

ANNETTE J. SZOROSY
GENERAL MAGISTRATE
SEVENTEENTH JUDICIAL CIRCUIT OF
FLORIDA

BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET
FORT LAUDERDALE, FL 33301
(954) 831-5700

MAGISTRATE DIVISION (91)

YOU CAN NOW SCHEDULE YOUR MOTION CALENDAR HEARING ON THE ONLINE MOTION CALENDAR SYSTEM.

TO REGISTER: Please visit: www.17th.flcourts.org
Click the **ONLINE SCHEDULING** button

YOU MUST HAVE AN ORDER OF REFERRAL THAT ALLOWS THE MAGISTRATE TO HEAR THE MOTION/PETITION PRIOR TO SCHEDULING A HEARING. IF THE MOTION RELATES TO A PENDING MATTER AND A PREVIOUSLY ENTERED ORDER OF REFERRAL, NO NEW REFERRAL IS NEEDED. NOTICE ALL HEARINGS FOR CHECK-IN AT COURTROOM WW12174.

IMPORTANT: Please note that ALL NOTICES OF HEARING must comply with the Notice of Hearing Forms 12.920(c)(General Magistrate) or 12.921(Hearing Officer).

If your matter relates to timesharing or a parenting plan is required to determine the matter, the parties **MUST** mediate prior to setting a hearing before the Magistrate.

UNIFORM MOTION CALENDAR: **NON-EVIDENTIARY** HEARINGS – Online Scheduling is available.

Fridays at 8:45 a.m. held in Chambers with check in at COURTROOM WW12174.

For all matters scheduled online, including re-notices, please submit a copy of the notice of hearing, the motion including all supporting documents, a copy of your online scheduling confirmation, and Order of Referral to General Magistrate/Hearing Officer ANNETTE J. SZOROSY's chambers five (5) business days prior to the hearing date.

All Motions scheduled online must be cancelled online if the hearing is no longer needed.

CHILD SUPPORT CALENDAR: Online Child Support Calendar is available.

Motions for temporary child support and motions for contempt/enforcement of child support that can be completed in 30 minutes or less may be scheduled on the On-line Child Support Calendar.

Child Support Calendar is scheduled once per month. Please consult online Child Support Calendar for specific dates and times. A minimum of 2 weeks notice is required.

We request that you have an Order of Referral to Hearing Officer by the date of your hearing.

For all motions scheduled please submit a copy of the notice of hearing, the motion including all supporting documents, and a copy of your online scheduling confirmation to our office at least 7 business days prior to your hearing date.

All Child Support motions scheduled online that have been resolved or cancelled must also be cancelled online. If the matter is resolved, please follow instructions for submitting an Agreed Order of Hearing Officer and Order Ratifying.

SPECIAL SET HEARINGS: (2 hours or more)

Please do not write to the General Magistrate's office requesting hearing dates. PLEASE CALL the Magistrate's assistant to set a special set hearing. Before you call for a hearing date, you must obtain an Order of Referral from the assigned Judge. When calling the Magistrate's office to schedule a hearing, please conference in opposing counsel's assistant so that the date and time can be coordinated.

Before scheduling a hearing please be certain ALL outstanding discovery matters are resolved. If discovery issues are outstanding the matter should NOT BE SCHEDULED.

As per the policy of Division 91, any matter scheduled for hearing must be resolved by an Agreed Report and Order or the matter must be heard as scheduled. All motions for continuance must be set on Uniform Motion Calendar and resolved before any scheduled hearing is continued. **Submission of an Agreed Report on an Agreed Motion for Continuance or Cancellations without a hearing IS NOT permitted and will not be signed by the General Magistrate.**

Please submit a copy of the Notice of Hearing, Motion and Order of Referral to Magistrate Szorosy's chambers within seven (7) days from the date of scheduling the hearing. FAILURE TO DO SO MAY RESULT IN CANCELLATION OF THE SCHEDULED HEARING.



TO ALL ATTORNEYS, SECRETARIES AND PARALEGALS:

**THE FOLLOWING IS REQUIRED FOR ALL REPORTS AND RECOMMENDED ORDERS
SUBMITTED TO MAGISTRATE SZOROSY:**

1. **EFFECTIVE IMMEDIATELY** - REPORTS SHALL BE SUBMITTED TO THE OFFICE NO MORE THAN **FIFTEEN** (15) DAYS AFTER THE CONCLUSION OF THE HEARING AND RULING. REPORTS SUBMITTED AFTER THE FIFTEEN (15) DAY TIME PERIOD WILL REQUIRE A TRANSCRIPT OR AN AGREED ORDER ON THE MATTER AT HAND.

2. ***ELECTRONIC REPORTING:*** **EACH REPORT/RECOMMENDED ORDER MUST INDICATE IN IT THAT ELECTRONIC REPORTING WAS PRESENT OR THE NAME AND ADDRESS OF THE COURT REPORTER.**

3. ***FORM OF REPORT:***

a) REPORTS SHOULD BE PREPARED IN MS WORD FORMAT.

