

## **ATTORNEY-REPRESENTED UNCONTESTED DISSOLUTIONS**

- To schedule an attorney-represented uncontested dissolution, please see the individual division judge's policies and procedures.
- The Verified Checklist for Attorney Uncontested Dissolution of Marriage and the Notice of Final Hearing must be filed as separate documents at the same time.
- The form for the Verified Checklist for Attorney Uncontested Dissolution of Marriage is found below.
- Counsel must bring the original proposed Final Judgment and an Income Withholding Order (if applicable) and all incorporated exhibits (MSA, Parenting Plan, etc.) properly tagged with a Clerk's evidence tag to the final hearing.
- The proposed Final Judgment must include a proper certificate of service that includes both parties. Once the Final Judgment is signed, counsel must sign the certificate of service and provide copies to all parties.
- **REMEMBER THAT ALL FINAL JUDGMENTS THAT INVOLVE CHILDREN MUST INCLUDE FULL NAMES AND DOB AND ALL CHILD SUPPORT DETAILS.**

IN THE CIRCUIT COURT OF FLORIDA, NINTH JUDICIAL CIRCUIT  
IN AND FOR ORANGE COUNTY

In re: The Marriage of:

CASE No.:

Petitioner

Division

and

Respondent.

\_\_\_\_\_ /

**VERIFIED CHECKLIST FOR**  
**ATTORNEY UNCONTESTED DISSOLUTION OF MARRIAGE**

Please certify all relevant items listed below are in the court file at the time you set a final hearing. **If any required listed item is missing, the court will cancel the final hearing.** This completed checklist must be filed and viewable in the Clerk's system at the time of the final hearing.

**Please fill out all of the information listed below with DATES. Do not use check marks, X's or N/A. Each line must have a date.**

\_\_\_/\_\_\_/\_\_\_ Notice of Hearing

\_\_\_/\_\_\_/\_\_\_ Civil Cover/case information sheet

\_\_\_/\_\_\_/\_\_\_ Notice of Related Cases

\_\_\_/\_\_\_/\_\_\_ Petition for Dissolution

\_\_\_/\_\_\_/\_\_\_ Answer

\_\_\_/\_\_\_/\_\_\_ Copy of driver's license, Florida ID card, Florida voter registration card or  
Affidavit of Corroborating Witness with proper ID

\_\_\_/\_\_\_/\_\_\_ Notice of Social Security Number for Petitioner

\_\_\_/\_\_\_/\_\_\_ Notice of Social Security Number for Respondent

\_\_\_/\_\_\_/\_\_\_ Most recent Financial Affidavit for Petitioner

\_\_\_/\_\_\_/\_\_\_ Most recent Financial Affidavit for Respondent

\_\_\_/\_\_\_/\_\_\_ Marital Settlement Agreement (state in FJ “identified as Exhibit 1 and filed herein”). Child support payments must be made through the Florida Disbursement Unit (FSDU) unless authorized by the Court in the final judgment. **A hard copy of the MSA must be brought to the final hearing, tagged with a Clerk’s evidence tag as Petitioner’s/Respondent’s Exhibit 1.**

**CASES WITH MINOR CHILDREN - THE FOLLOWING ARE ALSO REQUIRED:**

**Please fill out all of the information listed below with DATES. Do not use check marks, X’s or N/A. Each line must have a date.**

\_\_\_/\_\_\_/\_\_\_ UCCJEA: confirm the court has jurisdiction over child(ren)

\_\_\_/\_\_\_/\_\_\_ Certificate of completion of parenting class for Petitioner

\_\_\_/\_\_\_/\_\_\_ Certificate of completion of parenting class for Respondent

\_\_\_/\_\_\_/\_\_\_ Parenting Plan (state in Final Judgment “identified as Exhibit 2 and filed herein”) This should be filed separately from the Final Judgment. **A hard copy must be brought to the final hearing tagged with a Clerk’s evidence tag as Petitioner’s/Respondent’s Exhibit 2.**

\_\_\_/\_\_\_/\_\_\_ Child Support Guidelines Worksheet (must match the child support stated in the Final Judgment)

**BRING TO HEARING: Bring Final Judgment that indicates agreements are attached and all agreements, with a complete certificate of service including both parties to the Final Hearing.**

I hereby certify that all of the above relevant items are in the court file and the case is ready for an uncontested final hearing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Name:

Florida Bar Number:

Attorney for:

Address: