

CLAUDIA ROBINSON  
COUNTY COURT JUDGE  
CIVIL/CRIMINAL DIVISION  
SEVENTEENTH JUDICIAL CIRCUIT OF  
FLORIDA

SOUTH REGIONAL COURTHOUSE  
3550 HOLLYWOOD BLVD, ROOM 214  
HOLLYWOOD, FL 33021  
TEL: (954) 831-0306  
FAX: (954) 831-0397

## **CIVIL DIVISION 60/CRIMINAL DIVISION SA**

### **Courtroom 210/Chambers 214**

### **CIVIL PROCEDURES**

**ALL PLEADINGS MUST BE E-FILED AND VALIDATED PRIOR TO SCHEDULING ANY HEARINGS. Please note that the Clerk's office is approximately 14 days behind in validating E-filed pleadings.**

To Register for On-Line Scheduling, please logon to: [www.17th.flcourts.org](http://www.17th.flcourts.org)  
For On-Line Scheduling Technical Support, please send your e-mail to: calendar@17th.flcourts.org

### **ON-LINE SCHEDULING OF HEARINGS**

*When you access the on-line calendar, all available dates are shown. If a date is not shown, that date is not available.*

*Note: All pleadings must be e-filed and validated prior to scheduling any hearings and all hearing must be coordinated with opposing counsel.*

---

### **PIP CASES**

*All PIP cases will be scheduled on-line on the PIP Docket which is usually held once a month on a Thursday, as follows: (Please note the following: up to four (4) motions may be scheduled. Out of consideration for all, please note that hearings that are longer in duration may not be heard. Therefore, please schedule hearings with realistic durations in mind.)*

- HEARINGS THAT ARE FIVE MINUTES OR LESS (PIP motion calendar hearings) at 1:30 p.m. *All available dates are on the on-line calendar.*
- HEARINGS THAT ARE MORE THAN FIVE MINUTES BUT LESS 15 MINUTES at 9:30 a.m. *All available dates are on the on-line calendar.*
- For PIP Cases hearings that are longer than 15 minutes, please schedule on-line on the Court's special set calendar. If you need more than 30 minutes, please call the Judicial Assistant.

## **OTHER CIVIL CASES**

- **Motion calendar hearings** (five minutes or less) are held on certain Mondays at 9:30 a.m. and 1:30 p.m. *All available dates are on the on-line calendar.*
- **Special set hearings** of 15 or 30 minutes are held on certain Thursdays from 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. *All available dates are on the on-line calendar.*

### **The following are instructions regarding scheduling any matter with the Court.**

It is **mandatory** that all parties *consult* with each other regarding the availability of each attorney and *shall not* unilaterally set any hearing and *must* certify that they consulted with the other party in obtaining the hearing times in the Notice of Hearing. Should mutual cooperation not be obtained, please file a motion seeking assistance from the Court which shall include specific efforts etc., and notice same on motion calendar, with *first* emailing the opposing party with two (2) proposed hearing times/dates, and advising that they have three (3) days to respond or the motion calendar hearing will be unilaterally set.

*Once a hearing time is secured, courtesy copies of the on-line confirmation receipt, Notice of Hearing and Motion(s) **MUST** be furnished to the Judicial Assistant a minimum of five (5) business days prior to the hearing, by mail, hand-delivery or fax at 954-831-0397. Please make sure a copy of the on-line confirmation is stapled on **TOP** of the Notice of Hearing and Motion. (E-filing has **NOT** eliminated the aforesaid requirement).*

*When **ANY** hearing is cancelled and reset on-line you must re-send the on-line confirmation receipt, Notice of Hearing and Motion(s).*

**All hearings scheduled must provide a minimum notice of five (5) business days.**

**ALL CASES before Judge Robinson are held in Courtroom 210.**

**CANCELLATIONS:** Should any scheduled hearing become unnecessary, the scheduling party shall *immediately* cancel the hearing using the on-line scheduling and fax the Judicial Assistant a notice of cancellation.

**PHONE APPEARANCES** may be permitted at the Judge's discretion. The moving party must file a written motion and secure an order permitting the telephonic appearance and must put in the order a telephone number for the court to initiate the call. Because the court needs an original proposed order, copies for all parties, along with self-addressed, stamped envelopes for all parties, these documents may *not* be faxed. (Note: The court cannot make any out of country calls.)

**NO DOUBLE BOOKING** of any hearing is permitted at any time.

All notice and time provisions of the Florida Rules of Civil procedure, Small Claims Rules (when applicable) and 17th Judicial Circuit Local Rules and Administrative Orders apply.

**ANY MOTION SET WITHOUT FOLLOWING THESE PROCEDURES IS SUBJECT TO CANCELTATION.**

**THE FOLLOWING HEARINGS MUST BE SET  
WITH THE JUDICIAL ASSISTANT ONLY**  
(Otherwise these motions may be cancelled.)

- All landlord/tenant cases.
- All special set hearings which require more than 30 minutes. Prior to setting a special set hearing for greater than 30 minutes, the party or attorney requesting the motion to be set for the hearing shall attempt to resolve the matter and shall certify the good faith attempt to resolve. (Local Rule 11).
- Motions for Rehearing/Reconsideration. According to AO02010-47-Gen, upon review the Judge may grant/deny motion or set for hearing.

