

**JUDGE LARRY SCHACK'S**  
**CIVIL & FAMILY DIVISION PROCEDURES**  
(2-8-2010)

(Amended: Note that changes to the version dated 11-25-09 are marked with \*\* and appear in sections 13, 15, and 15(f))

Please note that the time requirements imposed for delivery of materials to my office arise as a result of the difficulties created by the fact that my judicial assistant and I operate out of offices in two different counties, and I hold hearings in three different courthouses in three different cities.

**1. ORIGINAL PLEADINGS.**

All original pleadings and notices must be filed with the Clerk of Court. Be sure all court filings, including motions and stipulations, comply with the requirements of Florida Rule of Judicial Administration 2.515, including the name, address, Bar number, and telephone number for each attorney who signs the pleading.

**2. CORRESPONDANCE WITH THE COURT.**

I will not entertain any correspondence unless the letter clearly reflects that a copy has been sent to all counsel of record and all pro se parties. You must list all recipients and not as "all counsel of record." Please keep in mind that judges cannot possibly recall all rulings made in all cases. If your letter transmits an order for a ruling made in open court, please specify that fact. All correspondence will be filed in the court file.

Do NOT send letters in which a secretary or another attorney signs *your name* for you or stamps your signature on the letter. If someone wishes to sign and transmit a letter on your behalf, have them list their name under their own signature rather than yours.

### **3. UNIFORM MOTION CALENDAR.**

I will conduct a Uniform Motion Calendar (UMC) to hear non-evidentiary motions which can be heard and ruled on in 10 minutes or less per case. Check my webpage at <http://www.circuit19.org/judges/schackl/schackl.html> for the dates available for UMC.

Telephone hearings can be conducted during UMC. I regret that I cannot utilize more than one method for telephone appearances during UMC. As a result, if you wish to attend by telephone, it will be necessary for you to arrange that appearance through Courtcall (888-882-6878).

#### Moving Party Appearing In Person:

When you attend UMC you must sign up on the sign-in sheet. You will be required to provide the bailiff with a copy of the notice of hearing, motion, proposed order, appellate authority, and any other supporting documentation. No hearing will be held *unless these materials are provided to the bailiff*. Cases will be heard on a "first-come, first-served" basis.

#### Appearing By Telephone:

If you attend by telephone, you must deliver the following at least five business days prior to the hearing:

1. a copy of the notice of hearing,
2. the motion,
3. proposed order,
4. appellate authority,
5. and any other supporting documentation.

In fairness to those who make the drive to the courthouse, those cases will be called first. Cases where all parties appear by telephone will be called thereafter, time permitting.

After proper notice, the failure of any party to appear at the hearing will not prevent a party from proceeding with the hearing. If the party noticing the matter for hearing chooses to wait for the absent party, the matter may be passed over. However if I run out of time on UMC, the hearing may have to be rescheduled.

#### **4. EX PARTE COMMUNICATIONS**

*Ex parte* matters will not be entertained unless specifically authorized by Florida Statute, Florida Rule of Civil Procedure, and Canon 3 B(7) of the Code of Judicial Conduct. Do not submit anything for an *ex parte ruling* unless you can demonstrate how I can act on the matter pursuant to Canon 3 B(7) and Due Process.

#### **5. FACSIMILE TRANSMISSIONS**

Do not send materials by facsimile if they can be sent by U.S. Mail, courier, overnight delivery, etc. The only things that should be sent by facsimile are emergency matters and materials I request. Do not send any item longer than five pages by fax without authorization by my judicial assistant.

## 6. MOTIONS

**(a) Copies of Pleadings.** Copies (not originals) of all hearing notices and the relevant motions must be received by my judicial assistant no less than 10 business days prior to the hearing date. DO NOT send copies of pleadings on matters that are not set for hearing, or that are set for UMC (unless you are appearing at UMC by telephone).

**(b) Certification Of Settlement Efforts And Time Required.** All notices of hearing must contain a certification signed by the attorney who set the hearing as follows:

I HEREBY CERTIFY that I have personally contacted opposing counsel in an effort to resolve the issue(s). However the matter has not settled. A hearing is necessary. A good faith estimate of time agreed upon by the parties to have the matter heard is \_\_\_ minutes/hours.

