

JUDGE MICHAEL G. KAPLAN  
CIRCUIT COURT JUDGE  
UNIFIED FAMILY DIVISION  
SEVENTEENTH JUDICIAL CIRCUIT OF  
FLORIDA



BROWARD COUNTY  
COURTHOUSE  
201 S.E. 6TH STREET  
FORT LAUDERDALE, FL 33301  
954-831-1663

## PROCEDURES FOR DOMESTIC VIOLENCE DIVISION "59"

OUR CHAMBERS AND COURTROOM ARE LOCATED IN  
THE NEW COURTHOUSE WEST TOWER  
**CHAMBERS ROOM 10138**  
**COURTROOM 10150**

# THERE IS NO ONLINE SCHEDULING FOR THIS DIVISION.

**PROCEDURES FOR THE FILING OF ANY AND ALL MOTIONS SUCH  
AS MOTIONS TO CONTINUE, TO RE-SCHEDULE, TO APPEAR BY  
PHONE FOR A HEARING AND/OR ANY OTHER RELIEF:**

**1. ATTORNEY'S MUST FILE ANY AND ALL PLEADINGS, MOTIONS, ETC.  
THROUGH E-FILED. PLEASE SEND TO THE JUDGE'S CHAMBERS  
(ROOM 10138) A COPY OF YOUR MOTION AND A COPY OF THE RECEIPT  
THAT THE MOTION HAS BEEN E-FILED WITH A COVER LETTER EXPLAINING  
HOW MUCH TIME YOU WILL NEED FOR A HEARING. THE JUDGE WILL REVIEW  
THE MOTION AND EITHER ENTER AN ORDER OR SET A HEARING ON THE  
MOTION. YOU WILL THEN RECEIVE A PHONE CALL FROM THE JUDICIAL  
ASSISTANT.**

**(PLEASE SEE THE SECTION REGARDING  
EMERGENCY/URGENT/EXPEDITED MOTIONS)**

## **SELF REPRESENTED:**

2. A PERSON WHO IS NOT REPRESENTED BY AN ATTORNEY MUST FILE A WRITTEN MOTION IN ROOM 2140 or E-FILE. UPON FILING THE CLERK'S OFFICE WILL BRING YOUR MOTION AND THE COURT FILE TO THE JUDGE'S CHAMBERS ( IT IS NOT NECESSARY TO BRING A COPY OF YOUR MOTION TO THE JUDGE'S CHAMBERS). THE JUDGE WILL REVIEW THE MOTION AND EITHER ENTER AN ORDER OR SET A HEARING ON THE MOTION. YOU WILL THEN RECEIVE EITHER A PHONE CALL OR PAPERWORK IN THE US MAIL.

YOU MUST FILE ANY AND ALL MOTIONS IN ROOM 2140 EITHER IN PERSON, E-FILING OR BY US MAIL. PLEASE PROVIDE THE COURT WITH YOUR MAILING ADDRESS AND PHONE NUMBER.

## **EMERGENCY/URGENT/EXPEDITED MOTIONS:**

3. SELF REPRESENTED LITIGANTS MUST FILE ALL EMERGENCY, URGENT, OR EXPEDITED MOTIONS IN ROOM 2140) (ATTORNEY'S MUST E-FILE ALL EMERGENCY, URGENT AND EXPEIDTED MOTIONS). ALL EMERGENCY, URGENT, OR EXPEDITED MOTIONS ARE HANDLED BY THE CLERK OF COURT. THE CLERK'S OFFICE WILL TAKE THE EMERGENCY, URGENT, OR EXPEDITED MOTION DIRECTLY TO THE JUDGE. THE JUDICIAL ASSISTANT DOES NOT HANDLE EMERGENCY, URGENT, OR EXPEDITED MOTIONS.

IF YOU FILED AN EMERGENCY, URGENT, OR EXPEDITED MOTION AND ARE TRYING TO FIND OUT THE STATUS YOU WILL NEED TO CONTACT THE CLERK'S OFFICE EITHER IN PERSON OR BY PHONE: 954-831-5570 OR 954-831-5520 OR 954-831-5579. SEE ADMINISTRATIVE ORDER 2015-10-UFC.

