

MICHELE TOWBIN SINGER
CIRCUIT COURT JUDGE
SEVENTEENTH JUDICIAL CIRCUIT OF
FLORIDA



BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET, #1020A
FORT LAUDERDALE, FL 33301
(954) 831-7825

**CIVIL DIVISION (18)
UPDATES & PROCEDURES
(Updated 1/28/11)
Courtroom 775
Chambers 1020A**

**THE “ONLINE SCHEDULING” OF MOTION
CALENDAR & SPECIAL SET HEARINGS, AND
SCHEDULING CASES FOR TRIAL is REQUIRED**
**Available at www.17th.flcourts.org
(Click “Online Scheduling”)**

Motion Calendar:

***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.**

As always, Motion Calendar is Monday through
Thursday @ 8:45 a.m. in **Chambers 1020A**, (not in
courtroom 1070), in accordance with the **Local Rule
10A.**

CAP: There is a 35 case cap on the number of cases that can be registered for and heard on any given Motion Calendar – However, there is a cut-off time.

Cut-Off Time: If your team has not checked in and is present prior to 9:10 a.m., your motion will not be heard that day and will have to be re-scheduled.

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.

Phone appearances: Permitted after submission of written motion and order of the court out of the tri-county area. Please include in order a direct contact number. Judge initiates call from the Bench. The Court DOES NOT permit phone appearances at motion calendar on foreclosure cases.

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

Emergency Hearings Procedures:

With the exception of lien and commercial foreclosures, we no longer handle Foreclosure Emergency Motions; please refer to the instructions below about the new foreclosure procedures.

For any other **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. 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.

All civil division judges will handle LIEN and COMMERCIAL foreclosure cases in their division. The only cases going to the foreclosure division are residential foreclosure cases.

NEW FORECLOSURE PROCEDURES

Beginning July 1, 2010, all current and new foreclosure filings in the 17th Judicial Circuit will be handled by the newly established Foreclosure Case Management Unit. State legislators approved a one-year program and allocated \$6 million to the Florida State Courts in an effort to mitigate the impact of the rising foreclosure backlogs statewide. By utilizing senior judges and a team of case managers, this new unit will do its part to help eliminate the nearly 60,000 case backlog in Broward County.

Administrative Orders

[AO2010-29-Civ](#): Case Management Of Residential Foreclosure Cases And Mandatory Referral Of Mortgage Foreclosure Cases Involving Homestead Residences To Mediation

Program Provider American Arbitration Association

[Broward Mediation Program](#)

[Broward Mediation Forms](#)

[AO2010-42-Civ](#): Consolidation Of Circuit Cases, And Reassignment Of Circuit Civil Cases

[AO2010-43-Civ](#): Pending Foreclosure Cases SJ Designation

[AO2010-44-Civ](#): Counsel To Serve Copies Of Orders And Judgments In Commercial And Residential Foreclosure Cases

Scheduling and Location Information

	Uncontested Hearings	Contested Hearings	Division 11
Hours	9:30 AM – 12 Noon 1:30 PM – 4:00 PM	9:30 AM – 12 Noon 1:30 PM – 4:00 PM	9:30 AM – 12 Noon 1:30 PM – 4:00 PM
Location	5th Floor Foreclosure Area Central Courthouse (Near West Wing Elevators)	Courtroom 519 Central Courthouse	Courtroom 985 Central Courthouse

Online Scheduling

All Foreclosure Master Calendar hearings will be set online.

If setting Motions for Uncontested Hearings schedule with division F20.

If setting Motions for Contested Hearings schedule with division F21.

Attorney's are encouraged to set blocks of cases for judicial economy.

Upon arrival at the court room please check your cases in with the bailiff.

[Online Scheduling Instructions](#)

To Schedule Hearings online [Click Here](#)

To view UMC Dockets go to Online Scheduling System and select: "To view UMC Dockets click here"

Foreclosure Case Management Unit Contact Information

Address: Court Administration

Foreclosure Case
Management

201 SE 6th Street, Suite 1882

Ft. Lauderdale, FL 33301

Phone: 954-831-7770

E-mail: foreclosure@17th.flcourts.org

Coming Soon

Setting on Foreclosure Master
Calendar AM and PM Dockets

Submitting courtesy copies via

website.

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.

