

**RESPONDENT'S INSTRUCTIONS FOR REPLYING TO A PETITION  
FOR DISSOLUTION OF MARRIAGE WITH PROPERTY NO CHILDREN**

This packet is to be used when you have been served papers for dissolution of marriage and you have property but no 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)(2)]. **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 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, 2<sup>nd</sup> 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](mailto:prosecoordinator@brevardclerk.us) to set an appointment.*