## **COURT ORDERED PROGRAMS:**

4. COURT ORDERED PROGRAMS ARE MONITORED BY THE JUDGE'S CASE MANAGER. THE JUDICIAL ASSISTANT WILL HAVE NO KNOWLEDGE OF THE PROGRAMS. ANY QUESTIONS REGARDING ANY COURT ORDERED PROGRAM PLEASE CALL 954-831-7278.

## **MOTIONS TO WITHDRAW AS COUNSEL:**

5. SUBMIT YOUR MOTION TO WITHDRAW WITH ORDERS AND ENVELOPES FOR ALL PARTIES INVOLVED TO CHAMBERS **ROOM 10138** WITH A COVER LETTER. THE JUDGE WILL REVIEW THESE MOTIONS IN CHAMBER. ONCE THE JUDGE REVIEWS THE MOTION YOU WILL EITHER RECEIVE AN ORDER IN THE MAIL OR A PHONE CALL TO SET A HEARING IF NECESSARY.

## **MOTION FOR RETURN OF FIREARMS, AMMUNITION AND/OR CONCEALD WEAPONS PERMIT:**

6. A FORM MOTION FOR RETURN OF FIREARMS IS AVAILABLE IN ROOM 2140 (CLERK'S OFFICE) AND MAY BE COMPLETED AND FILED WITH THE CLERK OR E-FILED. UPON FILING THE CLERK'S OFFICE WILL BRING YOUR MOTION AND THE COURT FILE TO THE JUDGE'S CHAMBERS. WHEN THE FILE IS RECEIVED THE COURT WILL SEND A LETTER TO THE OPPOSING SIDE ALLOWING THAT PERSON 15 DAYS TO RESPOND. (10 DAYS IS ADDED TO THE 15 DAYS TO ALLOW MAIL NOTICE TO THE OPPOSING SIDE AND MAIL NOTICE BACK TO THE COURT). THE COURT WILL THEN MAKE A DECISION WHETHER TO SET A HEARING OR RULE WITHOUT A HEARING.

## **THE FILING AND/OR RE-OPENING OF A FAMILY CASE**

7. IF A UNIFIED FAMILY CASE IS FILED OR RE-OPENED AFTER A DOMESTIC VIOLENCE CASE HAS BEEN FILED THE DOMESTIC VIOLENCE CASE WILL BE TRANSFERRED TO THE ASSIGNED FAMILY JUDGE AT THE SCHEDULED 15 DAY RETURN HEARING, ALL PARTIES MUST ATTEND THE 15 DAY RETURN HEARING.

IF THERE IS A SPECIAL SET DOMESTIC VIOLENCE HEARING SCHEDULED, PLEASE NOTIFY THE JUDGE'S CHAMBERS OF THE FAMILY CASE NUMBER SO THAT THE JUDICIAL ASSISTANT CAN TRANSFER THE DOMESTIC VIOLENCE CASE TO THE FAMILY JUDGE PRIOR TO THE SPECIAL SET SO THAT THAT TIME CAN BE USED FOR OTHER CASES. SEE ADMINISTRATIVE ORDER 2012-64-UFC.

## **THE FILING OF A PETITION FOR AN INJUNCTION:**

8. IF YOU HAVE FILED A PETITION FOR AN INJUNCTION AND DID NOT WAIT FOR YOUR PAPERWORK YOU WILL NEED TO FOLLOW UP WITH THE DOMESTIC VIOLENCE CLERK'S OFFICE IN ROOM 2140 OR CALL THEM AT 954-831-5570 OR 954-831-5520 OR 954-831-5579.

**PETITION'S FOR VIOLATION AND AFFIDAVIT'S FOR VIOLATION:**

**9. IF THERE IS A VIOLATION OF A TEMPORARY INJUNCTION OR A FINAL INJUNCTION YOU MUST GO TO THE DOMESTIC VIOLENCE CLERK'S OFFICE ROOM 2140 AND FILL OUT THE APPROPRIATE PAPER WORK.**

**THIS OFFICE DOES NOT HAVE A FAX MACHINE.**