

EILEEN M. O'CONNOR
CIRCUIT COURT JUDGE
SEVENTEENTH JUDICIAL CIRCUIT OF
FLORIDA



BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET, #930A
FORT LAUDERDALE, FL 33301
(954) 831-1673

**CIVIL DIVISION (04)
UPDATES & PROCEDURES
(Updated 10/20/10)
Courtroom 990
Chambers 930 (A)**

Motion Calendar:

Motion Calendar hearings must be scheduled online at www.17th.flcourts.org and click the **ONLINE SCHEDULING** icon.

Failure to schedule your hearing online will result in the matter not being heard by the Court.

If you are a new user or have questions regarding the system, do not call the JA, please read the [Online Help](#) to guide you through the scheduling process.

Motion Calendar is Monday through Thursday @ 8:45 a.m. in Courtroom 990 in accordance with the **Local Rule 10A. ALL MOTION CALENDAR,**

**SPECIAL SETS AND TRIALS ARE HELD IN
COURTROOM 990**

**Local Rule 10A must be complied with before setting
any motion and each Motion must contain a
certification by the party that a good faith effort has
been made to resolve the matter prior to noticing a
hearing. CONFER WITH OPPOSING COUNSEL**

**A courtesy copy of the Motion and Notice must
be provided to the Court at least 5 working days
prior to the hearing. Make sure a copy of the
confirmation is stapled on top of the Notice of
hearing and Motion.**

Motions for Re-Hearing:

**Do not set a Motion for Rehearing on Motion
Calendar.** You must file the Motion with the Clerk
and send a courtesy copy to the Judge's chambers.
After the Judge has reviewed your Motion, the JA will
contact you in the event the Judge thinks it is necessary
to schedule a time and date to hear the Motion.

**Judge O'Connor does not allow
telephone phone appearances on
Foreclosure Motions.**

Other telephone appearances are allowed and when entering information on the website, please add with the Motion information eg: Attorney attending by phone plus phone number. Direct phone # should be submitted. Judge initiates call from the Courtroom.

Opposing counsel or party is required to be in the Courtroom for the hearing.

Submission of Defaults, Court Defaults, Default Judgments, Default Final Judgments

If you are sending in any of the above, you **MUST** include the following, if not included, your packet will be returned to you.

Defaults:

If the Defendant(s) have not filed an answer timely, you **MUST** obtain a **CLERK'S DEFAULT** then submit a copy of the Clerk's Default along with your packet.

Court's Default:

If you are asking for the Court to enter a Default based on the Defendant filing an answer untimely, a Motion to Dismiss, a Motion for Extension of Time to File an answer etc., you **MUST** set your Motion for Court's Default on the motion calendar on line system with notice to all parties.

Default Judgments and Default Final Judgments:

MUST include a copy of the Default(s) whether it was entered by the Clerk or the Court. All appropriate affidavits and any previous judgment pertinent to the judgment you are asking the court to enter.

Emergency Hearings Procedures:

For any **true emergency matter**, a courtesy copy of the Motion for Emergency Hearing shall be submitted to the Court for review. The Motion should indicate how much hearing time will be needed and include any supporting information which will help the Judge determine if the matter is an emergency. A proposed order and envelopes must be supplied as well. Please notify the Judicial Assistant immediately about your Emergency Motion once it has been filed. After the Judge has reviewed the Motion, she will give instructions to the JA about setting the Motion for hearing. The JA will then contact you with regard to the Judge's determination.

Suspension Dates:

November 23, 2010
November 24, 2010
December 20, thru December 23, 2010
December 27 thru December 30, 2010
AND COURT HOLIDAYS

Special Set Hearings:
(30 minutes or less)

Users may schedule a special set 15 or 30 minute hearing utilizing on line scheduling. *It is not necessary to contact the Court's judicial assistant.*

All notice and time provisions of the Florida Rules of Civil Procedure and 17th Judicial Circuit local rules and administrative orders apply to the notice of hearing and motions.

IT IS MANDATORY that all parties consult regarding availability of each attorney. Users may log on at the same time to see the Court's schedule of available times when selecting the date and time for a hearing. ***A copy of the confirmation receipt, notice of hearing and motion shall be sent to the judicial assistant at least 5 days before the hearing.***

Any party utilizing self scheduling shall certify they consulted with the other party in obtaining the hearing time in the notice of hearing.

