

STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF APPEAL HEARINGS

<Name of Petitioner>,

Petitioner,

vs.

Appeal No. ____-____

<Name of Respondent>,

Respondent.

_____ /

<PETITIONER'S/RESPONDENT'S> PROPOSED FINAL ORDER

Pursuant to notice, a final hearing was held in this matter before <name of the hearing official>, on <date(s) of hearing>, by phone/in <city>, Florida.

APPEARANCES

For Petitioner:

For Respondent:

<For Intervenor: if applicable>

STATEMENT OF THE ISSUE(S)

A concise summary of the issue(s) presented in the proceeding must be stated, e.g.: whether respondent improperly denied petitioner's application for public assistance benefits under the applicable rules of the program.

PRELIMINARY STATEMENT

The preliminary statement should contain matters such as the following:

A summary of matters that preceded the final hearing, if deemed necessary; for example, why the case was referred to the Office of Appeal Hearings.

Names of witnesses may be stated, if desired, and any necessary description of exhibits.

Information as to whether a transcript of the hearing was provided and the date filed with the Office of Appeals. Further information may be given as to dates permitted for filing proposed recommended orders or other submissions and the parties' compliance therewith.

FINDINGS OF FACT

1. All findings of fact shall be consecutively numbered.
2. Findings of fact must be succinct and precise. It is not necessary to recite any testimony of witnesses. A one paragraph finding of fact may have been distilled from the testimony of a number of witnesses and exhibits.
3. Findings of fact must proceed in a chronological manner unless coherence must be achieved another way.
4. It should seldom be necessary to quote statutes or rules in findings of fact.
5. Quotations of testimony must be kept to a bare minimum.
6. The first paragraph of the findings of fact is the "lead-in" to the case, e.g.:
 1. On January 1, 2017, petitioner submitted an application for....

7. Findings of fact must answer the traditional questions: who, what, when, where, and how.

CONCLUSIONS OF LAW

8. The Office of Appeal Hearings has jurisdiction over the subject matter and the parties hereto pursuant to section 409.285(1), Florida Statutes.

9. The conclusions of law portion of the proposed final order must not include facts or testimony that is not found in the findings of fact. This section applies the law to the facts as found in the findings of fact section.

DECISION

Based on the foregoing Findings of Fact and Conclusions of Law, it is found that a final order be entered _____
_____.

/Your signature/

<Print your name>
<Address>
<Area Code + Telephone number>

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of <Petitioner's/Respondent's> Proposed Final Order has been furnished via <state form of service, e.g., U.S. mail, express courier, fax, electronically, or hand-delivery> to: <state parties and addresses of record>, on this <day> day of <month>, <year>.

/Your signature/

<Print your name>