Cover Letter:

IT IS MANDATORY that any and all pleadings, and/or any other paperwork sent to the Court includes a cover letter with a brief explanation of the enclosed document, and what is being requested from the Court. **If a cover letter is NOT INCLUDED, the paperwork will be disposed of.**

Suspension Dates:

NONE except for court holidays

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COURT HOLIDAYS:

Do not schedule hearings on the following dates:

- January 17, 2011** (Martin L. King Day)
- February 21, 2011** (President's Day)
- April 22, 2011** (Good Friday)
- May 30, 2011** (Memorial Day)
- July 4, 2011** (Independence Day)
- September 5, 2011** (Labor Day)
- September 29, 2011** (Rosh Hashanah)
- November 11, 2011** (Veteran's Day)
- November 24, 2011** (Thanksgiving Day)
- November 25, 2011** (Day after Thanksgiving Day)
- December 26, 2011** (Christmas Day- observed)

Special Set Hearings:
(Less than 30 minutes)

All motions for special set must be filed and docketed prior setting a hearing.

PLEASE, Do not set it, if Motion has not been filed and docketed.

Beginning **January 11, 2010**, users may now self schedule special set hearings in Division 18.

On line self scheduling will permit users to schedule 15 and 30 minute special set hearings without having to contact the judicial assistant.

Registered users may use their current log on information. New users must register (www.17th.flcourts.org) and secure access to the system. 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.

Both sides must confer prior to the hearing and in good faith attempt a resolution of the issues before the Court.

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 working days in advanced of the hearing date.***

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 non compliance. 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.

Any Special Set Hearings, of more than 1 hour 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 HEARING: more than 2 HOURS

Notice for upcoming calendar call for the hearing to be scheduled during the trial period. Please be sure to include the amount of time for the hearing requested in your notice.

2011 SPECIAL SET DOCKET SCHEDULE

FEBRUARY 7, 8, 9, 10

APRIL 18, 19, 20, 21

MAY 16, 17, 18, 19

JUNE 13, 14, 15, 16

JULY 11, 12, 13, 14

AUG. 8, 9, 10, 11

SEPT. 6, 7, 8, 9

OCT. 3, 4, 5, 6

OCT. 31, NOV. 1, 2, 3

NOV. 28, 29, 30, DEC. 1

**(Fridays reserved for 30 min. and over special sets
on special sets week – pls. see special set hearing
procedure below for scheduling)**

Special Set Hearings:
(More than 30 minutes)

Please submit a letter indicating the length of time sought for your hearing along with a copy of your Motion.

Judicial Assistant will call office requesting hearing to schedule same.

Any Proposed Orders:

Any and all proposed Orders submitted to the Judge must be accompanied by a 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.

Motions for Re-Hearing:

Per Local Rule No. 7: Do not set the 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 think it is necessary to schedule a time and date to hear the Motion.

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. Failure to show 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- . 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 procedures 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 and a copy of the Notice of Trial, please.** Some trial periods may be unavailable due to the docket being full, holidays, etc....*

Trial Order must be entered on line and send with copies for all parties to be conformed ALONG WITH A COPY OF THE NOTICE OF TRIAL.

TRIAL POOL: If your case is set as a back-up case at the Calendar Call, it is very likely that your case will be placed in the Civil Trial Pool, where other Judges with time available will be assigned to your case for trial. Therefore, be prepared! You must not assume your case will not be reached. Your case may be called for trial during the week that it was scheduled on the docket.

(See Trial Docket Schedule below)

2011 TRIAL DOCKET SCHEDULE
FOR NON JURY AND JURY
Calendar Call @ 10:00 A.M.-Courtroom 775

JANUARY 6, 2011	JANUARY 10 – FEBRUARY 4
FEBRUARY 7, 2011	FEBRUARY 14 – MARCH 11
MARCH 7, 2011	MARCH 21 – APRIL 15
APRIL 18, 2011	APRIL 25 – MAY 13
MAY 16, 2011	MAY 23 – JUNE 10
JUNE 13, 2011	JUNE 20 – JULY 8
JULY 11, 2011	JULY 18 – AUGUST 5
AUGUST 8, 2011	AUGUST 22 – SEPTEMBER 2

SEPTEMBER 6, 2011

SEPTEMBER 12 – SEPTEMBER 28

OCTOBER 3, 2011

OCTOBER 10 – OCTOBER 28

OCTOBER 31, 2011

NOVEMBER 7 – NOVEMBER 23

NOVEMBER 28, 2011

DECEMBER 5 – DECEMBER 16

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. No agreed orders are allowed.

Reminder:

At the present time, due 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. Please do not call asking if your order has been signed. You may check with the clerk's office at anytime.

Your cooperation and patience is greatly appreciated.

This office does not have a **fax machine.**