

Required Checklist for Entry of Final Judgement without Personal Appearance

Case Style: _____

Case No.: _____

Fill in the Date of Filing of each item or indicate "N/A" if appropriate.

You must email this COMPLETED checklist with all documents required herein.

Date filed with Clerk of Court	
Petitioner	Respondent
	Petition: (Including U.C.C.J.A. allegations / or separate affidavit of Children)
	Restoration of former name pled? <u>Yes/No</u> If so, must include with DOB in the Final Judgment.
	Answer, Default entered, or Answer and Waiver by Respondent.
	Notice of Social Security Number per Fam. Law Form 12.901(j)
	Settlement Agreement(s) as to all financial and property issues signed by both Parties.
	Parenting Course of Certificates
	Complete Parenting Plan if there are any minor children
	Motion / Waiver of Hearing / Final Hearing Testimony signed by both Parties.
	Financial Affidavit for both Parties or exception:
	Child Support Guidelines Worksheet per Rule 12.285(j)
	Order on Motion to Deviate from Guidelines if CSG amount differ from F.J. and IDO/IWO
	Date of filing the Florida driver's license issued on: _____ (at least 6 months prior to filing)
	Income Deduction Order (All Support) / Income Withholding Order (if Child Support)
	Order approving alternative payment method for child support if not through SDU.

ATTACHMENTS: INITIAL BELOW CONFIRMING ATTACHED OR MARK N/A IF APPROPRIATE

	PDF of FJ to include Parties' Names and Addresses, unless included in Agreement or PP
	All Agreements attached to Final Judgement in ONE PDF file
	SEPARATE Vital Statistics Form
	SEPARATE Final Disposition form - Form 1.998

Dated: _____

Attorney at Law