

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY  
**RESPONDENT - DIVORCE**  
ANSWER & COUNTERPETITION – NO DEPENDENT/MINOR CHILD & NO PROPERTY  
(REQUIRES FILING FEE)

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. This checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG).

Each of the forms should be kept separated to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

- General Information for Self-Represented Litigants

**COMPLETE AND FILE:**

- Notice of Related Cases [Form 12.900(h)]
- Answer to Petition and Counterpetition for Dissolution of Marriage with No Dependent or Minor Child(ren) or Property [Form 12.903(c)(3)]
- Financial Affidavit (short form) [Form 12.902(b)] – Used when annual income is under \$50,000.  
OR:  Financial Affidavit (long form) [Form 12.902(c)] - Used when annual income is \$50,000 or more.
- Notice of Social Security Number [Form 12.902(J)]
- Notice of Current Address [Form 12.915]
- Certificate of Compliance with Mandatory Disclosure [Form 12.932]  
(DUE WITHIN 45 DAYS OF SERVICE, unless waived by both Parties...actual documents {tax returns, pay stubs, etc.} should not be filed in the court file, but provided directly to the other Party.)

In some cases, the following additional documents may be necessary. The forms can be downloaded from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG). The forms can also be requested from the Family Law Self-Help program, by submitting a [blue](#) request form (FLSH-Charlotte Form 2) to the Administrative Office of the Courts (Justice Center – 2<sup>nd</sup> Floor).

- Motion For Temporary Support with No Dependent Or Minor Child(ren) [Form 12.947(c)]  
Either Party may use this form to ask the Court to award any of the following; use of assets; temporary exclusive use of the marital home; temporary responsibility for liabilities/debts; temporary spousal support (alimony); and other relief.

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- Motion for Default [Form 12.922(a)] and Default [Form 12.922(b)]  
This may be filed if the other Party has failed to file an answer to the CounterPetition within 20 days of being served. If Default is entered, a final hearing/trial may be scheduled.
- Notice For Trial [Form 12.924]  
This is filed when a DEFAULT has been entered, or when no settlement can be reached (after Mediation).
- Final Judgment of Dissolution of Marriage with No Property or Minor Child(ren) (uncontested) [Form 12.990(b)(3)]  
This form may be used to “propose” the Final Judgment, which may be signed by the Judge at the final hearing, if there are no contested issues. If case is contested, it must be set for trial.

Some of the forms noted on this page may require you to seek legal guidance from a licensed attorney.