

STEVEN B. FEREN
CIRCUIT COURT JUDGE
SEVENTEENTH JUDICIAL CIRCUIT OF
FLORIDA
ELIANA JUAREZ, JUDICIAL ASSISTANT



BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET, ROOM 933
FORT LAUDERDALE, FL 33301
(954) 831-0654

FAMILY DIVISION 44

PROCEDURES

Chambers 933

ONLY MOTION CALENDAR IS TO BE SCHEDULED ONLINE.

To Register: Please visit: www.17th.flcourts.org
Click the **ONLINE SCHEDULING** icon.

Motion Calendar: **Non-Evidentiary hearings, Adoptions, and
Uncontested Final Hearings.**

**Monday through Thursday at 8:45 a.m. in room 933
and concluding *promptly* by 9:30 a.m.**

A courtesy copy of the Notice and Motion along with the online receipt
needs to be received by the judge's office **4 days prior** to the hearing date.

1) Notice for Trial:

- a. For Final Hearings of two hours or less, and when mediation has already been done but impasse, contact the Judicial Assistant to special set hearing.
- b. For Final Hearings of more than two hours, send in your Notice to set Cause for Trial, indicating opposing counsel/client's address and phone number, and how long you think the trial will last. You must have already mediated the case to impasse, and completed mandatory discovery.
- c. Your case will then be set for a status conference/case management, at which the case will receive a trial date and the parties can bring up any other matters to the Judge.

2) Special Set Hearings:

(1 hour or less)

- a. To set hearings of one hour or less, same as 1(a) above.

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

All motions must be filed with the Clerk's office before requesting hearing time. Counsel must provide the Judge a courtesy copy of the **Notice and Motion**, prior to the hearing date.

3) Special Set Hearings that exceed 1 hour:

To set hearings of more than one hour, same as 1(b) above.

4) Motions to Withdraw

- a. Notice of Motion to Withdraw is mailed to client; set on U.M.C. and bring blank order setting forth the name and address (and telephone number, if available), or
- b. If client signs consent on Motion to Withdraw, and Motion indicates that opposing counsel/client has no objection, just send in blank order and service envelopes for your client, opposing counsel and yourself. It is not necessary to set on U.M.C. or come to court.
- c. Order shall give client 30 days for getting, new attorney, and shall give client's address of record for service of pleadings in the interim.
- d. In either event, the Motion to Withdraw must state when the next procedural matter or court date is.

5) Discovery Demands:

- a. For ex-parte Motion to Compel response to mandatory disclosure, initial interrogatories, initial request to produce or initial demand for admissions, please attach the cover page (i.e. Wife's first set of interrogatories to Husband" and the service page (i.e. Certificate of Service); indicate in your Motion that the discovery was requested and that the opposition did not respond, seek an extension or object. Please note that an objection to one question/item is for that question/item only---all other demands/requests must be timely responded to.

Pro Se Litigants (you do not have an attorney):

Please contact our Case Management Unit at 954-831-8532 if you need guidance on how to schedule a hearing, or if you just need guidance on how to proceed with your case.

GENERAL ITEMS

1. When trials are set, each side will receive a Trial Order, setting forth the Pre-Trial procedures. Failure to follow the procedures will result in penalties, except in the most exigent circumstances.
2. Do not set items that require testimonial evidence (except divorces) on uniform motion calendar. Contact the Judicial Assistant for special sets.
3. Neither party (including movant) may cancel a trial or special set hearing without calling the Judicial Assistant and getting the Judge's permission.
4. Case management/Status conference are usually the 2nd & 4th Friday of each month from 9:00 a.m. on. Plan accordingly.
5. Pro se final hearings are the 3rd Thursday of each month from 9:00 a.m.
6. **GENERAL COURT- Monday to Friday**
Monday to Thursday 8:45 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.
Friday 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.
7. A full day trial will probably be set in 6-8 weeks of request, so plan accordingly.

PLEASE do not call to inquire whether the judge has signed a particular order. We are unable to answer such question due to the volume of mail received each day. Orders are conformed and processed as quickly as possible.

We appreciate your cooperation.