**OTHER PROCEDURES**

**EMERGENCY MOTIONS:** SEE Administrative Order 2014-32.

For any e-filed TRUE EMERGENCY, a courtesy copy of the Emergency Motion shall be submitted to the Judge's chambers for review. The motion should indicate how much hearing time will be needed and include any supporting information which will help the Judge determine if the matter is an emergency. **Proposed orders** (an original and copies for all parties) and **self-addressed, stamped envelopes to ALL parties** must be supplied as well. Please notify the Judicial Assistant immediately about your Emergency Motion once it has been *e-filed and validated*. After Judge Robinson has reviewed the motion, she will give instructions to the Judicial Assistant. The Judicial Assistant will then contact you with regard to the Judge's determination.

**MOTIONS FOR CONTINUANCE:** Must be first e-Filed and validated. You will need to provide to the Judge's chambers, a copy of your motion, proposed orders (an original and copies for all parties), along with **self-addressed, stamped envelopes to ALL parties**. These documents may not be faxed.

**ORDERS:** When submitting orders to the Judge for signature, please provide **self-addressed, stamped envelopes for ALL parties** and the appropriate number of copies (one for the clerk and a copy for each party). **Judge Robinson is NOT able to receive E-Orders.**

**ORDERS TO SHOW CAUSE:** You must go on line and pick a date and schedule a date and provide that date in the order to show cause *before* submitting the order to the Judge's office. Please make sure to give enough time for *personal service*.

**NOTICES FOR TRIAL:** Must be first e-Filed and validated. Thereafter, you must set your Notice of Trial for a status hearing on motion calendar.

**REQUESTS TO INVOKE RULES IN SMALL CLAIMS CASES:** Judge Robinson requires a uniform order for this purpose. Proposed orders submitted not in compliance will not be entered. The required form is attached to these instructions. Please remember that the invocation of rules is discretionary with the court. Do not assume that the Rules have been invoked unless you have signed order from Judge Robinson. Also, please note that submission of a motion to invoke the rules does **not** excuse appearance at the Pretrial Conference unless the Court has actually entered the order. A motion to invoke the rules may **not** be emailed or faxed to the court – the Court needs copies of the order to conform, as well as self-addressed, stamped envelopes. To avoid delay, please provide self-addressed, stamped envelopes with enough copies for each party to the court.

**REQUESTS FOR SUBSTITUTION OF COUNSEL:** The Court will not grant a substitution of counsel unless a client's written consent is obtained, and new counsel certifies "I have reviewed the Court docket in this file and have spoken with all counsel of record. I am aware of all pending hearings, depositions and other deadlines that are set in this case."

**MOTIONS TO COMPEL DISCOVERY:** If Local Rule 11 is triggered, please use the standard form. Do **not** add any additional language (i.e. waiver of privilege, etc.).

## **TRAFFIC AND CRIMINAL PROCEDURES**

**NOTE: ALL DOCUMENTS S MUST BE E-FILED.**

**ALL CASES** before Judge Robinson are held in Courtroom 210.

If you need a hearing, please contact my Judicial Assistant

Motions to withdraw capias, do not need a hearing. Kindly forward a copy of the motion, along with proposed orders, and a self-addressed stamped return envelope to the Judge's office.

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO.: COSO \_\_\_\_\_(60)

Plaintiff(s),

JUDGE: CLAUDIA ROBINSON

vs.

Defendant(s)

**WAIVER OF APPEARANCE AT  
PRETRIAL CONFERENCE AND ORDER**

\_\_\_\_\_ /  
The parties hereby agree to invoke the RULES OF CIVIL PROCEDURE and to waive procedures under the SMALL CLAIMS RULES and further agree to waive their appearance at the pretrial hearing.

Print	_____ Attorney for Plaintiff	_____ Attorney for Defendant
Legibly:	Address _____	Address _____
	Office # _____	Office # _____
	E-Mail _____	E-Mail _____
Signature:	_____ Attorney for Plaintiff	_____ Attorney for Defendant
	Fla. Bar No. _____	Fla. Bar No. _____

**ORDER INVOKING RULES OF CIVIL PROCEDURE**

This cause came to be considered on the Plaintiff and Defendant's agreement to waive the procedures under the Small Claims Rules, invoke the Rules of Civil Procedure. It is therefore,

**ORDERED AND ADJUDGED THAT:**

1. The Florida Rules of Civil Procedure are hereby invoked, except as may be provided hereinafter below.
2. The Defendant shall have 20 days from the date of this order to file a response to Plaintiff's complaint or shall suffer default without further notice or hearing.
3. If this case is proceeding in Division 53, then pursuant to rule 7.020(c), rule 1.440 is not invoked and rules 7.135 and 7.150 are reserved and prevail over rule 1.430.
4. If this case is proceeding in Division 73, then pursuant to rule 7.020(c), rule 7.135 is reserved.

DONE AND ORDERED in Fort Lauderdale, Broward County, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Court Judge Claudia Robinson

Copies Furnished To All Parties