**ATTORNEY CHECKLIST FOR UNCONTESTED DISSOLUTIONS**

**IN COLLIER COUNTY**

The following items are **required** before your case can be heard. Please confirm all relevant items listed below including the date the document was filed and attach this to your Notice of Hearing when you e-file the Notice with the Clerk. **If any of the below items are not filed or the checklist is not attached, the hearing may be canceled. Only the website form will be accepted – no alterations, additions or deletions.**

**Enter the filing date for each of the following documents:**

\_\_\_\_\_\_\_\_ Civil Cover Sheet/General Information Sheet

\_\_\_\_\_\_\_\_ Notice of Related Cases

\_\_\_\_\_\_\_\_ Petition for Dissolution of Marriage

\_\_\_\_\_\_\_\_ Answer & Waiver ***(If not filed, the Respondent is expected to appear for the Final Hearing).***

\_\_\_\_\_\_\_\_ Copy of Florida Driver License, Florida ID card, Florida voter registration card or

Affidavit of Corroborating Witness. (Please redact any sensitive information as required by law).

\_\_\_\_\_\_\_\_ Notices of Social Security Numbers for BOTH parties

\_\_\_\_\_\_\_\_ Financial Affidavits for BOTH parties

\_\_\_\_\_\_\_\_ Marital Settlement Agreement (State in FJ “identified as Exhibit 1 and

filed herein”). **A hard copy 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: ADDITIONAL REQUIREMENTS**

\_\_\_\_\_\_\_\_ UCCJEA: confirm the court has jurisdiction over the child(ren)

\_\_\_\_\_\_\_\_ Certificates of completion of parenting class for BOTH parties

\_\_\_\_\_\_\_\_ 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 FJ). Motions to Deviate from the Child Support Guidelines must be ruled upon by the

assigned Judge before the Final Hearing is scheduled.

Date of Order on Motion to Deviate: \_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_ Child support payment provisions through the *Florida State Disbursement Unit*

*(FSDU)* unless otherwise authorized by the Court in the Final Judgment.

**BRING TO HEARING: Final Judgment AND all incorporated exhibits (e.g. MSA, Parenting**

**Plan etc., tagged sequentially as Exhibits 1, 2, 3, etc.). If the Respondent is Self-Represented,**

**please provide a copy of the FJ and a stamped envelope.**

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.

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Name: Date:

Florida Bar Number:

Attorney for:

Address:

Email Address(es):

Phone: