

JUDGE GREENE (Division 61): EX PARTE CALENDAR REQUEST FORM

FILE NO.: _____

IN RE: _____

EPORTAL REFERENCE NO. OF THE EX PARTE CALENDAR REQUEST¹: _____

ATTORNEY'S NAME: _____

I hereby request to attend the uncontested/ex parte calendar to be held on **Tuesday**☐/**Thursday**☐, the _____ day of _____, 20__ at **9:00 a.m.**, in Chambers, Fort Lauderdale, Broward County, Florida, on the following matter(s)²:

1. _____
2. _____
3. _____

[PLEASE NOTE: THE COURT WILL NOT HEAR THE FOLLOWING MATTERS DURING THE UNCONTESTED/EX PARTE CALENDAR SCHEDULE: (1) Attorney's Fees & Costs; (2) Guardian's Fees & Costs; (3) Discharge of Personal Representatives and Guardians; (4) Approval of Minor Settlements; and (5) Appointment of Guardian(s) unless the Guardian(s) has/have already been investigated and approved by the Court Monitor's Office.]

I hereby certify that: the above-referenced matter(s) is/are uncontested, all interested parties have been served notice of the document(s) to be addressed during the ex parte calendar, and I have not received notification that any party objects to the bringing of the matter(s) before this Court.

Attorney's Signature

Florida Bar No.

Attorney's e-mail

Attorney's Phone No.

Specific Instructions:

- The Ex Parte Calendar Request Form and the relevant document(s) for the requested ex parte hearing shall be e-filed at: www.myflcourtagency.com. Each relevant document and any attachments thereto must be filed as a separate PDF.
- Immediately after e-filing the Ex Parte Calendar Request Form and the accompanying document(s), an e-mail shall be sent to the Broward County Clerk of Court, Probate Division at exparterequests@browardclerk.org, with the subject matter "Ex Parte Request." The e-mail shall include: the case number, the reference number of the Ex Parte Request Form, and the reference number of any relevant documents that have not yet been accepted through the ePortal.
- An Ex Parte Calendar Request Form must be e-filed even for those documents that were filed in paper format, prior to April 1, 2013.
- A separate Ex Parte Request Form must be e-filed for each individual case number.
- The Ex Parte Calendar Request Form for a Tuesday hearing shall be e-filed by 11:00 a.m. of the prior Thursday.
- The Ex Parte Calendar Request Form for a Thursday hearing shall be e-filed by 11:00 a.m. of the prior Tuesday.

Judge Greene requires that the following documents be e-mailed to his Judicial Assistant, Anita Werking, at awerking@17th.flcourts.org, with the subject matter "Ex Parte Request": a copy of the e-filed Ex Parte Calendar Request Form, a copy of the document(s) for which the hearing is sought, and a proposed order.

¹ Please add the ePortal reference number after e-filing, for reference at the hearing.

² Please specify the date when the document(s) was/were e-filed or paper filed, and include the ePortal reference number for the documents that were e-filed.