

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 5.213-11/20

IN RE: PROCEDURES FOR ENTRY OF A  
QUALIFIED DOMESTIC RELATIONS ORDER

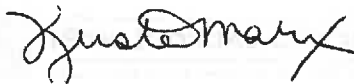
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Section 61.076, Florida Statutes, provides that retirement plans, pension, profit-sharing, and deferred compensation plans are marital assets subject to equitable distribution in a dissolution of marriage action. In order to effectuate distribution of such assets to an alternate payee, the Court will enter a Qualified Domestic Relations Order (“QDRO”) meeting the requirements of section 414(p) of the Internal Revenue Code. Often, the proposed QDRO is submitted by the parties. Uniform procedures on the submission of proposed QDROs are necessary to ensure the appropriate review and timely entry of such QDROs.

**NOW THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. All proposed QDROs or Motions for Entry of a QDRO must attach a pre-approval letter from the plan administrator **or, if the QDRO was prepared by an attorney or QDRO preparation entity, a letter from that attorney or entity confirming that the QDRO meets the plan requirements.**
2. Additionally, proposed QDROs/ Motions for Entry of a QDRO must be furnished to all parties and active counsel of record *prior* to submission to the Court.
3. When submitting a proposed QDRO to the Court, parties must comply with the presiding judge’s divisional instructions.
4. After receipt of a proposed QDRO or Motion for Entry of a QDRO, the presiding judge may direct the parties to submit the original QDRO to the Court for review (with or without a hearing).
5. A form Motion for Entry of a QDRO is attached hereto. This Motion will also be available in Self Help Centers in each branch courthouse.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 16 day of November, 2020.



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Krista Marx  
Chief Judge

\*supersedes admin. order 5.213-9/20

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,

Petitioner,

and

\_\_\_\_\_,

Respondent.

**MOTION FOR ENTRY OF A QDRO**

I, \_\_\_\_\_, the Petitioner/Respondent, request that the Court enter the attached Qualified Domestic Relations Order "QDRO" pursuant to Section 61.076, Florida Statutes, and state as follows:

1. Pursuant to a Marital Settlement Agreement and/or Final Judgment filed on \_\_\_\_\_, a QDRO shall be entered, a proposed copy of which is attached.
2. I certify that the proposed QDRO:
  - a. is consistent with the terms of the Marital Settlement Agreement and/or Final Judgment; **and**
  - b. satisfies section 414(p) of the Internal Revenue Code and section 61.076, Florida Statutes; **and**
  - c. has been reviewed by and is in compliance with the specific retirement plan's requirements; **and a copy of pre-approval letter from plan administrator is attached hereto.**
3. Please check one:

\_\_\_\_ The other party is in agreement with the terms and entry of the proposed QDRO.

\_\_\_\_ The other party is NOT in agreement with the terms and entry of the proposed QDRO.

**WHEREFORE**, I, \_\_\_\_\_, the Petitioner/Respondent, respectfully move this Court for the entry of the attached Qualified Domestic Relations Order.

Signature of Party: \_\_\_\_\_

(PRINTED NAME)

I **HEREBY CERTIFY** that a true and correct copy of the foregoing Motion was ( ) mailed ( ) E- mailed ( ) hand delivered to the person(s) listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Party: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

I, {full legal name and trade name of nonlawyer} \_\_\_\_\_,  
a nonlawyer, located at {street} \_\_\_\_\_, {city} \_\_\_\_\_,  
\_\_\_\_\_, {state} \_\_\_\_\_, {phone} \_\_\_\_\_, helped {name} \_\_\_\_\_,  
who is the [ **one** only] \_\_\_ petitioner **or** \_\_\_ respondent, fill out this form.