution of Marriage, [Florida Supreme Court form 12.903(b)] **or** the Answer to Petition and Counterpetition for Dissolution of Marriage, [Florida Supreme Court form 12.903(c)(1)]. **Do not use both.** You will need only one Financial Affidavit, [Florida Supreme Court form 12.902(b) or 12.902(c)]. You will also need to complete the Uniform Child Custody Jurisdiction and Enforcement Act Affidavit, [Florida Supreme Court form 12.902(d)], the Affidavit Regarding Juvenile Dependency, [Law 1100], the Notice of Social Security Number, [Florida Supreme Court form 12.902(j)], and Certificate of Compliance with Mandatory Disclosure, [Florida Supreme Court form 12.932]. *Do not leave anything blank.* If a line does not apply put N/A.
2. Once the forms are completed and notarized, make 2 copies of each form. You do not need to copy the Notice of Social Security Number. This is a confidential document.
3. Retain one set of copies for your records.
4. File **ALL** originals with the Clerk of Court. You may submit the paperwork either by U.S. mail to P.O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX

400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE

51 S. Nieman Avenue
Melbourne, Florida

MOORE JUSTICE CENTER

Viera Complex
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE

2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE

450 Cogan Drive S. E.
Palm Bay, FL

5. Mail one set of copies to the other party.
6. If you have filed a counter petition, the other party has 20 calendar days plus 5 days for mailing to answer your counter petition.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecoordinator@brevardclerk.us to set an appointment.