

**CIRCUIT JUDGE MARY P. HATCHER'S
CHECKLIST FOR UNCONTESTED DOMESTIC RELATIONS CASES**

The following documents are required to be filed pursuant to the applicable Florida Statutes, Florida Family Law Rules of Procedure, Unified Family Court Administrative Order No. A2015-10, and applicable Administrative Orders. **ALL** documents must be in the court file prior to the scheduling of a final hearing or entry of Final Judgment/Final Order.*

CASE NUMBER:

CASE TYPE:

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CASE NAME:

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PETITIONER	Date of Filing	RESPONDENT	Date of Filing
Civil Cover Sheet			
Petition		Answer or Answer & Waiver/Default	
Non-Military Affidavit (may be included in Petition)		Counter-Petition (if applicable)	
Answer to Counter-Petition (if applicable)			
Notice of Social Security Number (to include minor children, if any)		Notice of Social Security Number	
Financial Affidavit		Financial Affidavit	
Certificate of Mandatory Disclosure <u>or</u> Waiver of Mandatory Disclosure		Certificate of Mandatory Disclosure <u>or</u> Waiver of Mandatory Disclosure	
Proof of Residency		Waiver of Final Hearing (if applicable)	
Notice of Related Cases			
Proof of Service <u>or</u> Waiver of Service			
Marital Settlement Agreement (if signed by both parties)			
Vital Statistic Information Sheet			
Final Disposition Form			
FOR CASES WITH MINOR CHILDREN:		Date of Filing	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)			
Child Support Guidelines Worksheet			
Mother's Certificate of Attendance of Parenting Class			
Father's Certificate of Attendance of Parenting Class			

*Send this completed checklist along with the proposed Final Judgment/Final Order, service copies, and stamped service envelopes (if applicable).