Please note that a certification stating that an effort will be made to resolve the issue in the future is not sufficient. The contact between counsel attempting to resolve the issues must be done personally, and not through office or paralegal staff. If personal communication is attempted but unsuccessful, written communication to opposing counsel will suffice. Failure to comply with this requirement, may result in cancellation of the hearing. If it is determined that the certification is not true, other sanctions may be imposed, including a referral to the Florida Bar.

This certification is not necessary in notices that set foreclosure hearings for final summary judgment after default.

**(c) Rule 1.140 Motions.** All motions to dismiss filed under Rule 1.140 alleging:

- (1) lack of jurisdiction over the subject matter,
- (2) lack of jurisdiction over the person,
- (3) improper venue,
- (4) insufficiency of process,
- (5) insufficiency of service of process,
- (6) failure to state a cause of action, and
- (7) failure to join indispensable parties,

must comply with the requirements of Rule 1.140(b) in that the grounds on which they are based and the substantial points of law intended to be argued must be stated specifically and with particularity in the motion.

Motions to strike and for a more definite statement must be filed in compliance with the provisions of Rule 1.140.

The moving party must furnish a copy of the motion to my office along with:

- a. a copy of the filed pleadings that are the subject of the motion,
- b. stamped, addressed envelopes for all counsel of record and pro se parties,
- c. an order with a line indicating that the court is “granting/denying” the motion and at least five lines for additional language, and
- d. a transmittal letter showing service of copies to all counsel of record and pro se parties.

I will determine whether the motion can be ruled on without a hearing. If I determine that a hearing is necessary, the movant will be advised to schedule a hearing and to file the appropriate notice. The motion may be denied based on the face of the motion, however no motion will be granted without a hearing.

Given the large volume of cases, I will address the motion when time permits. ***Counsel must not call my judicial assistant to inquire as to the status of the motion.*** My judicial assistant will call the movant if I determine that a hearing is necessary. Nothing prevents a party from scheduling these motions for a hearing if they wish.

**(d) Motions for Rehearing.** Please furnish a copy of the motion to my judicial assistant. If I determine that a hearing is necessary, the movant will be advised to schedule one. Do not file the motion unless you can meet the legal standard for rehearing. Do not file the motion if all you are doing is asking me to reconsider what has already been presented and argued.

**(e) Motions to Compel.** I do not sign *ex parte* motions to compel since I do not believe they comply with Due Process and Canon 3B(7) of the Code of Judicial Conduct.

**(f) Withdrawal or Substitution of Counsel.** Motions to withdraw or for substitution of counsel must comply with Florida Rule of Judicial Administration 2.505 (e)(2) and (f). The signed consent of the client must be obtained and filed with the court, or a hearing must be held with notice to the client. The order must include the client's last known address.

If a hearing is scheduled on another motion, a calendar call or a trial, the order granting the motion to withdraw must include

language that advises the client of the date, time and location of the hearing, docket call, or trial, and directs the client to appear for the scheduled matter.

If counsel seeks to withdraw from representing an entity (e.g. a corporation, partnership or trust), the order must contain language warning that party that under Florida law the party can only be heard, and may only file pleadings, through a member of the Florida Bar.

**(g) Motions for Summary Judgment After Default.** These matters may be scheduled for UMC to obtain a final judgment for liquidated damages, attorney's fees and costs after default. However if a party appears at the hearing to contest the unliquidated damages, I will set an evidentiary hearing or trial on unliquidated damages.

**(h) Emergency Motions.** Copies of emergency motions must be provided to my judicial assistant for my review to determine if a hearing will be granted on an expedited basis. Make sure to obtain my judicial assistant's approval to send a fax if that is how you wish to send the request. The movant will be notified by my judicial assistant whether the motion will be handled on an expedited basis. Requests for emergency hearing time should be limited to true emergencies. Please see section 7 below on notifying us of the total time needed for the hearing. If you do not include the total time needed, your request will not be acted on.

**(i) Memoranda of Law.** If counsel wishes to submit a memorandum of law, a copy must be delivered to my judicial assistant not later than 10 business days prior to the hearing date, with a transmittal letter copied to opposing counsel and pro se

parties, stating the date and subject of the hearing. Memoranda should be brief and to the point. Relevant parts of any appellate authority or statutes submitted should be highlighted please.

