

Attorney Uncontested Dissolution Hearings and Verified Checklist

Judge Mark S. Blechman, Division 29

- Final Hearings for Attorney Uncontested Dissolutions (Attorney Uncons) will be heard at short matters. Short matters are Tuesday, Wednesday and Thursday at 9:00 a.m. Check JACS for unavailable dates.
- The hearings will take place, in the order they appear before the Court, as time permits.
- Attorney Uncons are **NOT** scheduled with the JA.
- No telephonic appearances at short matters.
- The verified checklist and the Notice of Hearing must be filed as separate documents at the same time.
- Once you have selected a short matter date you must notice all parties. Courtroom 16-H.
- After the verified checklist and Notice of Hearing has been filed you must provide a hard copy (**no emails or faxes**) to chambers. This can be mailed in or dropped off at chambers on the 20th floor in the tray on the wall.
- A hard copy of the verified checklist and Notice of Hearing must be received at least **THREE (3) BUSINESS DAYS PRIOR** to the hearing date.
- If the verified checklist and Notice of Hearing is not received at least three (3) business days prior, the checklist is incomplete or the file is incomplete the hearing will be cancelled.
- Counsel must bring the original proposed Final Judgment and an Income Withholding Order (if acceptable) and all incorporated exhibits (MSA, Parenting Plan, etc.) marked to the hearing. Do not provide to chambers prior to the 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.

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

In re: The Marriage of:

CASE No.:

Petitioner

Division 29

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 State Disbursement Unit (FSDU) unless the Court has previously granted an alternative payment method. **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:

_____ **NO CHILDREN**

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 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

Attorney Name:

Florida Bar Number:

Attorney for:

Address: