

Instructions for Submitting an Uncontested Dissolution of Marriage Packet

1. All **Notary Jurats** required in any of the below documents **MUST** be correct. (See *Fla.Stat. §117.05(3)(a)*)
2. A **UCD Checklist** must be filed with the Clerk's Office and a copy submitted with your **Final Judgment**. (See Form on Judge Krier's 20th Circuit web-site.)
3. ALL documents listed below **MUST** be filed with the Clerk's Office in the dissolution of marriage case for which you are requesting an uncontested proceeding:
 - At least ONE **pleading**: Petition or Counter-Petition
 - **Notice of Related Cases** (As required by Judicial Administration Rule 2.545(d) – see Form 12.900(h). The Civil Cover Sheet (Form 1.997) does NOT meet this requirement.)
 - **Affidavit as to Grounds** – only one party must file (See form on Judge Krier's 20th Circuit web-site. IF the Wife is submitting this Grounds-Affidavit, this Affidavit's statements may be combined with those of the Pregnancy and Name Change Affidavit listed below.)
 - **Wife's Affidavit as to Pregnancy and Name Change** (See form on Judge Krier's 20th Circuit web-site)
 - **Waiver of Appearance and Notice of Final Hearing** – BOTH parties must file (See form on Judge Krier's 20th Circuit web-site)
 - **Marital Settlement Agreement**
 - **Proof of Residency** – only one party must file
 - **Non-Military Affidavit** (This statement may be set forth in a pleading rather than by separate Affidavit.)
 - **Notice of Filing Confidential Social Security Numbers** (See Judicial Administration Rule 2.420 & its Appendix)
 - **Notice of Compliance with Mandatory Discovery** (See Family Law Form 12.932 OR **Waiver** of same (See SAMPLE form on Judge Krier's 20th Circuit web-site) – the Waiver may also be set forth in the Marital Settlement Agreement in which case the paragraph(s) number(s)/location should be cited on the UCD Checklist).
 - Both parties' respective **Financial Affidavits**
4. If there are CHILDREN born of the parties' marriage then the following are also required:
 - **UCCJEA Affidavit** (These allegations may be included in the Petition or Counter-Petition, but ALL required statements must be set forth - See Family Law Form 12.902(d). If included in pleading, list pleading & paragraph numbers on UCD Checklist.)
 - Both parties' **Certificates of Completion of parenting class** (See the "Family Law Procedures" on Judge Krier's 20th Circuit web-site for a listing of approved classes.)
 - **Parenting Plan Agreement** (This may be included in the Marital Settlement Agreement, but **MUST** be sufficient per Fla.Stat. §61.13(2)(a) and (2)(b))
 - **Child Support Guidelines Worksheet** (May be attached to the Parenting Plan or Marital Settlement Agreement.)
 - **Motion to Deviate from Child Support Guidelines** (if any)
5. Submit directly to the Judge's Office: (1) A copy of the UCD Checklist (the original should be filed in the Court file), (2) the proposed Final Judgment, and (3) stamped envelopes addressed to the appropriate persons.
6. If all required documents have been filed and the Judge approves the Marital Settlement Agreement and Parenting Plan (if there are children of the marriage), the Court will hold a court proceeding without the presence of attorneys or parties and without live testimony. At said court proceeding, the Court will dissolve the parties' marriage, accept any Agreements, restore the Wife's maiden name (if requested),

and execute the Final Judgment. This proceeding should occur within three (3) weeks of the Judgment being submitted to the Judge's office.¹ Neither the parties nor their attorneys will receive notice of this court proceeding per the Waiver that the parties execute as described above.

7. It is NOT necessary that any Counter-Petition that has been filed in a case be dismissed prior to the above process occurring.

¹ If there is some urgency to the entry of the Final Judgment, please describe this in the letter enclosing the documents submitted to the Judge's Office.