## **7. SPECIALLY SET HEARINGS**

When requesting a hearing for more than 10 minutes, be certain to *include the total amount of time needed by all parties for the hearing*. If there are one or more opposing attorneys, you must call and ask each how much time they need to permit you to give my judicial assistant an accurate time request (this is required in your certification – see paragraph 6(b)). Please do not make a request for a hearing without including the total time needed. If you do not include the total time needed by all parties, the request will not be acted on.

Absent a compelling reason, if a hearing cannot be finished in the time reserved, the parties will be required to reset the hearing *from its inception*. It is therefore in the clients' financial interests for their attorneys to coordinate the amount of time **all** parties will need to fully conclude their hearing before setting it. If a hearing is rescheduled the materials submitted may need to be resubmitted for the next hearing date.

Hearings should be coordinated with opposing counsel. Once hearing time is scheduled with my judicial assistant, counsel may not add motions to the hearing time without the agreement of opposing counsel. Whatever time is scheduled for the case on my calendar is all the time that will be allotted for the case, regardless of the number of motions scheduled.

**(a) Cancellation of Hearings.** If a specially set hearing is no longer needed (and the motion has not been cross-noticed by

another party), the hearing must be cancelled with my judicial assistant and the opposing parties notified in a timely fashion.

**(b) Motions Requiring One Hour Or More.** Hearings set for one hour or more may not be cancelled by the setting party unless they first provide a letter to me stating: (1) that they are waiving the matter; or (2) that the relief is no longer needed; or (3) that a stipulation on the matter has been reached (along with a copy of the stipulation); or (4) that the case is closed (along with a stipulated final judgment to sign, or a copy of a voluntary dismissal). These materials must be sent and received with enough time for me to review them before the scheduled hearing.

**(c)** After proper notice, failure of any party to appear at the hearing will not prevent a party from proceeding with the hearing. If the party noticing the matter for hearing chooses to wait for the absent party, the matter may be passed. However if I run out of time, the hearing may have to be rescheduled.

## **8. PROPOSED ORDERS**

All proposed orders must be submitted with sufficient copies for all parties and a stamped, self-addressed envelope for each recipient. The return address on the envelopes you provide *should list my office address and not counsel's address*. Return envelopes should not be stapled to the copies of the orders. Our mailing addresses are as follows:

For all cases filed in Okeechobee County our address is:  
Judge Larry Schack  
Okeechobee Courthouse  
312 NW 3rd Street  
Okeechobee, Florida, 34972

For all cases filed in St. Lucie County our address is:  
Judge Larry Schack  
St. Lucie County Annex  
250 NW Country Club Drive  
Port St. Lucie, Florida 34986

**(a) Submission. Orders should NOT be submitted in advance of a hearing.** At every hearing the moving party must provide a generic order granting/denying the motion, with at least five lines for additional provisions. One of the parties may be directed to provide a more specific order which memorializes my ruling. That order must be submitted with a transmittal letter stating whether opposing counsel has agreed to the language of the proposed order.

If a proposed order is submitted for me to consider a matter without a hearing, the transmittal letter must explain the legal ability to consider the matter ex parte.

Failure to provide sufficient copies of orders for conforming, stamped envelopes for distribution, or a transmittal letter will result in the proposed order being returned to the sender unsigned.

**Proposed orders sent to the clerk will not be acted on.** The original order, in full compliance with these procedures, must be sent to my judicial assistant.

**(b) Content.** Orders should not be styled as “Order”. See Florida Rule Of Civil Procedure 1.100(c)(1). Do not put “cc: all counsel of record” at the bottom of the order; each party is to be individually named. The proposed order should state the date of

the hearing if there was one.

Use plain English in orders and judgments. There is no reason why lawyers can't write using easily understood words and sentences. Please do not use "legalese," arcane or archaic language.

**(c) Objections to Content.** I will not sign orders, or adopt stipulations without a brief transmittal letter reflecting that a copy was provided to all counsel and all pro se parties, and that there are no objections. If there is an objection to a proposed order, the matter will have to be set for further hearing unless otherwise resolved by the court.

**(d) Agreed To Or Stipulated Orders or Judgments.** Agreed orders or judgments should state in the title of the order or judgment that it is "agreed." If an "agreed" or "stipulated" order or judgment is submitted to me to resolve a scheduled hearing (other than UMC), be certain that the cover letter advises my judicial assistant that the hearing should be cancelled.