PLEASE [CLICK HERE](#) TO DOWNLOAD A COPY OF THE RECOMMENDED REPORT OF **GENERAL MAGISTRATE** AND FINAL ORDER UPON RECOMMENDED REPORT OF GENERAL MAGISTRATE TEMPLATE.

PLEASE [CLICK HERE](#) TO DOWNLOAD A COPY OF THE RECOMMENDED ORDER OF **HEARING OFFICER** AND FINAL ORDER UPON RECOMMENDED ORDER OF HEARING OFFICER TEMPLATE.

b) NO REPORT SHOULD BE SUBMITTED WITH ONLY A SIGNATURE LINE ON THE LAST PAGE OF THE REPORT. SOME OF THE SUBSTANTIVE WORDING OF THE REPORT THAT CONTAINS THE RULING MUST BE CONTAINED ON THE LAST PAGE. (THE SAME RULE APPLIES TO THE ORDERS RATIFYING THE REPORT/RECOMMENDED ORDER.)

c) SUBMIT A RECOMMENDED ORDER OF HEARING OFFICER FOR ALL HEARINGS REGARDING ONLY CHILD SUPPORT ISSUES. SUBMIT A RECOMMENDED REPORT OF GENERAL MAGISTRATE FOR ALL HEARINGS REGARDING OTHER ISSUES OR CHILD SUPPORT COMBINED WITH OTHER ISSUES.

d) THE REPORT SHOULD INCLUDE THE DATE OF THE ORDER OF REFERRAL.

e) A COPY OF THE PROPOSED REPORT SHOULD BE FURNISHED TO THE OTHER PARTY/ATTORNEY. PLEASE ALLOW AT LEAST 3 BUSINESS DAYS FOR THE PARTY/ATTORNEY TO REVIEW PROPOSED REPORT BEFORE SUBMITTING REPORT TO THE GENERAL MAGISTRATE'S OFFICE.

f) IF THE PARTIES DO NOT AGREE UPON THE WORDING OF THE REPORT, THE MOVING PARTY SHOULD SUBMIT THE REPORT AND THE OTHER PARTY HAND WRITE/TYPE THEIR SUGGESTED CHANGES ON THE SUBMITTED REPORT AND PROVIDE SAME TO THE OTHER ATTORNEY/PARTY AND THE MAGISTRATE. IF CHANGES ARE SUBMITTED IN A TYPED REPORT, DENOTE WITH A CHANGE IN TEXT FORMAT. (DO NOT SUBMIT SEPARATE VERSIONS OF REPORT, ONLY ONE (1) REPORT SHALL BE SUBMITTED TO THE OFFICE.)

4. *NUMBER OF COPIES OF THE REPORT:* AN ORIGINAL AND TWO COPIES, PLUS ONE COPY FOR EACH PARTY MUST BE SUBMITTED. (THIS USUALLY TOTALS FIVE (5) COPIES IF THERE ARE ONLY 2 PARTIES/ATTORNEYS.)

5. *NUMBER OF COPIES OF ORDER RATIFYING REPORT:* AN ORIGINAL AND ONE COPY FOR EACH OF THE PARTIES/ATTORNEYS MUST BE SUBMITTED. (THIS USUALLY TOTALS THREE (3) COPIES IF THERE ARE ONLY 2 PARTIES/ATTORNEYS.)

6. *ENVELOPES:* TWO (2) SETS OF ENVELOPES STAMPED AND ADDRESSED FOR EACH PARTY. DO NOT STAPLE THE ENVELOPES TO THE REPORT OR ORDER. (THIS USUALLY TOTALS FOUR (4) ENVELOPES IF THERE ARE ONLY 2 PARTIES/ATTORNEYS)

7. *TRANSMITTAL LETTER:* A TRANSMITTAL LETTER MUST ACCOMPANY THE REPORT THAT INDICATES THAT A COPY OF THE PROPOSED REPORT WAS FURNISHED TO THE OPPOSING PARTY/ATTORNEY AND WHETHER THEY AGREE WITH THE WORDING OF THE REPORT/RECOMMENDED ORDER, AND IF NOT THEIR SUGGESTED CHANGES. (IF PARTIES DO NOT AGREE ON WORDING, REFER TO 3F FOR INSTRUCTIONS)

SELF-REPRESENTED COMMUNITY RESOURCE INFORMATION AND REFERRAL SHEET

DEPARTMENT OF REVENUE (DOR):

1-800- 622-5437

1900 WEST COMMERCIAL BLVD., SUITE 190

FORT LAUDERDALE, FL 33309

CLERK OF COURTS:

(954) 831-6565

www.clerk-17th-flcourts.org

FAMILY LAW FORMS:

www.flcourts.org- Self-help/Family Law Forms. Forms may be printed from this website.

LEGAL ADVICE/LAWYER REFERRAL SERVICE:

Broward Bar Association: 954-764-8040

Legal Aid Service of Broward County: 954-765-8950

Coast to Coast Legal Aid of South Florida: 954-358-5644

Law Library is located on the first floor of the north wing in Room **1881**
