

PHOEBEE R. FRANCOIS
GM/HO CHAIRPERSON
SEVENTEENTH JUDICIAL CIRCUIT OF
FLORIDA



BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET
FORT LAUDERDALE, FL 33301
(954) 831-6585

PROCEDURES

DIVISION (96) DEPARTMENT OF REVENUE (DOR)

ONLINE SCHEDULING IS NOT OFFERED IN THIS DIVISION

GENERAL PROCEDURE:

Hearings will not be set unless a Motion or Petition is filed. Petitions and/or Motions can be obtained from the Broward Clerk of Courts in Room 2140.

Referrals are prepared by Division Judge/Case Management. However, an Order of Referral is not necessary to schedule a hearing.

After a copy of the Referral or your Motion is received by the assistant, Pro Se court dates will be scheduled and mailed to you (at the address you have provided on your Motion). Attorneys should contact the assistant to coordinate a hearing date.

If you file a Petition, you must have the Department of Revenue served at: 1900 West Commercial Blvd, Suite 190, Ft. Lauderdale FL 33309. Your hearing will be scheduled and mailed to you, after proof of service is received by the Clerk of Courts.

Pro Se dockets are heard on Monday, Tuesday and Thursday. Check-in with the bailiff begins at 8:30 a.m. or 1:00 p.m.

Attorney dockets are heard on Wednesday and Friday.

CONTINUANCES:

No continuance will be granted unless a Motion is filed. To request a continuance of a court date, contact the assistant after your Motion for Continuance has been filed. The assistant will coordinate a time for your Motion to be heard.

TELEPHONIC HEARINGS:

Telephonic hearings are only allowed if the Party resides, is working or is going to be outside of Broward, Dade or Palm Beach counties on the date of the hearing. The Party must contact the assistant at least 48 hours prior to the hearing to make arrangements to appear by telephone. The Party will be required to be in the presence of a Notary Public at the time of the hearing.

SUBMISSION OF REPORTS:

When submitting Reports, include 4 copies of the Report, 4 copies of an Order and 2 sets of stamped envelopes (two self-addressed and two addressed to the Office of the Attorney General, child support section)