I will not sign agreed orders or judgments without a brief transmittal letter reflecting either: (a) that a copy was provided to all counsel/parties and that they specifically confirmed agreement, or (b) submission of a signed stipulation, or (c) the presence of initials by all attorneys/parties on the order itself. Remember: *a lack of objection is not equivalent to an agreed order.* In that circumstance the order should not designate it as "agreed" but instead in the body should specify that opposing counsel and pro se parties do not object to the entry of the order.

**(e) Timing.** When submitting orders or judgments for signature allow **a minimum** of one week after receipt for the matter to be

signed. I receive a significant volume of mail and it would not be reasonable to expect your submission to be processed in a shorter time frame.

## 9. DEFAULT FINAL JUDGMENTS

After obtaining a copy of the default entered by the Clerk, counsel may submit a default final judgment to my office, with:

- a. self-addressed, stamped envelopes,
- b. sufficient copies for conforming,
- c. a copy of the Clerk's default,
- d. a copy of the motion and affidavits in support.

**Counsel must NOT submit the material to the Clerk asking that the Clerk enter a default and then send the material to my office.**

Original motions and affidavits should never be sent to my office. ***No action will be taken on material that does not comply with this procedure.***

## 10. TELEPHONE HEARINGS

(Except UMC and foreclosure final hearings)

I conduct telephone hearings in conformity with the provisions of Florida Rule of Judicial Administration 2.530. (I will take evidence by telephone at trials and hearings, however it must be in conformity with Rule 2.530.) It is the responsibility of the attorney/party requesting a telephone hearing to coordinate the appearance of all opposing counsel/parties who decide to attend by telephone. Telephone hearings should be arranged through any reliable conferencing system. My judicial assistant must be notified of the telephone appearance at least three

business days prior. The number to call, and any needed code, must be listed in the notice of hearing.

Foreclosure hearings:

You may appear by telephone by calling Courtcall directly at (888) 882-6878. Courtcall will provide the dates and times available to schedule your hearing.

## **11. CONFLICTS**

Please note that there is no provision in the rules of the Florida Supreme Court for filing a “notice of unavailability.” The filing of the notice does not relieve counsel of any court-imposed obligations.

If you have conflicting court obligations you must comply with Florida Rule of Judicial Administration 2.550. You must file a timely notice of conflict, and provide a copy directly to my office, so that I may resolve the conflict for you. Include each case number, the names and telephone numbers of each judge involved, the nature of each case, and the names and telephone numbers of all attorneys in each case. You must serve the notice on all parties. If you timely file the notice and provide it to me in a timely fashion, the stress becomes mine and not yours. I will resolve the conflict. If you do not comply with this, I am afraid that the stress remains your stress.

## **12. TRIAL ORDERS AND TRIAL CALENDARS**

**(a) Notice for Trial.** When sending a notice for trial, counsel must submit two complete sets of stamped return envelopes. If the case is closed after filing a notice for trial,

counsel must notify my judicial assistant immediately. Due to the length of the trial order, please be sure that each stamped envelope has enough postage for two ounces or the trial notice will be returned.

**(b) Docket Call.** DO NOT call my judicial assistant the business day prior to, and on the day of docket call with questions concerning your case unless it is a true emergency. The last minute settlement of the case is NOT an emergency. If you settle your case prior to docket call, one of the attorneys must still appear and announce that the case has settled, unless prior to the docket call, you confirm with the clerk of court that their records show that your case is closed in its entirety (including counterclaims, cross-claims, third-party claims, etc.). If you wish settlement paperwork signed prior to the docket call do not wait until just prior to the docket call to submit it. You may not fax settlement paperwork, or letters concerning settlement of the case to my office. Due to the volume of paperwork received, if you do not plan for my office to receive the settlement paperwork at least 10 business days prior to docket call, it may not be processed in time.

**(c) Trial Calendar.** I will post trial calendars on the internet on my section of the circuit's website. It is the responsibility of counsel and pro se litigants to determine their case's position on the trial calendar following calendar call. **Do not call my judicial assistant to find out the status of cases on the trial calendar.** Instead call the attorneys handling the cases ahead of yours. Please note that cases set for trial will remain on the trial calendar until the case is concluded. The cases will retain their priority as determined at the calendar call. I will specially set as many cases as possible.

