

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

ADMINISTRATIVE ORDER NO. 5.205-5/09\*

IN RE: UNCONTESTED MATTERS

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

1. Uncontested Dissolutions: Uncontested dissolutions include only those cases where the parties have entered into a written property settlement agreement or a default has been entered or an answer and waiver has been filed, and minimal testimony taking five minutes or less to present is required relative to parental responsibility, time-sharing, child support or alimony.
2. Final Hearings on Uncontested Dissolutions:
  - a. Final hearings on uncontested dissolutions of marriage are heard during the uniform motion calendar (See Administrative Order 5.201).
  - b. It is the responsibility of the party noticing the matter for final hearing to send a copy of the Notice of Final Hearing to the uniform motion calendar clerk no less than four (4) business days before the uncontested final hearing, so that the file will be available at the final hearing.
  - c. Any default, answer or waiver being relied upon must be contained in the court file when presented to the judge at final hearing.
  - d. The following shall be submitted to the Court at the conclusion of the Final Hearing:
    - 1) Final Judgment (original and sufficient number of copies for the parties)
    - 2) Income Deduction Order (original and sufficient number of copies for the parties)
    - 3) Notice to Payor (original and sufficient number of copies for the parties)

- 4) Support Information Sheet (S.I.S. form)
- 5) Final Disposition forms
- 6) Pre-addressed, stamped envelopes for the parties
- 7) Pre-addressed, stamped envelope to the Payor with sufficient postage to transmit the Notice to Payor via CERTIFIED United States Mail – RETURN RECEIPT REQUESTED.

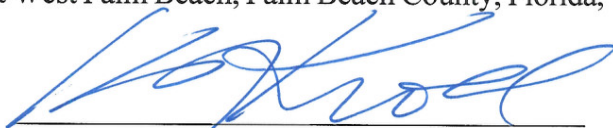
3. Simplified Dissolutions:

- a. Each judge hearing such matters shall set aside time each week to hear simplified and uncontested *pro se* dissolutions of marriage.
  - b. Such hearings shall be scheduled by the Unified Family Court Case Manager.
  - c. Before final hearing, the parties to every uncontested *pro se* dissolution of marriage involving minor children shall mediate all issues pertaining to child custody, support, and time-sharing with the family mediator in the Alternative Dispute Resolution Office, Room 6.2100, Central County Courthouse unless the parties have already signed a written settlement agreement resolving all of the issues involved in the case.
  - d. A signed mediation or settlement agreement shall be presented to the Court at final hearing and shall contain within it, or have attached to it, a parenting plan consistent with the minimum requirements of Florida law.
4. Uncontested Adoptions: Uncontested adoptions must be scheduled with judicial assistant.

5. Name Changes:

- a. Petitions for change of name shall be submitted to the assigned judge for consideration on an *ex-parte* basis. A Final Disposition Form and pre-addressed stamped envelopes shall also be included.
- b. The judge will schedule a hearing after reviewing the court file, should one be necessary.

**DONE and SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 21 day of May, 2009.

  
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Kathleen J. Kroll, Chief Judge