

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

FORECLOSURE DIVISION ADMINISTRATIVE ORDER NO. 9

Residential Foreclosures

This Order is entered on the Court's own Motion, recognizing that things are constantly changing. Any comments or suggestions directed toward operational effectiveness are greatly appreciated.

General procedures are as follows:

1. For at least the next few months, Courtroom 510, Duval County Courthouse, will be the venue for all foreclosure hearings.
2. The Clerk of Court will list all such hearings at the public section of the Duval Clerk's website, **duvalclerk.com**. The information will be available to anyone interested and will be in .pdf format with case number as well as next court date.
3. **Procedures for All Hearings:** All foreclosure matters will proceed virtually using the **www.zoom.us** platform.
4. **Procedures for Case Management Hearings:** No less than four (4) business days before any scheduled hearing, the Plaintiff shall **"Electronically file"** by a **Notice of Filing, all Proposed Case Management Order and Memos; Proposed Final Judgments; or any other proposed order needed for the pending hearing. Defense proposed orders shall be similarly electronically filed.**
In each Duval County foreclosure case the proposed CMC order/memo shall be completed to the extent counsel are able to do so.
The Notices of Filing must include the date and courtroom to which the proposed orders pertain. The Clerk of Court will be responsible for all proposed orders being in the courtroom when needed.
5. All actions taken by the Court at the CMC shall be recorded on the CMC Order/Memo. The Court will efile or otherwise transmit the Order/Memo for subsequent email or other distribution either electronically or by the Plaintiff by US Mail or other delivery service. Where appropriate, the Plaintiff will also provide a copy of the COVID Addendum with the Case Management Order being distributed.

A copy of the Order and Memo and COVID Addendum is attached hereto for duplication and use.

6. **Procedures for Trials or other Final Hearings:** No less than four (4) business days before the trial or other final hearing, any exhibits or other pertinent documents shall be **"Electronically Filed"** to the Duval County foreclosure case by **Notice of Filing.**

The subject line of the email to the Foreclosure Division shall contain the date and courtroom to which the email pertains.

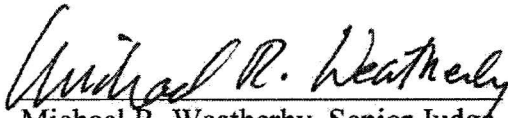
The Original Note and Mortgage and any other documents establishing standing or ownership shall be "Electronically Filed" with a Notice of Filing **AND** physically filed with the Clerk, as well.

At least four (4) business days before the hearing, a party offering any exhibit/document shall send a copy by US mail or other delivery service to any interested party/person who does not have email access.

The Court will enter the completed judgements or orders for subsequent efilings, email, or other distribution by the Clerk, the Plaintiff, or other moving party (as may be appropriate).

7. **Plaintiffs** will continue to be responsible for ensuring that copies of notices, orders, Case Management Orders, and COVID Addendums (where appropriate) are mailed or otherwise delivered to those interested participants without current email addresses.

DONE AND ORDERED in chambers in Jacksonville, Duval County, Florida this 4 day of January, 2020.


Michael R. Weatherby, Senior 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

Addendum

Due to COVID guidelines, ALL hearings will be conducted remotely using telephonic or other electronic means, with no in-person appearances by parties, witnesses, court reporters, or any other individuals. **See below for remote hearing instructions.

If you wish to be included in the virtual hearing on your case of interest, follow instructions. Once connected, you will wait to participate until your case of interest is called just as if you are sitting in the courtroom. Please be appropriately attired. Please ensure that children cannot disrupt this formal hearing.

CALL-IN INSTRUCTIONS TO FORECLOSURE HEARING:

**** Call Number: 1-888-788-0099 (toll free) (audio appearance only)**

**** If your hearing is in Courtroom 509, please enter Meeting ID: 601-181-8697**

**** If your hearing is in Courtroom 510, please enter Meeting ID: 908-706-6187**

Platform: Zoom: www.zoom.us

ONCE YOU ARE CONNECTED, PLEASE WAIT PATIENTLY UNTIL THE CASE OF YOUR INTEREST IS CALLED.

PRESENTATION OF EVIDENCE: If you intend to present any evidence or documents to the Court, they must be emailed to the Foreclosure Division at lbatten@coj.net at least **four(4) business days** before the hearing, with copies also sent to all other parties. If the sender or the recipient do not have email capabilities, then copies must be physically delivered (USPS or other) at least **four (4) business days** before the hearing.

APPEARANCE OF WITNESSES, PARTIES, REPORTERS: Parties are responsible for sharing the remote hearing information with any interested persons. Parties are responsible for arranging the appearance/participation of any witnesses. The court does not have the ability to call parties or witnesses to include them in the hearing. Parties desiring a court reporter are responsible for arranging the participation of the reporter.