

**DIVORCE PRICING INFORMATION -**  
**We just need \$225.00 down to start**

Professional Services by Jenn & Jenn.  
6554 103rd St., Jax, FL 32210  
904-777-1533

**Note: As NON-LAWYERS we can only prepare you forms, we can not give you legal advice or represent you!!**

**DIVORCE WITH NO CHILDREN OR ASSETS:**

DOCUMENT PREPARATION FEE IS \$225.00

This includes all your court documents, notaries, financial affidavits, final judgments, everything you will need for the Courthouse.

**DIVORCE WITH ASSETS BUT NO CHILDREN:**

DOCUMENT PREPARATION FEE IS \$325.00

This includes all your court documents, notaries, financial affidavits, final judgments, everything you will need for the Courthouse.

**DIVORCE WITH CHILDREN BUT NO ASSETS:**

DOCUMENT PREPARATION FEE IS \$395.00

This includes all your court documents, notaries, financial affidavits, final judgments, child support worksheets, everything you will need for the Courthouse.

**DIVORCE WITH CHILDREN AND ASSETS:**

DOCUMENT PREPARATION FEE IS \$425.00

This includes all your court documents, notaries, financial affidavits, final judgments, child support worksheets, everything you will need for the Courthouse.

**COURT REQUIRED FILING FEES:**

DUVAL COUNTY IS \$ 409 plus \$10 for a summons stamp and \$12 for envelopes.  
CLAY COUNTY IS \$408 plus \$10 for a summons stamp and \$12 for envelopes.

**CHILDREN FIRST IN DIVORCE CLASS:** A requirement by the Courts for all persons filing with children - the class fee is \$50 per person. You will sign up for this class after you have filed for the divorce.

**SERVING FEES:** Fees in Duval & Clay start at \$40.00. If service is outside Duval or Clay County we will contact the county server to find their fees, costs and addresses.

# Professional Services by Jenn & Jenn, LLC

## WELCOME!

We are very happy to assist you with your paperwork preparation needs. Please remember we are not lawyers, we can not represent you or give you legal advice. **PLEASE NOTE YOUR DOWN PAYMENT IS NON-REFUNDABLE.**

In order to prepare your paperwork properly, **we will need your help in getting all of the required information.** The Florida Supreme Court has set very specific guidelines as to what is required on your divorce paperwork, and we will need this information so that we can get your case finalized. This will include such things as account numbers, social security numbers, and legal descriptions. The faster you can give us this information, the quicker we will be able to complete your paperwork for you!

The Supreme court has ruled that **everyone getting divorced must complete a Financial Affidavit,** whether you have minor children or not. The courts will not complete your case until they have them, if they don't receive them in a timely manner, your case may be dismissed! We will provide blank ones for you and help you fill them out, but we will have to have them.

**Please note,** you have chosen to file your divorce without the help of a lawyer. Going through this process can sometimes be slow and stressful, you will have to be patient with the courts because they are overloaded and overworked. We will help you through this and try to make it as easy as possible; but you can expect delays and sometimes having to submit the same papers twice, **please, please be patient.**

The Supreme Court has developed specific forms that we must use, we are not allowed to change these forms. **If you want to make choices not listed on the approved Supreme Court forms, you will need a lawyer. If your divorce is going to be messy or complicated, you need will a lawyer.**

When you come in to sign the completed forms, it will take approximtley 45 minutes, therefore, our office requires that you come in no later than 4 PM to sign.

If you have any questions or need additional information, please feel free to ask; we are here to help!

Again, Thanks for choosing Professional Services by Jenn & Jenn, LLC

\_\_\_\_\_  
Initials

**DIVORCE INFORMATION SHEET**

Have you or your spouse been a resident of Florida for at least 6 months? (Circle One for each person) **You** -- Yes, No / **Your Spouse** -- Yes, No

Date Married: \_\_\_\_\_ Date Separated? \_\_\_\_\_

Place of marriage: \_\_\_\_\_

Is either party a member of the military service? \_\_\_\_\_

Do you or your spouse wish to return to your/her former name? \_\_\_ Yes \_\_\_ No

If yes, what name do you/does she wish to be known as? (include middle name) \_\_\_\_\_

\_\_\_\_\_

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Your Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

+++++

Your Spouse's Full Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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**PRIOR OR PENDING CASES:**

**Are there any Prior or Pending Court Cases - child support, injunctions or custody?**

**(Yes) (No) (If Yes we must have a copy of the Final Order)**

Are you, your spouse or significant other currently pregnant? \_\_\_\_\_ Due date \_\_\_\_\_.

