ATTORNEY UNCONTESTED DISSOLUTION HEARINGS AND CHECKLIST
(FOR ORANGE COUNTY ONLY)

1. Attorney Uncons will be scheduled on JACS. A separate Attorney Uncon page has been added to IACS (identified as Domestic Attorney Uncons) for attorneys to select their uncon hearing times. There will be up to 10 hearings set every Tuesday, Wednesday and Thursday at 8:30 a.m. in Courtroom 16-C. Hearings must be scheduled at least one week in advance.

2. Judge Traver's JA, Carmen Oyarzun, will schedule and maintain the calendar. You may email her at ctjaco1@ocnjcc.org to schedule your uncon hearing.

3. The Attorney Uncon checklist (with appropriate pleadings initialed and date each pleading was filed) shall be attached to the Notice of Hearing.

4. If a Default has been entered, the final hearing must be set before the assigned division judge, per the Division's procedures.

5. The files will be tabbed electronically by the judge's staff. Counsel will no longer be required to bring the physical court file with the pleadings tabbed to the final hearing. The judge's trial clerk will print a copy of the e-filed Agreement(s) from the court file to be entered into evidence at the hearing.

6. The uncon calendar will be emailed to the assigned uncon hearing judge the week prior to the hearing.

7. Upon review of the case, the Judge may request his/her JA to contact counsel to file amended or additional pleadings and to submit the proposed Final Judgment to the Judge at least 3 business days prior to the final hearing.

8. lf the Judge determines the file is incomplete or the requested additional pleadings are not timely filed, the final hearing is subject to cancellation.

9. lf you seek a deviation from the Child Support Guidelines, or any other requirements outlined in the Checklist, please file the appropriate motion. These motions shall be heard by the assigned division Judge prior to setting your uncon hearing.

10. Counsel shall bring the original Final Judgment with an appropriate certificate of service for the judge's signature, as well as copies for conforming at the time of the hearing.

11. A signup sheet will be available outside Courtroom 16-C at 8:15 a.m. for attorneys to sign-in when their clients are present. Beginning at 8:30 a.m., cases will be called on a first come, first served basis.

ATTORNEY CHECKLIST FOR UNCONTESTED DISSOLUTIONS
IN ORANGE COUNTY

The following items are **required** before your case can be heard. Please initial all relevant items listed below <u>including the date the document was filed</u> and attach this to your Notice of Hearing when you e-file the Notice with the Clerk. If any of the below mentioned items are not filed or the checklist is not attached, the hearing may be cancelled.

_____ Notice of Hearing w/ checklist attached

_____ Cover/Information sheet (Clerk's form)

_____Clear and legible copy of FL Driver's License/FL ID card, FL Voter's Registration card; Testimony of Affidavit of Witness with proper ID. Please redact any sensitive information as required by law.

_____ Petition

_____ Answer and Waiver

_____ Marital Settlement Agreement (state in FJ "identified as Exhibit 1 and filed herein" and filed separately from the Final Judgment)

_____ Financial Affidavits of both parties

_____ Submit proposed Final Judgment by email when requested by the Judge and bring Final Judgment with complete certificate of service including both parties to the hearing.

If there are minor children, these items are also required:

_____ UCCJEA

_____ Parenting Certificates and Parenting Plan (state in Final Judgment "identified as Exhibit 2 and filed herein" and filed separately from the Final Judgment)

_____ Child Support Guidelines Calculations

_____ List names and dates of birth of all children of the marriage in the Final Judgment

_____ Child Support Payment Provisions through _Florida State Disbursement Unit_ (FSDU), unless authorized by the Court in the Final Judgment

_____ Motion to Deviate and Order Granting/Denying Motion to Deviate