NO DOUBLE BOOKING of any hearing is permitted at any time. Sanctions may be imposed for noncompliance.

Counsel, in good faith, shall secure the hearing time necessary to give all parties adequate time to argue the merits of the motion.

Should any scheduled hearing become unnecessary; the scheduling party shall immediately cancel using on line scheduling. Add on hearings are at the discretion of the division judge.

Special set scheduling is for the benefit of the users. Once you have secured hearing time, it will not be necessary to contact the judicial assistant to confirm any hearing.

Special Set Hearings:
(More than 30 minutes)

Please submit the motion and a letter indicating the length of time sought for your hearing.

Call Judicial Assistant after 3 days to secure hearing time. Party setting hearing must notice the hearing. Copy of any written response should also be provided to the Court in advance.

Any Special Set Hearings, of 1 hour or more cannot be cancelled unless ordered by the Court or Parties have an agreed order resolving or withdrawing with prejudice all matters noticed for the Special set hearing time.

SPECIAL SET WEEKS

November 15, 2010 thru November 24, 2010 (2Wk dkt)

January 3, 2011 thru January 7, 2011

February 7, 2011 thru February 11, 2011

March 14, 2011 thru March 18, 2011

April 18, 2011 thru April 21, 2011

May 23, 2011 thru June 3, 2011 (2 Wk dkt)

June 27, 2011 thru July 1, 2011

August 1, 2011 thru August 5, 2011

September 6, 2011 thru September 9, 2011

October 10, 2011 thru October 14, 2011

November 14, 2011 thru November 23, 2011 (2 wk dkt)

Any Proposed Orders:

All proposed Orders submitted to the Judge must be accompanied by the Motion, proposed Order with copies to all Parties and/or counsel involved, along with self-addressed stamped envelopes. No conformed copies will be sent out unless all of the above is complied with.

Case Management Conferences:

If you are ordered to appear in court on a case management conference, court appearance is **MANDATORY**, unless an Order of Dismissal is filed on the case beforehand. Failure to appear to a case management conference will result in the case being dismissed.

Cases Ready for Trial:

Beginning May 3, 2010 users of the Court's on line scheduling system shall self schedule trials in accord with **Administrative Order #2010-33 Civ.** Counsel must certify they have consulted with all counsel of record or parties regarding an agreed trial setting. All available trial dates are on the Court's procedure page. No unilateral trial settings are permitted. Any disputes regarding a trial date are to be set on the Court's uniform motion calendar. After agreement of a trial date, users should prepare the trial order together with a notice for trial in accord with Florida Rule Civil Procedure 1.440 and submit same to the Court with sufficient copies and stamped envelopes for return conformed copies. Some trial periods may be unavailable due to the docket being full. (See Trial Docket Schedule below)

2010 – 2011 TRIAL DOCKET SCHEDULE
FOR NON JURY AND JURY
Calendar Call @ 10:30 A.M.

CALENDAR CALL

TRIAL WEEK DOCKET

November 10, 2010

November 29 – December 17, 2010

December 15, 2010

January 10, 2011 – February 4, 2011

February 2, 2011

February 14, 2011 – March 11, 2011

March 9, 2011

March 21, 2011- April 15, 2011

April 13, 2011

April 25, 2011 – May 20, 2011

May 18, 2011

June 6, 2011 – June 24, 2011

June 22, 2011

July 5, 2011 – July 29, 2010

July 27, 2011

August 8, 2011 – September 2, 2011

August 31, 2011

September 12, 2011- October 7, 2011

October 5, 2011

October 17, 2011– November 10, 2011

November 9, 2011

November 28, 2011–December 23, 2011

Calendar Call:

Attendance at Calendar Call is mandatory.
Telephone attendance is not permitted at Calendar Call. No motions of any kind will be heard at the time of Calendar Call.

Continuances of Trial:

All continuances of Trial require a hearing on the Uniform Motion Calendar.

Reminder:

Owing to the enormous volume of orders received and processed on a daily basis, it is impossible to determine if your order has been signed and/or sent out. Your cooperation and patience is greatly appreciated.

This office does not have a fax machine.