**(d) Vacations and Conflicts.** Counsel should advise me of vacations, conflicts and seminar plans at calendar call. I will attempt to honor all reasonable requests.

**(e) Pretrial Motions.** Due to jury management constraints, motions in limine, motions for summary judgment, motions for judgment on the pleadings, and motions to suppress (in forfeiture cases) will **NOT** be heard on the day of trial, absent extraordinary circumstances. Those motions must be filed and heard sufficiently in advance of trial to permit a ruling. Failure to follow this requirement constitutes a waiver of the motion, absent extraordinary circumstances.

**(f) Settlement.** If the case settles after an order has been entered setting the case for trial, counsel for the plaintiff must promptly notify my judicial assistant by telephone, and send a letter to her advising of settlement.

Cases will not be removed from a trial docket until all aspects of the case are completely settled, and all paperwork necessary to completely close the case has been signed and filed with the clerk.

When you submit settlement paperwork for signature be certain that the cover letter advises me that the case is on a trial docket, is set for docket call, or has a notice for trial pending.

### **\*\*13.FAMILY LAW CASES - REQUIRED FILINGS**

No case will be set for trial, and no uncontested final hearing will be conducted, unless the parties confirm that they have reviewed the file and each party has filed all documents and certificates required by both Florida Statutes and the Family Law

Rules (except in cases in which there has been a default by the opposing party, or where there is some other legally recognized reason for non-compliance). (Please see Family Law Rules 12.285(c)(1), (d)(1) [financial affidavits], and 12.285(j) [child support guidelines worksheets]; Florida Statute Sections 61.052(7) and 742.031 [social security disclosure forms]; 61.522 [UCCJEA]; 61.21(4), (5) and (6) [parenting class]. (Please file original certificates from parenting courses.) If an opposing party has a filing obligation that has not been met, you may set a motion for Uniform Motion Calendar seeking a court order to compel the filing.

A checklist is attached to assist you in meeting this requirement.

#### **14. COURT REPORTERS**

All evidentiary matters (trials and hearings) must be recorded by a court reporter. It is the moving party's responsibility to supply the court reporter.

#### **15. FORECLOSURES**

During the years assigned to the civil division, I experienced many problems in foreclosure cases. The problems fell into two categories: difficulties in telephone hearings, and lack of adequate preparation by the attorney assigned to the case. With an eye toward preventing those problems, please comply with the following requirements. My goal is to handle as many foreclosure cases as possible in the limited amount of time available in my assignment.

\*\* Administrative order 2007-6 contains the form final judgment that you must use in your cases. Administrative orders 2009-1 and 2009-15 govern mediation in certain residential foreclosures. You must be in compliance with those orders. (2009-1 applies to residential foreclosures filed from March 13, 2009 through November 15, 2009; 2009-15 applies to residential foreclosures filed on or after November 16, 2009.)

### Noticing Hearings

Foreclosure hearings on cases filed in Okeechobee County should reflect that the hearing will be held:

“before Judge Larry Schack in Courtroom B of the Okeechobee Courthouse, 312 NW 3rd Street, Okeechobee, Florida, 34972 at [time].”

Foreclosure hearings on cases filed in St. Lucie County should reflect that the hearing will be held:

“before Judge Larry Schack at the St. Lucie County Annex, 250 NW Country Club Drive, Port St. Lucie, Florida, at [time]. PLEASE NOTE: Please check with security at the time of arrival to determine which courtroom the case will be heard in.”

Due to space problems at the St. Lucie County Annex, please do not specify a specific courtroom in your notice on those cases.

### Lack of Preparation and Attention to the Preparation of Cases:

Please avoid these problems:

(a) Materials sent by overnight delivery in close proximity to the hearing. My Judicial Assistant cannot drop all other matters to search all incoming mail for items sent at the last minute, nor will she do so. MATERIAL NOT RECEIVED AT LEAST 10 BUSINESS DAYS BEFORE THE HEARING MAY CAUSE THE HEARING TO BE STRICKEN.

(b) Materials sent to the wrong judge, wrong address, wrong courthouse, wrong circuit, etc.

(c) Attorneys switching files between themselves and not being conversant with the case.

(d) Using form affidavits and orders that are not tailored to the individual case. In the legal profession one size does not fit all, and close enough is not good enough.

