



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

IN RE: THE MARRIAGE OF

Case No.:

Petitioner,

Division:

and

Respondent.

_____ /

ORDER SETTING FINAL HEARING 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 _____, 200____, at _____ o'clock or it is set during the week commencing on Monday, the _____ day of _____, 200____, at _____ o'clock at the Hillsborough County Courthouse, _____, Florida.
2. This cause is set for pretrial conference in the circuit judge's chambers at the Hillsborough County Courthouse, _____, Florida, on _____, at _____ o'clock. 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.
3. The parties to this case shall be at the courthouse for the pretrial conference but will be present during the conference only if directed by the court unless their absence is excused.
4. At least 24 hours 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:

THE MARRIAGE

1. Date and place of marriage.
2. Date of separation.
3. Is marriage counseling or a "cooling off" period requested by either party?

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 requested by either party?

ALIMONY

1. Amount of alimony, if any, proposed by each party.
2. Nature of the alimony; permanent, rehabilitative, lump sum, or a combination of same.

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.

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.

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 present 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.

DEBTS

1. A list of all unsecured debts.
2. A list of all secured debts including the security for payment of the debt.
3. Suggested disposition of the debts.

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?

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 court will not permit further discovery following the pretrial conference unless permitted by court order based upon exceptional circumstances.)
4. List admissions and stipulations to avoid unnecessary proof.
5. List pending motions, attaching memoranda in support of or in opposition to said motions when anticipated to be necessary.
6. Request for judicial notice.
7. List issues to be resolved, attaching memoranda when anticipated to be necessary.
8. Estimate 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 Central Government Depository?

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.
 4. A schedule of all photographs, exhibits and documentary evidence which the party proposes to use at trial.
 5. A witness list giving all names, addresses and telephone numbers of individuals who may be called by a party.
5. Failure to comply with the requirements of this Order will subject the party and/or attorney to appropriate sanctions.

DONE and ORDERED at Tampa, Hillsborough County, Florida, this ____ day of _____, 200__.

Circuit Court Judge

Copies furnished to: