



**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH COUNTY, STATE OF FLORIDA
FAMILY LAW DIVISION**

IN RE: THE MARRIAGE OF

Case No.: _____

Petitioner,

Division: _____

and

Respondent.
_____ /

UNIFORM ORDER SETTING TRIAL AND PRETRIAL CONFERENCE

THIS CAUSE, being at issue and ready for trial, it is, upon consideration,

ORDERED AND ADJUDGED as follows:

1. This cause is set for Final Hearing on the _____ day of _____, 20_____,
at _____ a.m./p.m. or it is set during the week commencing on Monday, the _____ day of
_____, 20____ at _____ a.m./p.m. at the
Courtroom _____ Courtroom _____ before The Honorable
_____.

2. This cause is set for **Pretrial Conference** in the _____ Judge's Courtroom at the
E. Edgecomb Courthouse, 800 East Twiggs Street, Courtroom _____, _____ on the
_____ day of _____, 20____ at _____ a.m./p.m.. Each party, if represented
by counsel, shall be represented at the Conference by the attorney who expects to conduct the actual
trial and who shall be familiar, not only with the provisions and purposes of Rule 12.200, Florida
Family Law Rules of Procedure, but with the party's evidence and who shall have full authority to

discuss, agree and stipulate insofar as possible, on all matters of fact and law not in issue which will simplify and expedite the trial. (15 minutes)

3. The parties to this case shall be present for the Pretrial Conference.

4. All discovery shall be completed at least 14 days before the trial. Exhibits shall be exchanged five (5) days before trial. A mediation conference shall be completed at least 14 days before trial.

5. At least three (3) days prior to said Pretrial Conference, the attorneys for the parties are directed to each file with the court and serve on opposing counsel, the following:

A brief memorandum setting forth the following:

A. THE MARRIAGE

1. Date and place of marriage.
2. Date of separation.
3. Date of filing petition for dissolution of marriage.

B. THE CHILDREN

1. Names and ages of the children involved, if any.
2. The party who presently has primary residential care of the children.
3. The amount of child support proposed for the children.
4. Whether or not the children are presently covered under any medical insurance policy.
5. What, if any, special medical problems any of the children have.
6. Suggested visitation schedule for the non-custodial parent.
7. Is a custody investigation ordered or completed?

8. Has an approved parent education class been completed and a certificate filed?

C. **ALIMONY**

1. Nature of the alimony; permanent, rehabilitative, lump sum, bridge-the-gap or a combination of same.
2. Amount of alimony, if any, proposed by each party.
3. If rehabilitative alimony is requested, has a written plan been submitted?

D. **PERSONAL PROPERTY**

1. A list of all personal property in controversy.
2. Suggested disposition of said property.
3. The value of each piece of property showing any lien or obligation against said property, and who is obligated for payment.
4. Life insurance policies, if any, and whether said policies are term or whole life, the beneficiary of said policies, and their present cash surrender value.
5. Date of valuation.

E. **REAL PROPERTY**

1. A list of all real property in controversy.
2. The value of each parcel of property showing any lien or obligation against said property, and who is obligated for payment.
3. What interest, right of claim or equitable interest each party claims in each parcel of property.
4. Suggested disposition of the property.
5. Date of valuation.

F. **RETIREMENT PLANS**

1. A list of all retirement, pension, profit sharing, annuity, deferred compensation and/or insurance plans whether they are vested or non-vested.
2. The value of the retirement plans or other benefits.
3. What interest, right, claim or equitable interest each party claims in the property.
4. Suggested disposition of the plan or benefit.
5. Date of valuation.

G. **DEBTS**

1. A list of all unsecured debts and the amounts thereof.
2. A list of all secured debts including the security for payment of the debts and the amounts thereof.
3. Suggested disposition of the debts.
4. Date of valuation.

H. **ATTORNEY'S FEES AND COURT COSTS**

1. The amount of attorney's fees and court costs sought by either party from the other (estimate to conclusion of trial)
2. Will testimony be offered on this issue at trial or at subsequent hearing?

I. **MISCELLANEOUS**

1. Request for amendments to the pleadings.
2. Advisability of preliminary reference of issues to a Master or to mediation.
3. Necessity for further discovery. The conduct of discovery subsequent to the discovery deadline shall be permitted only on the order of the Court for good

cause shown and which will not delay the trial of this cause.

4. List admissions and stipulations to avoid unnecessary proof.
5. All motions not heard at least ten (10) days **prior** to trial shall be deemed abandoned or waived, absent good cause shown.
6. Requests for judicial notice.
7. List issues to be resolved, attaching memoranda when anticipated to be necessary.
8. Estimate the time needed for trial. (The parties will be expected to complete the trial within the allotted time which the court will equitably allocate between the parties)
9. Are child support and/or alimony payments requested to be made through the State Depository Unit?
10. Have the parties attended a final mediation conference?

ATTACH TO THE MEMORANDUM THE FOLLOWING:

- (1) A fully executed Financial Affidavit.
- (2) A Child Support Guideline Worksheet.
- (3) A proposed chart of equitable distribution in the form attached.
- (4) A schedule of all photographs, exhibits and documentary evidence which the party intends to use at trial.
- (5) A witness list giving all names, addresses and telephone numbers of individuals who may be called by a party. The witness list shall specifically designate all expert witnesses.

6. The parties shall do all things reasonable and necessary to assure the availability of their witnesses for the trial period or to otherwise preserve their testimony for trial as provided by the Florida Rules of Civil Procedures.

7. **Counsel shall immediately notify this Court in the event of settlement.** The parties shall not be removed from the trial docket until the settlement terms are reduced to writing and submitted to the court for approval.

8. Failure to comply with the requirements of this Order may subject the party and/or counsel to such sanctions as the court shall determine just and proper under the circumstances.

DONE AND ORDERED at Tampa, Hillsborough County, Florida, this ____ day of _____, 20____.

IRCUIT JUDGE

Copies to:

_____, Attorney for Petitioner
_____, Attorney for Respondent

EQUITABLE DISTRIBUTION WORKSHEET

JUDGE: _____

DATE: _____

CASE NAME: _____

CASE # _____

Valuation Date: _____

<u>Item: Assets</u>	Marital	Non-Marital	Wife's Value	Husband's Value	Court's Value	Husband Shall Receive	Wife Shall Receive
Marital Home							
Other Real Estate							
Vehicle #1							
Vehicle #2							
H's IRA							
W's IRA							
H's 401K							
W's 401K							
H's Pension							
W's Pension							
Furniture							
Antiques							
Collectibles							
Boat							
Plane							
Husband's Life Ins.							
Wife's Life Ins.							
Bank Accts.							
Stocks & Bonds							
Business Interest							
Other Assets							
Misc. Assets							

<u>Item: Debts</u>	Marital	Non-Marital	Wife's Value	Husband's Value	Court's Value	Husband Shall Receive	Wife Shall Receive
Mortgage Marital Residence							
2 nd Mortgage							
Loans Vehicle #1							
Loans Vehicle #2							
Credit Card #1							
Credit Card #2							
Credit Card #3							
Personal Loans							
IRS/Taxes							
Business Debts							
Other Debts							
Misc. Debts							
TOTALS							

