

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

In re: The Marriage of

CASE No.

Petitioner

and

Respondent.

_____ /

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

CHECKLIST: Please certify all relevant items listed below are in the court file at the time you request a final hearing. **If any required listed item is missing, the court will not schedule a final hearing.**

HEARINGS: Final hearings for attorney uncontested dissolutions (attorney uncons) will be heard by the following divisions (regardless of the division to which this case is assigned):

Division 46: case numbers ending 0-3;
Division 45: case numbers ending 4-6;
Division 44: case numbers ending 7-9.

CHECKLIST: Complete and file a Verified Checklist. The completed checklist must be filed and viewable in the court file before scheduling a final hearing.

SCHEDULING: To set a final hearing, select an available date and time from the attorney uncon designated time period on the appropriate division's (see above) Judicial Automated Calendaring System (JACS) on the Ninth Circuit's website, <http://www.ninthcircuit.org/services/jacs>.

CONFIRM DATE: The date and time for the attorney uncon **MUST BE CONFIRMED** with the judicial assistant (JA) before filing & serving the Notice of Hearing.

NOTICE OF HEARING: No later than 2 business days after scheduling the final hearing with the JA, a Notice of Hearing must be filed and a courtesy copy delivered to the Judge with the proposed final judgment and exhibits.

Fill in date each of the following was filed:

_____ 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. (Please redact any sensitive information as required by law)

_____ Notices of social security numbers

Date Filed

_____ Financial Affidavits of both parties

_____ Marital Settlement Agreement (state in FJ “identified as Exhibit 1 and filed herein”). **A hard copy must be brought to the final hearing, tagged with a Clerk’s evidence tag as Petitioner’s/Respondent’s Exhibit 1.**

_____ Confirm there are no pending Motions

CASES WITH MINOR CHILDREN: THE FOLLOWING ARE ALSO REQUIRED:

_____ UCCJEA: confirm the court has jurisdiction over child(ren)

_____ Certificates of completion of parenting class for both parties

_____ 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 FJ.) Motions to Deviate Child Support must be ruled upon by the case’s assigned division judge before the final hearing is scheduled.
Date of Order on Motion to Deviate: _____.

_____ Child support payment provisions through the *Florida Disbursement Unit (FSDU)* unless authorized by the Court in the final judgment.

BRING TO HEARING: Bring Final Judgment AND all incorporated exhibits (e.g. MSA, Parenting Plan etc. tagged sequentially as Exhibit 1, 2, 3, etc.) and 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

Name:

Florida Bar Number:

Attorney for:

Address:

Email Address(es):

Phone: