

## **INSTRUCTIONS FOR FINAL JUDGMENTS OF DISSOLUTION OF MARRIAGE VIA ELECTRONIC SUBMISSION**

As a result of the closure of the courthouse to the public, the Domestic Relations Divisions in Orange County Florida are accepting attorney uncontested Dissolution of Marriage cases remotely via electronic submission. Please comply with the following instructions and the materials enclosed.

1. The *Checklist* shall be completed, scanned, and forwarded by email to the Court.
2. Also attached to your email must be: The Final Judgment of Dissolution of Marriage, Settlement Agreement, and Parenting Plan when applicable, all as one PDF document
3. Also attached to your email must be: a Vital Statistics Form, a Final Disposition Form, and if this is a case where child support is ordered, an Income Deduction Order. These are to be attached as separate PDF documents.
4. Prior to emailing the Court, The *Motion for Written Ex Parte Final Hearing, Waiver of Appearance* and attached exhibit of sworn testimony shall be completed and filed with the Court. Attach a copy of the filed Motion and attachment with the stamp viewable, verifying that it was submitted via the eportal.
5. At this time the Court will e-file the necessary documents. This procedure may change.
6. The submitting party shall be responsible for dissemination to the other party after the original has been e-ported by the Court and shall file a certificate of service within 72 hours.
7. Given the changing dynamics of our situation these guidelines and procedures may be updated or modified, please refer to each division for updates.

Initiated: March 18, 2020