**Are there and children born during the marriage NOT FROM THE TWO OF YOU:**

If so, child(ren)'s name(s) and birthdate(s): \_\_\_\_\_

Has Paternity been established through the courts? **(Yes) (No)** (If Yes we must have a copy of the Final Order)

Who is the birth father of the children? \_\_\_\_\_

Birth father's address: \_\_\_\_\_

**CHILDREN FROM THE TWO OF YOU:**

<u>Children's Full Names</u>	<u>Sex</u>	<u>Birthdate</u>	<u>Age</u>	<u>Social Security #</u>	<u>Place Born</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Include children over 18 who are dependent on parents due to medical or physical disability.  
Are any of the children adopted? \_\_\_\_\_. If so, which ones? \_\_\_\_\_

**CHILD SUPPORT:** Will be determined by the Court. Child Support will be based on your financial affidavits, day care, insurance etc.. You **must** do a financial affidavit!

Child Support can be paid in one of the following ways: Which way do you wish to request?

1. Taken out of their paycheck and sent through the State of Florida Depository \_\_\_\_\_
2. Have them pay the State of Florida Depository themselves. \_\_\_\_\_
3. Pay you directly. \_\_\_\_\_

When do you want child support to begin? \_\_\_\_ on the date you separated \_\_\_ on the date you file for divorce or \_\_\_\_ on the date of your Final Judgment?

If you want to ask that no child support be ordered please state why \_\_\_\_\_

**PLACES AND PERSONS with whom the child(ren) has/have lived during the last 5 years?**

<u>Addresses where children have lived</u>	<u>Dates they lived there</u>	<u>the persons they lived with</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there day care for the minor children \_\_\_\_ Yes \_\_\_\_ No  
If yes, how much does it cost per month? \_\_\_\_\_

**INSURANCE:**

- Do the children have health and dental insurance? \_\_\_\_ Yes \_\_\_\_ No
- If Yes, who is the insurance through? i.e.: Medicaid, Florida Kids Care, etc.: \_\_\_\_\_
- How much does the insurance cost per month for the children? \_\_\_\_\_
- If insurance is not available, can someone get insurance? \_\_\_\_ Yes \_\_\_\_ No
- Who is responsible for getting and keeping the insurance? \_\_\_\_\_
- How will any non-covered medical and dental expenses for the children be divided?  
\_\_\_\_ Split 50/50 \_\_\_\_ 100 % to You \_\_\_\_ 100 % to your spouse \_\_\_\_ % of guidelines.
- Does the person paying child support have life insurance to secure child support? \_\_\_\_ Yes \_\_\_\_ No
- If life insurance is not available, can the person paying child support get insurance? \_\_\_\_ Yes \_\_\_\_ No
- Who will claim the minor children on their income taxes? \_\_\_\_ You \_\_\_\_ Your Spouse **or** Will you alternate years with **You** taking **even/odd** years and your **spouse** taking **odd/even** years?

**PROPERTY** - Anything purchased while you were married.

Year & Make of Cars and or boats you jointly own    VIN numbers    Who is keeping it?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you own a home?** If so, we **must** have the address of house: \_\_\_\_\_

**What are your request in regard to the division of the marital residence:** \_\_\_\_\_

\_\_\_\_\_

**Household items, furniture, tools etc. and what they are worth:**

Items **Husband** will keep & what they are worth

Items **Wife** will keep & what they are worth

_____	_____
_____	_____
_____	_____
_____	_____

**BILLS:** - Any bills you still jointly owe.

Finance Company/Credit Card    Last 4 digits of Account #    Balance due    Who will pay

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Retirement Benefits/401K, Pensions etc. you want part of or ones you wish to keep: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Spousal Support: (Alimony) If you wish to request it: - How much do you want, why are you requesting and for how long do want to receive it? \_\_\_\_\_

I, \_\_\_\_\_, do hereby declare under penalty of perjury that the statements made above are true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Your signature

**Please Note:** Parties with children must complete a Parenting Plan which will be attached to and made a part of the Petition. **Once the paperwork is complete, any mistakes on your information sheet or if you later make changes to your paperwork, will require an additional fee of at least \$50.** All papers and forms must be filed immediately. We will not be responsible for any errors, omissions or changes in the Court's forms after 30 days if you have not filed. We will only hold your completed paperwork in the office for a period of 90 days. Please read all forms carefully and check for correct spelling of names and correct dates. **Initial:** \_\_\_\_\_

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,  
IN AND FOR DUVAL COUNTY, FLORIDA

DISCLOSURE FROM NONLAWYER

I, \_\_\_\_\_, certify that Jennifer M. Kerns of Professional Services by Jenn & Jenn, LLC, explained to me that he or she is not an attorney who is a member in good standing of the Florida Bar and that he or she CANNOT: 1) give me legal advice; 2) tell me what my legal rights or remedies are; 3) represent me in court; or 4) tell me how to testify in court.

This nonlawyer further explained to me that he or she CAN ONLY: 1) help me fill out forms that have been approved by the Supreme Court of Florida; 2) ask me questions to fill in the form(s); and 3) show or explain to me how to file the form(s).

\_\_\_\_\_ I can read English.

\_\_\_\_\_ I cannot read English, but this disclosure was read to me by \_\_\_\_\_ in \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Jennifer M. Kerns  
Professional Services by Jenn & Jenn, LLC  
6554 103rd Street  
Jacksonville, FL 32210  
904-777-1533