



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

IN RE: THE MARRIAGE OF

Case No.:

Former Husband,

Division:

and

Former Wife.

_____ /

**NOTICE SCHEDULING PRETRIAL CONFERENCE ON POST JUDGMENT
RELIEF BEFORE THE GENERAL MASTER**

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

RECOMMENDED as follows:

1. A pretrial conference for this cause will be held in the chambers of the undersigned general master, Room 273B, Hillsborough County Courthouse, 419 Pierce Street, Tampa, Florida on _____ at _____, **allotted time 15 minutes.**

2. The attorney who expects to conduct the actual trial shall be present at the conference and be familiar with the provisions and purposes of Rule 12.200, Florida Family Law Rules of Procedure, have full authority to discuss, agree and stipulate, insofar as possible, on all matters of fact and law not in dispute. At or after pretrial conference, this cause may be set for non-jury trial before the general master.

3. The parties to this cause of action shall attend the pretrial conference unless their absence is authorized by the general master.

4. At least 24 hours prior to said pretrial conference, the attorneys for the parties are each directed to file with the court and serve on opposing counsel the following:

A brief memorandum setting forth the following:

CASE HISTORY

1. Date and place of the final judgment or order sought to be modified.
2. Date and place of every subsequent modification order.

THE CHILDREN

1. If primary residential care and/or visitation or any other aspect of shared or sole parental responsibility is at issue:
 - a. Names and ages of the children involved.

- b. The provisions of the final judgment for shared parental responsibility.
 - c. The provisions of subsequent modification orders affecting shared or sole parental responsibility requested.
 - d. The modification of shared or sole parental responsibility requested.
2. If any aspect of child support is at issue:
 - a. Names and ages of the children involved.
 - b. The provisions of the final judgment for child support.
 - c. The provisions of subsequent modification orders affecting child support.
 - d. The modification of child support requested.

ALIMONY

1. The provisions of the final judgment for the amount and type of alimony awarded.
2. The provisions of subsequent modifications for the amount and type of alimony awarded.
3. The amount and type of alimony requested and at issue (if any.)

ATTORNEY FEES AND COURT COSTS

1. The amount of attorney fees and court costs sought by either party from the other (estimate to conclusion of trial).
2. Whether testimony will be presented on this issue at trial or whether a subsequent hearing on this issue is requested.

MISCELLANEOUS

1. Request for amendments to the pleadings.
2. Necessity for further discovery. (The court will not permit further discover following the pretrial conference unless there are exceptional circumstances.)
3. Admissions and stipulations to avoid unnecessary proof.
4. Pending motions, attaching memorandums in support of or opposition to the motions when anticipated to be necessary.
5. Request for judicial notice.
6. Issues to be resolved, attaching memorandum when anticipated to be necessary.
7. 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.)
8. Any request for direct payment of child support and/or alimony and/or a delayed income deduction order and reasons why.
9. Whether mediation has been requested and/or waived and/or completed.

ATTACH TO THE MEMORANDUM THE FOLLOWING:

1. A fully completed and executed current financial statement in the format required by the Florida Family Law Rules of Procedure, together with

- copies of previously filed financial statements in the case, if applicable.
2. A schedule of all photographs, exhibits, and documentary evidence which the party proposes to use at trial.
3. A witness list giving all names and addresses of all individuals who may be called by a party.
4. A current Uniform Child Custody Jurisdiction Affidavit, if applicable.
5. A Child Support Guideline Worksheet.

5. Counsel shall, at pretrial, stipulate when possible to undisputed facts, use of copies instead of originals, use of records without records custodian, experts' reports and any other matters, to avoid the use of unnecessary witnesses and time.

6. After the pretrial conference, the attorney for the petitioner shall draft a pretrial report and order setting trial in accordance with any rulings of the general master and any stipulations between the parties. At the conclusion of the report and order, the issues to be tried shall be concisely stated in chronological order, along with each side's exhibits and witnesses. Only the issues set forth in the pretrial order will be tried.

The order shall include the stipulated time and date of trial.

The pretrial order shall be submitted to opposing counsel and to the court within three (3) days after the pretrial conference so that it may be signed and filed in a timely fashion.

7. Failure to comply with the provisions of the order adopting these recommendations may subject the party and/or attorney to appropriate sanctions.

DATED this _____ day of _____, 200___, at Tampa, Hillsborough County, Florida.

General Master

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the above and foregoing has been furnished by U.S. Mail this _____ day of _____, 200___, to the parties and their attorneys.

Administrative Assistant