

CARLOS A. RODRIGUEZ  
CIRCUIT COURT JUDGE  
SEVENTEENTH JUCICIAL CIRCUIT OF  
FLORIDA  
JUDY SILVIA  
JUDICIAL ASSISTANT

BROWARD COUNTY  
COURTHOUSE  
201 S.E. 6TH STREET  
ROOM 350  
FORT LAUDERDALE, FL 33301  
(954)831-0667

## **FAMILY DIVISION 33 PROCEDURES**

**To Register:** Please visit: [www.17th.flcourts.org](http://www.17th.flcourts.org)  
Click the **ONLINE SCHEDULING** button

### **MOTION CALENDAR:**

Non-Evidentiary Hearings, Adoptions, and Uncontested Final Hearings.

**ALL MOTION CALENDAR HEARINGS MUST BE SCHEDULED ONLINE.**

Monday through Thursday, @ 8:45 a.m. in Courtroom 347.

A courtesy copy of the **Notice and Motion must** be provided to the Court a **minimum of four (4) business days in advance** of the hearing. You **must** attach a copy of the online receipt to your notice.

Judge Rodriguez permits telephone hearings, with leave of Court. The notice of hearing must state that you will be attending by telephone. When you send in your notice and motion, send an Order with three (3) copies and stamped, self-addressed envelopes for all parties.

It is up to the attorney that is appearing by telephone to provide the judge's office, prior to the scheduled hearing, with a working number where the attorney can be reached on the morning of the hearing.

**Suspension dates are also handled by the online calendar.**

### **PRO SE LITIGANTS:**

If you are a pro se litigant (you do not have an attorney) and you need guidance on how to schedule a hearing, or if you just need guidance on how to proceed with your case, please contact our Case Manager, Nicole Zager, at 954-831-7762.

### **SPECIAL SET HEARINGS:**

Special set hearings are only set by the judge's assistant. Provide a copy of the motion and a cover letter including requested amount of time for the hearing and you will be contacted by the JA.

All times are given on a first come basis. All secured special set times must be confirmed with Judicial Assistant, and noticed by the Moving Party.

All motions must be filed with the Clerk's office before requesting a hearing time.

### **EMERGENCY HEARINGS:**

You must comply with Administrative Rule 2008-60-UFC. You must provide the Judge's office with a copy of the Emergency Motion, along with a cover letter advising how much time is needed for your hearing. After the Judge reviews the motion, he will give instructions to the judicial assistant about setting the motion for hearing. The JA will then contact you advising of the Judge's instructions to either prepare an Order of Referral to the General Magistrate or Hearing Officer or to Notice the motion before the Judge.

If there is an objection to the General Magistrate, please send in the written objection, a copy of the Motion or Petition along with a cover letter with how much time is needed for the hearing. After the Judge reviews the Motion or Petition, the JA will call both sides to set a hearing date. **If mediation was ordered in the Referral you will still have to go to Mediation before a hearing can take place.**

### **CASE MANAGEMENT CONFERENCES:**

Attendance is mandatory and timely filed continuances will be heard on the Motion Calendar, **no exceptions.**

### **HOW TO OBTAIN A TRIAL DATE:**

1. Mediation **must** have been completed **before** the Motion to Set Trial;
2. Schedule a Motion to Set Trial on the Motion Calendar docket.

### **PROPOSED ORDERS:**

1. When submitting proposed orders, please enclose a copy of the motion or Agreement or Petition and the original order along with 3 copies or more (if there is a GAL or Mediator or Parenting Coordinator, etc). Also submit self-addressed stamped envelopes for all parties. If you are submitting a Mediation order make sure you enclose both parties' financial affidavits.
2. **Agreed Orders** shall state "Agreed" in the title.
3. **Ex-Parte Orders** shall state "Ex-Parte" in the title.
4. All non-evidentiary, properly noticed, motion calendar hearings require that a written short order be entered based on the Court's ruling **before** the parties leave the hearing and after both parties have reviewed the Order.

5. Complex or evidentiary hearings or trials that require lengthy findings by the Court may require the submission of type written Orders submitted timely after the hearing. The Court will announce its ruling then the prevailing party, or the party selected by the Court, will go back to their office and prepare the Order reflecting the Court's ruling. Before submitting the Order to the Court, opposing counsel shall be provided a copy of the Order for review. If there is any dispute as to the accuracy of the Order reflecting the Court's ruling, the preparer will submit the Order with a cover letter to the Court explaining the difference of opinion and including a copy of the correspondence or proposed changes from opposing counsel. The preparer's Order will be submitted both written and electronically on Word format. The Order shall be submitted no later than five (5) business days after the hearing. No further hearing will occur on the Order unless the Court sets the hearing for good cause.

**PLEASE** do not call to inquire whether or not the Judge has received and/or signed a particular Order. Orders are conformed and processed as quickly as humanly possible.

We appreciate your cooperation and understanding.

Thank you.

Judge Carlos A. Rodriguez  
Judy Silvia/JA  
Family Division 33