

**IN THE CIRCUIT COURT, 4TH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA**

**RESIDENTIAL FORECLOSURE DIVISION
ADMINISTRATIVE ORDER NO.10**

This order is entered on the Court's own Motion. Recognizing that things are constantly changing, any comments or suggestions regarding operational effectiveness are appreciated.

This Administrative Order supersedes all previous such Administrative Orders.

ASSIGNMENT OF CASES

All residential mortgage foreclosures will be handled by the Residential Foreclosure Division.

The Foreclosure Division may transfer individual cases to the General Civil Division. Such transfers might be because of complex legal issues, the necessity of extended hearings, multiple defendants, complicated witness testimony or availability, or because of related cases involving the property at issue.

HEARINGS LOCATION

All residential foreclosure proceedings will be conducted in Courtroom 510 of the Duval County Courthouse. Foreclosure proceedings will be **in person or virtually**. Virtual appearance will be based on the www.zoom.us platform.

Courtroom 510 Meeting ID 908-076-6187

Courtroom 510 Dial in number 1-888-788-0099. (Toll free) (Audio only)

CASE MANAGEMENT CONFERENCES, ORDERS, & FORMS

Case Management Conferences (hereafter CMC) will be regularly scheduled by the Court. CMC's will be used to advise the Court of the progress of each case. CMC's will be used to schedule future CMCs and may also be used for motion hearings, final hearings, and any other matters routine to residential foreclosures.

All actions taken at a CMC shall be recorded by the Court on a CMC Memo/Order form. A sample of that form is attached to this Administrative Order.

Plaintiffs shall create the proposed CMC Order/Memo for *each* case for *each* CMC. Plaintiffs shall complete the forms to the extent possible with information known at that time.

PROCEDURES FOR CASE MANAGEMENT HEARINGS

No later than four (4) business days before a CMC, Plaintiffs shall E-file (with Notice of Filing), the proposed CMC Order/Memo form for *that* CMC together with any other order, memo, pleading or judgment that pertains to that CMC.

The Defendant as well may e-file any other order, memo, pleading or judgment pertaining to *that* CMC.

Filing of all CMC matters shall be through the Florida Courts E-filing Portal.

At the CMC the Clerk shall provide to the Court copies of the proposed CMC Order/Memo and any additional documents pertaining to that CMC.

INITIAL ORDER SETTING CASE MANAGEMENT CONFERENCE

The clerk shall prepare an order setting the **Initial** Case Management Conference. This order will be served **with the Complaint**.

The initial CMC date shall be provided to the Clerk by the Court. Generally, the initial CMC will be about sixty (60) days after the Complaint is filed to allow ample time for service of the complaint and the initial order setting a CMC.

Plaintiffs are responsible for verifying the date of the initial CMC. Failure to appear could result in dismissal without prejudice.

A sample copy of the initial order setting initial CMC is attached to this Administrative Order.

MOTIONS

Almost everything can, and should be, handled during a CMC.

Uncontested motions do not need to be calendared. Unless contested, motions such as to Appoint a GAL, to Amend the Complaint, or to Administratively open/suspend a case do not need calendar time.

Parties wishing the Court to consider such uncontested motions should contact the division Staff Assistant for instructions.

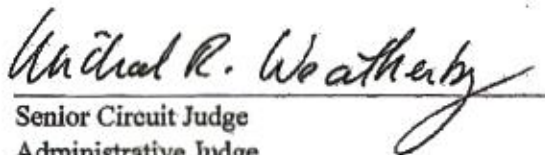
DISTRIBUTION OF PLEADINGS/COPIES

The Residential Foreclosure Division has a very limited ability to conform and/or distribute copies of any pleadings. For the most part, once documents are signed or processed, they will be sent to the Clerk's Office, either directly or through e-filing, for recording in the case file.

Accordingly, the Plaintiff is responsible for ensuring distribution of copies to all interested persons. This may be accomplished by verifying that the interested person is registered with the efile system or by sending a copy through email or the USPS.

Any Defendant is responsible, in the same manner, for distributing copies of any matter generated by the that Defendant.

DONE AND ORDERED this 23 of January, 2024, in chambers in Duval County, Florida.


Senior Circuit Judge
Administrative Judge

FORECLOSURE CASE MANAGEMENT CONFERENCE

ORDER AND MEMO

Div.: _____

CASE NO. _____ DATE _____ COURTROOM _____

Plaintiff _____ v _____ Primary Defendant

Plaintiff's Law Firm _____ E-Mail _____

Defendant's Firm (if any) _____ E-Mail _____

Primary Defendant(s) Served on: _____ Defendant: Default _____ Response _____

Primary Defendant's E-Mail (?) _____

Secondary Defendant(s): _____

***REVERSE MORTGAGE? No ___ Yes ___ : Death ___ Taxes/Ins. ___ Non-Res. for 12 months ___

AAL/GAL: _____

(BELOW IS FOR COURT USE ONLY)

DEADLINE FOR FILING: Motions _____ Discovery _____

HEARING ON MOTIONS _____ TIME _____ am / pm COURTROOM _____

PENDING MOTIONS: _____

CMC/PRE-TRIAL HEARING _____ TIME _____ am / pm COURTROOM _____

INSTRUCTION: _____

MSJ _____ TIME _____ am / pm COURTROOM _____

NJT _____ TIME _____ am / pm COURTROOM _____

REMARKS: _____

DONE AND ORDERED, at Jacksonville, Duval County, Florida, this _____ day of

_____ 20____,

Presiding Judge

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.
DIVISION FC-

Plaintiff

V

Defendant

(THIS ORDER MUST BE SERVED WITH THE SUMMONS)
NOTICE/ORDER SETTING CASE MANAGEMENT CONFERENCE
(READ CAREFULLY)

This Notice shall become a Court Order effective on each Defendant, on the 21st day following the date of service of the Complaint for Foreclosure Summons, on that Defendant, as that date is stated in and reflected on the Return of Service and Summons. If the date of the Case Management Conference set herein is less than 31 days from the date of that service reflected in the Return of Service, the Case Management Conference will be rescheduled on request of any Defendant(s) and/or Plaintiff so affected, upon the Court's review of the Return of Service.

A Case Management Conference in this case is hereby set by the Court for 9:00 a.m. on
_____ in Courtroom #510, 5th Floor, of the Duval County Courthouse, at 501 West
Adams Street, Jacksonville, FL 32202.

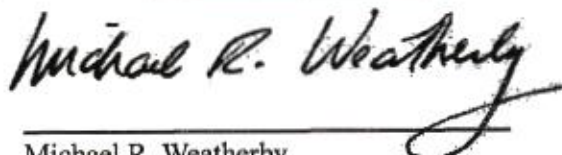
Appearances may be in person or virtually using the www.zoom.us platform.

CR #510 Zoom Meeting ID Number 908-706-6187
CR #510 Zoom Dial in Number 1-888-788-0099 (toll free) (Audio Only)

At the hearing the Court may schedule the service of motions and pleadings; set or reset trials and/or summary or default judgment hearings; limit, schedule, order, or expedite discovery; facilitate the elimination of legal or factual issues; and/or schedule other conferences or determine other matters that may aid in the disposition of this action.

**FAILURE OF THE PLAINTIFF OR ITS REPRESENTATIVE TO APPEAR AT THIS HEARING WILL
LIKELY RESULT IN DISMISSAL WITHOUT PREJUDICE.**

DONE AND ORDERED at Jacksonville, Duval County, Florida this _____



Michael R. Weatherby,
Senior Circuit Judge, Administrative Judge