

LARRY SEIDLIN
Circuit Judge
Seventeenth Judicial Circuit of Florida
(954) 831-7815

Broward County Courthouse
201 S.E. 6th Street
Fort Lauderdale, FL 33301

TO: All Attorneys Practicing in Division 44
RE: Tuesday and Thursday Ex Parte and Uncontested Motion Calendar
DATE: April 7, 2000

PLEASE NOTE THESE IMPORTANT CHANGES

JUDGE SEIDLIN'S EX PARTE AND UNCONTESTED MOTION CALENDAR

As a result of the success regarding the Tuesday & Thursday morning Ex Parte and Uncontested Calendar hearings conducted by Judge Grossman, **Judge Seidlin has adopted the procedure currently in use by Judge Grossman and will hear exparte and uncontested matters on Tuesday and Thursday mornings in room 822 effective on May 9, 2000.**

This change will further work towards alleviating the backlog in the Probate division and to decrease the time it takes for attorneys to receive orders on probate matters.

DIVISIONS AFFECTED:

Please note that this recent change in the ex parte procedure is for **Judge Seidlin's** division (44). Judge Grossman's division (41 / 43) will continue to conduct Ex Parte and Uncontested Calendar hearings on Tuesday and Thursday mornings. This change will not affect the ex parte procedure currently used by Judge Speiser.

START DATE AND TIME:

As of **May 9, 2000**, Judge Seidlin's Tuesday and Thursday morning ex parte and uncontested calendar will be held from 9:00 a.m. until 10:00 a.m..

MATTERS TO BE HEARD:

Any uncontested probate matter, with the exception of:

- *Attorney's fees and costs
- *Guardian's fees and costs
- *Discharge of Estates
- *Approval of Minor Settlements
- *Appointments of Guardians unless the applicant has been investigated and approved by the Court Monitor's Office

DEADLINE FOR FILING:

1. For Tuesday morning's calendar: Any pleadings, petitions, or motions must be hand-delivered to the probate clerk's office, or faxed to the probate clerk by 11 a.m. on the Thursday immediately prior and must include a completed Ex Parte/Uncontested Motion Calendar Request Form (see attached form).
2. For Thursday morning's calendar: Any pleadings, petitions, or motions must be hand-delivered to the probate clerk's office, or faxed to the probate clerk by 11 a.m. on the Tuesday immediately prior and must include a completed Ex Parte/Uncontested Motion Calendar Request Form (see attached form).
3. No new files can be opened by fax. Any attorney who wants to open a new file will need to hand-deliver the appropriate pleadings and the appropriate filing fee (method of payment will either be money order or office check) to the probate clerk's office by 11 a.m. on the Thursday immediately prior for Tuesday's calendar, or on the Tuesday immediately prior for Thursday's calendar.
4. If the pleadings have been faxed to the clerk, attorneys will need to bring the originals with them to court on Tuesday or Thursday morning.
5. The fax number for the probate clerk is: (954) 831-6457.

NOTE: Any pleadings, petitions, or motions that have been delivered to the probate clerk's office by U.S. Mail will NOT be considered for the Ex Parte and Uncontested docket. Any pleadings, motions, or petitions that have been mailed to the clerk will be clocked in as usual and will come up to the Judge for signature during the normal course of business.

REQUEST FORM:

Attorneys will be required to complete the "Ex Parte/Uncontested Motion Calendar Request Form" with any petitions or pleadings that have been faxed or hand-delivered to the probate clerk's office. A copy of that form is attached to this memo.

ESTATE OPENINGS:

An attorney will be permitted to open a new estate during the ex parte/uncontested motion calendar. However, when the Personal Representative of the estate is not a Florida resident, a bond in the amount of the assets of the estate will be required. The attorney may still appear before the Court on the ex parte/uncontested motion calendar to have the Court sign the Order Admitting Will and setting the amount of the bond. Once the bond has been obtained, the attorney should post the bond with the clerk and either appear on a subsequent Tuesday or Thursday morning to have the Letters

of Administration signed, or wait for the clerk to send the Letters of Administration to the Judge for signature.

LOCATION:

Upon arriving at the courthouse on Tuesday or Thursday morning, attorneys should proceed directly to Judge Seidlin's Chambers, Room 822. The files will be in chambers.

COPIES:

A clerk will certify copies in chambers. Attorneys will be limited to five (5) certified copies, and should bring all necessary copies with them on Tuesday or Thursday morning. Please bring an office check in the amount of \$1.00 for each certified copy being requested.

CONTESTED MATTERS:

If the matter is contested, the attorneys will need to contact Judge Seidlin's Judicial Assistant, JoAnn Gallo, at (954) 831-7815 to have the matter scheduled.

EMERGENCIES:

If the matter is a true emergency, and the attorney has missed the morning cutoff times for either Tuesday or Thursday morning, the attorney may send a letter to Judge Seidlin's office for approval to be placed on the ex parte and uncontested docket.

cc: Dale Ross, Chief Judge
Judge Grossman
Judge Mark A. Speiser
Carol Ortman, Trial Court Administrator
Mitzi O'Brien, Manager, Probate Clerk's Office

UNCONTESTED/EX PARTE CALENDAR REQUEST FORM FOR
JUDGE SEIDLIN'S TUESDAY & THURSDAY
MORNING HEARING SCHEDULES (9:00-10:00 A.M.)

ATTORNEY _____
FILE # _____
IN RE: _____

I HEREBY REQUEST TO ATTEND JUDGE SEIDLIN'S UNCONTESTED/EX
PARTE

CALENDAR TO BE HELD ON TUESDAY / THURSDAY (circle applicable day), the
_____ day of _____, 2000, IN CHAMBERS ROOM 822,

ON THE FOLLOWING MATTERS:

1. _____
2. _____
3. _____
4. _____

PLEASE NOTE: THE COURT WILL NOT HEAR THE FOLLOWING MATTERS
DURING ITS UNCONTESTED/EX PARTE CALENDAR SCHEDULE:

1. Attorney's Fees & Costs
2. Guardian's Fees & Costs
3. Discharge of Estates
4. Approval of Minor Settlements
5. Appointments of Guardians unless the Guardian has been investigated and
approved by the Court Monitor's Office

I HEREBY CERTIFY that the matters brought before this Court are uncontested, all
interested parties have received any required notice of said petition/pleading, and I have
not received notification that any party objects to the bringing of said petition/pleading
before this Court.

ATTORNEY'S SIGNATURE _____

BAR # _____

