

**Office Check List for Mail In Dissolutions of Marriage OR Paternity Cases**  
**UNCONTESTED CHECKLIST**

**This checklist must be completed when submitting a mail in Final Judgment packet.**

**Please put a check mark or n/a.**

- Petition*: if children, *U.C.C.J.A.* allegations / attached affidavit;
- Petition*:  did wife ask for her *name restored*?  If so, is it in the final judgment;
- Answer* or *Answer and Waiver*
- "*Notice of Social Security Number*" by custodial parent **ONLY in child support cases** for both parents and child(ren); S.S. numbers are not to be in any writing except this form; use Fam. Law Form 12.901(j);
- Marital Settlement Agreement*;  both parties have signed it;
- Parenting Certificate*  Wife  Husband; Marriage & Paternity Local Rule NO: 07-98-37; Sect. 61.21;
- Motion for Written Ex Parte Final Hearing & Waiver of Hearing* signed by :  Husband &  Wife;
- Financial Affidavit* of  Wife  Husband - only required when a minor child or alimony case; OR an affidavit as to the other parent's income to the best of their knowledge;
- Child Support Guidelines Worksheet*; Rule 12.285(j) the amount here agrees with F.J. and I.D.O. amount; \$ \_\_\_\_\_; agreement states \$ \_\_\_\_\_
- Final Hearing Sworn Testimony form*;  **Florida** driver's is attached;  issued 6 months prior to filing;
- Income Deduction Order*:  must be calculated every payment way;  missing parag. 5b address;
- Final Judgment*, copies and stamped addressed envelopes;  NO social security numbers;
- F.J.*: **MUST INCL PARTIES' NAME AND CURRENT ADDRESS**, DOB of party restoring maiden name.
- F.J.*: *Children's* FULL Name, date of birth;
- F.J.*: *Child Support*: **must contain** recipient's name, address where to send money, child support amount, payment to SDU; if amount is less or more than 5% of guidelines must "**specially**" state why because of future modifications;
- Parenting Plan*, if filed on or after October 1, 2008
- Vital Statistics form* for Marriage, & in Paternity case form HD 673;
- Final Disposition form* - Form 1.998; Marriage & Paternity;
- \$10.50 *check for recording*; Marriage only;

NOTE TO JUDGE \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Attorney at Law

IN THE CIRCUIT COURT FOR ORANGE COUNTY, FLORIDA

\_\_\_\_\_,  
Petitioner,  
and

Case No.: \_\_\_\_\_-DR-\_\_\_\_\_

\_\_\_\_\_,  
Respondent

**MOTION FOR WRITTEN EX PARTE FINAL HEARING,  
& WAIVER OF COURT APPEARANCE BY PARTIES**

**WHEREAS**, the undersigned attorney at law is an officer of the court and as such has performed the following duties; and

**WHEREAS**, this case has been settled by a written agreement, OR by default; and

**WHEREAS**, the parties have been advised of their right to a final evidentiary hearing in person before the court, but have chosen this procedure; and

**THEREFORE**, it is requested that the Court enter a final judgment for dissolution of marriage, without further notice to either party or delay, and based upon the following:

1. **SETTLEMENT:** This case has been settled by a written:  
 Settlement Agreement, or  
 Default properly entered by the Clerk of Court;
2. **WAIVER:** The Petitioner and Respondent, unless defaulted, have signed this document to waive their legal right to a final *evidentiary hearing in person* before the Court. They consent that this case may be concluded by an attorney at law submitting the necessary written documents to the court for its review and entry of a final judgment.
3. **COURT FILE:** The court file contains the following items: (x which applies)  
 **If No Minor Children:**  
 Answer or Answer and Waiver;  
 Financial Affidavit listing all assets and debts;  
 Property Settlement Agreement;  
  
 **If Minor Children:**  
 Answer or Answer and Waiver;  
 Property Settlement & Custody Agreement;  
 Financial Affidavit listing all assets and debts;  
 Child Support Guidelines Worksheet; Rule 12.285(j)  
 Parenting and Divorce Class Certificate for both parents; Local Rule
4. **FACTUAL BASIS FOR DISSOLUTION OF MARRIAGE:**

The \_\_\_ Petitioner's / \_\_\_ Counter Petitioner's attorney at law, as an officer of the court, placed said party under oath, advised them that they were subject to the penalties of perjury, and then completed "**FINAL HEARING SWORN TESTIMONY**" form.

5. **FINAL HEARING:** The waiting period of 20 days (Sect. 61.19, F.S.) from the date of filing has expired.

***THEREFORE***, the \_\_\_ Petitioner's / \_\_\_ Counter Petitioner's attorney at law moves this honorable Court to enter a final judgment of dissolution of marriage based upon said documents. And additionally, enclosed are:

- \_\_\_ Final Hearing Sworn Testimony form;
- \_\_\_ Income Deduction Order, "required" if child support; and
- \_\_\_ Final Judgment, copies and stamped addressed envelopes as needed; and
- \_\_\_ Vital Statistics form;
- \_\_\_ Final Disposition form;
- \_\_\_ Check for \$10.50 for recording of final judgment;

***UNDER PENALTY OF PERJURY***, the undersigned Petitioner and Respondent swears or affirms to tell the truth, the whole truth, and nothing but the truth, so help me. This document is true and correct, and expresses the uncoerced desire of the undersigned.

DATED: \_\_\_\_\_, 20\_\_

DATED: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**PETITIONER'S SIGNATURE**

\_\_\_\_\_  
**RESPONDENT'S SIGNATURE**

\_\_\_\_\_  
Attorney for Petitioner

\_\_\_\_\_  
Attorney for Respondent

**See Next Page for Notary**