

DAVID A. HAIMES
CIRCUIT COURT JUDGE
SEVENTEENTH JUDICIAL CIRCUIT
OF FLORIDA

BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET, ROOM 16125
FORT LAUDERDALE, FL 33301
(954) 831-7755

**CIRCUIT CIVIL DIVISION (08)
DIVISION PROCEDURES
(EFFECTIVE JUNE 1, 2017)**

JUDGE DAVID A. HAIMES
Courtroom 16170/ Chambers 16125 (New Courthouse)
Judicial Assistant, Christine Kortabani (ckortabani@17th.flcourts.org)
Court Email: Div08@17th.flcourts.org

ALL HEARINGS AND TRIALS ARE HELD IN COURTROOM 16170

(NOTE: The Court will continue to evaluate the procedures and docket for ways to revise them to make the Division operate more efficiently and allow the Court to be more accessible to the litigants for hearings and trials.)

SCHEDULING

The parties are required to utilize the online electronic scheduling system for the 17th Judicial Circuit “Case Management System” (CMS) to schedule motion calendar, special set hearings, scheduling cases for trial (Calendar Call) and uploading E-Orders. All Agreed Orders, such as Final Orders of Dismissal, Final Judgments, Continuances, etc., and Ex-Parte Motions to Compel, should be submitted electronically.

MOTION CALENDAR

1. **Monday through Thursday:** Pursuant to the Local Rule 10A, Motion Calendar will commence at 8:45a.m. However, the courtroom will be opened at 8:30 a.m. in order for the attorneys to be able to meet, confer, and narrow or resolve pending issues. Motion Calendar is on a first come basis according to “check in.”

2. The setting Attorney/Party must coordinate the dates and provide sufficient notice. Once you have scheduled your hearing, please print out a receipt and send it along with a copy of your motion and notice of hearing. A courtesy hard copy of the notice, motion, and case schedule receipt must be provided to the Court two days prior to the hearing if possible.
3. Telephonic appearances will be permitted for Motion Calendar when arranged previously through the Court and with advance notice to opposing counsel. However, the party requesting to appear by telephone shall notify the Court via e-mail prior to the hearing at div08@17th.flcourts.org. A direct contact number shall be provided to the Court. In the event multiple parties wish to appear by phone, it will be the attorneys' responsibility to coordinate setting up a conference call and providing the phone number and access code to the Court. If all parties are appearing by telephone, the hearing will take place at the end of the motion calendar to accommodate the parties who are present.
4. Confirmation of Motion Calendar Hearings is only available online.
5. Motions for Rehearing/Reconsideration/Clarification, etc. will not be heard on Motion Calendar. These types of motions must be submitted to the Judge for his review and a hearing will be set by the court, if necessary.
6. Information is available @ www.17th.flcourts.org, click online scheduling system. For help or any other questions, please go to calendar@17th.flcourts.org.

SPECIAL SET HEARINGS

1. Online Scheduling: Special Set Hearings up to thirty minutes must be scheduled online. Online Special Set days and times are as follows: Monday – Thursday from 8:30-8:45 a.m. and 9:30-10:00 a.m.; on Mondays from 9:30-11:45 a.m.; and during occasional special set hearing weeks.