(e) Attorneys who don't read what they file. E.g. photocopies of affidavits are filed rather than originals; affidavits are not signed; affidavits are not dated; affidavits are not notarized; or affidavits that contain claims for sums that the attorneys can't explain.

**\*\***(f) Failure to file original affidavits or the original note. When they are filed, originals should never be filed with my office. Originals must be filed with the Clerk of the Court. MATERIAL NOT RECEIVED BY THE CLERK AT LEAST 10 BUSINESS DAYS BEFORE THE HEARING MAY NOT GIVE THEM ENOUGH TIME FOR FILING IN THE COURT FILE AND MAY CAUSE THE HEARING TO BE STRICKEN. **\*\***(NOTE: DUE TO THE VOLUME OF CASES, MATERIAL MUST BE RECEIVED BY THE ST. LUCIE CLERK AT LEAST 20 BUSINESS DAYS BEFORE THE HEARING.)

(g) Orders written in indecipherable and archaic legalese. I will not sign these. *There is absolutely no reason why lawyers cannot write in plain English.*

(h) Attorneys sending me materials in chambers for rulings ex parte for which there is no authority to act in that fashion either under Due Process or Canon 3(B)7 of the Code of Judicial Conduct. (If you send these they will not be acted on.)

(i) Attorneys submitting affidavits or amended affidavits in support of summary judgment less than twenty (20) days prior to the hearing in violation of Rule 1.510. Even if there is a default, the defaulted party is still entitled to notice of all aspects of a request for unliquidated damages.

(j) Attorneys signing pleadings for each other where the attorney who signs does not comply with the requirements of Florida Rule of Judicial Administration 2.515(a) (i.e. they do not include their own typed name and Bar number).

(k) Notices of hearings containing the wrong date, the wrong time, the wrong courthouse, the wrong judge or the wrong circuit. If it is noticed incorrectly, the hearing will be stricken.

(l) Attorneys who fail to return calls and written inquiries from the mortgagor. Failure to make a good faith effort to resolve before the hearing may cause the hearing to be cancelled.

(m) Due to the large volume of foreclosure cases, and the limited time I have to hear them in St. Lucie County, hearings in that county are scheduled months in advance. There is thus no reason why notices, documents, affidavits and judgments can't be sent substantially in advance of the hearing. You must give timely notice to all opposing parties. Send your notices within 15 days of scheduling your hearing to give adequate notice to all. Common sense dictates if you are not ready, don't set the hearing.

(n) Attorneys who no longer need their hearing must remember to cancel it. Once you set a hearing *do not simply fail to attend*. If you need to cancel a hearing please do so with enough notice to enable me to give that time to someone else. You **MUST** also notify everyone you served of the cancellation. If you fail to attend a scheduled hearing on a repeat basis, or if you cancel hearings on a repeat basis, your telephone hearing privileges for you *and your firm* will end. Further, simply failing to attend is unprofessional and rude.

(o) Due to the enormous volume of foreclosure cases and the limited time I have to devote to those hearings, I have limited any one attorney or firm to 10 summary judgment hearings per day. If I find that I can increase that figure, I will do so. This will prevent a small number of attorneys or firms from consuming all the hearing time.

Please follow these requirements to avoid a waste of time for all involved, and the resultant cost to the court system. Each time that hearing time is wasted, some litigant has to wait that much longer to have their case heard. Wasted court time is expensive for litigants and for the public who must fund the court system.

Repeat problems will cause your telephone hearing privileges for you *and your firm* to end.

Thank you for your cooperation and understanding.

Civil & Family Procedure Memo 2-8-10 v2

Case Name \_\_\_\_\_  
 Case Number \_\_\_\_\_  
 Date file examined \_\_\_\_\_

**CHECKLIST**

	<u>HUSBAND / FATHER</u>	<u>WIFE / MOTHER</u>
Financial Affidavit 12.285 (c)(1) & (d)(1) (dissolution and paternity)		
CSGW 12.285 (j) (dissolution and paternity)		
UCCJEA Form 61.522 (dissolution and paternity)		
Social Security form 61.052 (7) & 742.031 (dissolution and paternity)		
Parenting Certificate 61.21 (4), (5), (6)		
Parenting Plan 61.046 (14)(a), (23), & 61.13 (2)(b), (c), (3)		
Answer		
Counter petition		
Answer to Counter petition		
Settlement or Mediation Agreement		

Domestic Checklist – required filings v1-29-10