

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

IN RE:

_____ ,

Petitioner,

and

_____ ,

Respondent.

_____ /

Case No.:

Division:

**ORDER SETTING FINAL HEARING AND PRETRIAL CONFERENCE ON
POST-JUDGMENT RELIEF**
(Judge Lindsay Alvarez)

1. This cause is set for Final Hearing on _____ beginning at _____ at the George E. Edgecomb Courthouse, 800 E. Twiggs St., Courtroom 402, Tampa, Florida 33602 before the Honorable Lindsay Alvarez.

2. This cause is set for Pretrial Conference on _____ beginning at _____ M. for _____ minutes via ZOOM videoconference.

The Court's Zoom link is <https://zoom.us/j/8207378005> and Zoom Meeting ID is 820-737-8005. The Zoom App is available for free for IOS and Android devices, and it may also be accessed via desktop or laptop computer. This is a free service. The Zoom Help Center is at <https://support.zoom.us>. Please visit the Court's website for additional information and videoconferencing tips. **Please input your actual name for the video conference or change the name of your device.**

The parties to this case and lead counsel for the Final Hearing shall be present for the Pretrial Conference.

3. At least sixty **(60)** days before the first scheduled Final Hearing date, each party shall provide to the other party and file with the court a witness list giving all names, addresses, and telephone numbers of individuals and representatives that the party reasonably expects to call at the Final

Hearing, along with a brief summary of each witness's expected testimony. The witness list shall specifically designate all expert witnesses. Absent good cause, witnesses not disclosed by this deadline will be prohibited from testifying.

4. All discovery shall be completed by the date of the Pretrial Conference set forth above.

- a. At least forty-five **(45)** days prior to the Pretrial Conference, the substance of any expert opinions to be offered at the Final Hearing shall be disclosed;
- b. At least ten **(10)** days prior to the Pretrial Conference, any expert witness expected to testify at the Final Hearing shall be made available for deposition.
- c. Note that all discovery requests must be timely served so that the applicable rule allows for a response no later than the date of the Pretrial Conference.

5. Counsel for the parties shall meet to exchange and mark exhibits for the Final Hearing no later than fourteen **(14)** days before the week in which the Final Hearing is scheduled to start. Counsel shall attempt to agree to the admissibility of as many exhibits as possible. All agreed upon exhibits shall be in a notebook or series of notebooks with a descriptive index and marked as agreed for purposes of admission into evidence. Any exhibits not agreed upon shall be kept in separate notebooks and marked as the particular party's proposed exhibits. The notebooks shall be no larger than 2.5 inches.

6. **Exhibits are expected to be delivered to the Court (Tampa Courthouse) seven (7) days prior to the Final Hearing. The parties and counsel shall coordinate with the Judicial Assistant regarding additional details for delivery of the materials.**

7. Please be advised that absent extraordinary circumstances and good cause shown (or there it is otherwise permitted under the rules), the Court will generally preclude the testimony of a witness not disclosed on the witness list, and will generally preclude the introduction of evidence not disclosed during discovery.

8. A mediation conference shall be completed at least fourteen **(14)** days before the first day of the Final Hearing or have been completed within one hundred twenty **(120)** days of the Final Hearing.

9. At least three **(3)** days prior to the Pretrial Conference, the attorneys for the parties are directed to each file with the court and serve on opposing counsel a memorandum setting forth the following:

A. **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.
3. Brief statement on the *substantial change in circumstances*.

B. **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 and visitation.
 - 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, ages, and birthdates 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.
 - e. Current gross and net income of each party and the costs of medical insurance and daycare, if any. (Attach current Family Law Financial Affidavit and last three payroll stubs, as well as W-2, 1099, and K-1 for the preceding year).

C. **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).
4. Current gross and net income of each party. (Attach current Family Law Financial Affidavit and last three payroll stubs, as well as W-2, 1099, and K-1 for the preceding year).

D. **MISCELLANEOUS**

1. Request for amendments to the pleadings.
2. Whether further discovery is requested. The conduct of discovery after the discovery deadline shall be permitted only on order of the Court for good cause shown or agreement of the parties and which will not delay the trial of this cause.
3. A **GOOD FAITH** list of **ALL** admissions and stipulations to avoid unnecessary proof.
4. All motions not heard at least ten **(10)** days **prior** to trial are deemed abandoned or waived, absent good cause shown.
5. Whether a party requests judicial notice and a particular listing of all issues or matters for which judicial notice is requested.
6. A **GOOD FAITH** list of **ALL** issues to be resolved with attached memoranda of law when anticipated to be necessary.
7. Estimate the time needed for trial. (The parties are expected to complete the trial within the allotted time and the court will equitably allocate the time between the parties).
8. Whether either party requests child support and/or alimony payments to be made through the State Depository Unit.
9. A statement reflecting the last date the parties mediated.

10. Each party shall attach to the memorandum referenced above the following:

- a. An up to date full, complete, accurate, and executed Financial Affidavit.
- b. Copies of all financial affidavits previously filed in the case, if the party is seeking modification or change in child support and/or alimony.
- c. A Child Support Guidelines Worksheet, if applicable.
- d. A current Uniform Child Custody Jurisdiction Enforcement Affidavit, if applicable.
- e. A schedule of all photographs, exhibits, and documentary evidence that the party intends to use at the final hearing.

- f. An updated witness list giving all names, addresses, and telephone numbers of individuals and representatives that the party reasonably expects to call trial, along with a brief summary of the witness's expected testimony. The updated witness list shall specifically designate all expert witnesses.

11. The parties shall do all things reasonable and necessary to assure the availability of their witnesses for the Final Hearing or to otherwise preserve their testimony as provided by the Florida Rules of Civil Procedure.

12. **Counsel shall immediately notify the court in the event of settlement.** The case will not be removed from the docket until the settlement terms are reduced to writing and submitted to the court for approval.

13. Failure to comply with the requirements of this Order **SHALL** subject a party or counsel to appropriate court sanctions and may subject the case to being removed from the docket without further notice.

ORDERED Hillsborough County, Florida on _____.

LINDSAY ALVAREZ
Circuit Court Judge

Copies to:

_____, Counsel for Petitioner
_____, Counsel for Respondent