

JUDGE SUSAN F. GREENHAWT  
CIRCUIT COURT JUDGE  
ADMINISTRATIVE JUDGE  
UNIFIED FAMILY COURT  
SEVENTEENTH JUDICIAL CIRCUIT OF  
FLORIDA

BROWARD COUNTY COURTHOUSE  
201 S.E. 6TH STREET  
FORT LAUDERDALE, FL 33301  
(954) 831-7749

## **UNIFIED FAMILY DIVISION (37) UP DATES AND PROCEDURES**

### **IMPORTANT INFORMATION:**

**BEGINNING JUNE 1, 2009 YOU WILL BE ABLE TO  
SCHEDULE YOUR MOTION ON THE NEW ONLINE  
MOTION CALENDAR SYSTEM.**

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

### **MOTION CALENDAR:**

**Monday through Thursday at 8:45 a.m. and is held in  
Chambers 211.**

**At all times including re-notices please submit a copy of the  
notice of hearing and the motion to Judge Greenhawt's  
chambers 5 business days prior to the hearing date.**

### **SPECIAL SET HEARINGS:**

Please call the judicial assistant to set a special set hearing. Before calling the Judge's office, conference in opposing counsel's assistant so the date and time can be coordinated.

### **EMERGENCY HEARINGS:**

Please provide the judge's office with a copy of the motion along with a cover letter advising how much time is needed for your hearing. After the judge reviews the motion, she will give instructions to the judicial assistant about setting the motion for hearing. The judicial assistant will contact you advising of the judge's instructions.

This office does not have a fax machine.

### **NOTICE FOR TRIAL:**

The original notice is to be filed with the clerk's office. A copy, along with self addressed, stamped envelopes for all the parties, are to be sent to the judge's chambers in 997. After receipt of the notice, a case management order will be mailed out.

**THE PARTIES MUST ATTEND MEDIATION PRIOR TO CASE MANAGEMENT CONFERENCE. A TRIAL DATE WILL NOT BE SET UNTIL THE PARTIES HAVE ATTENDED MEDIATION.**