

ATTORNEY-REPRESENTED UNCONTESTED DISSOLUTIONS

- To schedule an attorney-represented uncontested dissolution, please see the individual division judge's policies and procedures.
- The Verified Checklist for Attorney Uncontested Dissolution of Marriage and the Notice of Final Hearing must be filed as separate documents at the same time.
- The form for the Verified Checklist for Attorney Uncontested Dissolution of Marriage is found below.
- Counsel must bring the original proposed Final Judgment and an Income Withholding Order (if applicable) and all incorporated exhibits (MSA, Parenting Plan, etc.) properly tagged with a Clerk's evidence tag to the final 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

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:

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: