

UNIFORM EX PARTE CALENDAR REQUEST FORM

FILE NO.: _____

IN RE: _____

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

ATTORNEY’S NAME (PRINT): _____

I hereby request to attend the uncontested/ex parte calendar to be held at the Broward County Courthouse (in Courtroom), Fort Lauderdale, Broward County, Florida on **Tuesday** /**Thursday** , the _____ day of _____, 20____, before Judge (Check appropriate Judge) at the corresponding time:

_____ **Division 60J** - Judge Mily Rodriquez Powell (**Courtroom 15155**) *Beginning at **9:15 A.M.**

_____ **Division 61J** - Judge Charles M. Greene (**Courtroom 12168**) *Beginning at **9:15 A.M.**

_____ **Division 62J** - Judge Kenneth L. Gillespie (**Courtroom 14160**) *Beginning at **8:45 A.M.**

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 proposed Guardian(s)'s credit check and criminal background investigation is complete and approved prior to hearing.]

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 Uniform Ex Parte Calendar Request Form and the relevant document(s) for the requested ex parte hearing shall be e-filed at: www.myflcourtaaccess.com. Each relevant document and any attachments thereto must be filed as a separate PDF.
- Immediately after e-filing the Uniform 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 Uniform Ex Parte Request Form, and the reference number of any relevant documents that have not yet been accepted through the ePortal.
- A Uniform 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 Uniform Ex Parte Request Form must be e-filed for each individual case number.
- The Uniform Ex Parte Calendar Request Form for a Tuesday hearing shall be e-filed by 11:00 a.m. of the prior Thursday.
- The Uniform Ex Parte Calendar Request Form for a Thursday hearing shall be e-filed by 11:00 a.m. of the prior Monday.

*** All Judges require that the following documents be provided to them at the ex parte hearing: a copy of the e-filed Uniform Ex Parte Calendar Request Form, a copy of the document(s) for which the hearing is sought, and a proposed order. Please be advised that the time allotted for each ex parte hearing is five minutes.**

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.