2. Court Scheduling: Special Set Hearings between thirty (30) and ninety (90) minutes must be set with the Judicial Assistant, Christine Kortabani. Once the case is set, a courtesy hard copy of the notice of hearing and motion must be provided to the Court as soon as possible, but no later than within seven days of setting the hearing. Hearings set by the Judicial Assistant will generally be held on Monday afternoons or Fridays.
3. Scheduling of Lengthy Hearings: For Special Set Hearings requiring more than ninety (90) minutes, a hard copy of the motion along with a cover letter advising how much time will be required for the hearing must be submitted to the Judge's Chambers. After the Judge reviews the motion, the parties will be contacted to coordinate a hearing date. After confirmation of a special set date and time, a courtesy hard copy of the notice of hearing must be provided to the Court as soon as possible, but no later than within seven days of setting the hearing.
4. Telephonic appearances will be permitted when arranged previously through the Court and with advance notice to opposing counsel. However, the party requesting to appear by telephone shall notify the Court via e-mail prior to the hearing at div08@17th.flcourts.org. A direct contact number shall be provided to the Court. In the event multiple parties wish to appear by phone, it will be the attorneys' responsibility to coordinate setting up a conference call and providing the phone number and access code to the Court.
5. Parties may not "add-on" motions without the approval of the opposing party and the Court. No additional time will be allocated because of an add-on without the Court's approval.

TRIAL DOCKET SCHEDULE (JURY AND NON-JURY)

Pursuant to Administrative Order [2014-2-CIV](#), the parties must agree to a trial date. With agreement, the parties can electronically schedule the calendar call. Lacking agreement, the Court shall be notified in writing as to the nature of the conflict and the Court shall thereafter schedule the trial setting. The parties may elect to set a Motion Calendar Hearing for the purpose of setting trial.

The Trial docket is subject to change due to annual leave, Circuit Judges' conference(s), or other matters.

CALENDAR CALL @ 9:30 AM (Courtroom 16170)

CALENDAR CALL

TRIAL DATES (Jury Selection on Tuesdays)

5/19/17	6/6/17 – 6/16/17
6/30/17	7/11/17 – 7/21/17
7/21/17	8/8/17 – 8/25/17
8/25/17	9/5/17 – 9/15/17
9/15/17	9/25/17 – 10/20/17
10/27/17	11/7/17 – 11/17/17
11/17/17	12/5/17 – 12/15/17
12/15/17	1/2/18 – 1/12/18
1/12/18	1/23/18 – 2/9/18
2/9/18	2/20/18 – 3/9/18
3/9/18	3/20/18 – 4/6/18
4/6/18	4/17/18 – 5/4/18
5/4/18	5/15/18 – 6/1/18
6/1/18	6/12/18 – 6/29/18
6/29/18	7/10/18 – 7/27/18
7/27/18	8/7/18 – 8/24/18
8/24/18	9/4/18 – 9/21/18
9/21/18	10/2/18 – 10/19/18
10/19/18	10/30/18 – 11/16/18
11/16/18	11/27/18 – 12/14/18

MEDIATION

Pursuant to the Uniform Trial Order, mediation is mandatory and shall commence no later than sixty (60) prior to the calendar call. The parties are encouraged to agree on a mediator. However, if the parties are unable to agree to a mediator, the parties shall file a motion to appoint mediator and set the matter on motion calendar so that the parties can assist the Court in selecting an appropriate mediator for the case.

EMERGENCY HEARINGS

The Judge's Judicial Assistant does not set emergency hearings. The moving party will need to provide to the Judge's office a hard copy of the motion along with a cover letter advising how much time is needed for the hearing. After the Judge reviews the motion, he will give instructions to the Judicial Assistant about setting the motion for hearing, who will then contact the moving party of the Judge's instructions.

E-FILING

E-filing is now required within the Circuit Court's Civil Divisions. We strongly encourage all litigants and attorneys to electronically submit all Agreed Orders, such as Final Orders of Dismissal, Final Judgments, Continuances, etc., and Ex-Parte Motions to Compel.

COURTESY COPIES

The Court encourages all litigants and attorneys to provide the Court with a written courtesy copy of any pleadings e-filed with the Clerk/Court. However, the parties should not submit binders with cases and exhibits, unless unavailable online. The Court can access any cases through Westlaw and can access any supporting exhibits through CMS. Prior to the scheduled hearing the Court will make every effort to read the materials so as to be familiar with the argument(s) and law. The parties should bring to the hearing any supporting materials, including cases and exhibits, the parties believe are necessary for the hearing.