

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Order Number 2009-12-Civ

**ADMINISTRATIVE ORDER ESTABLISHING
SUMMARY JUDGMENT FORECLOSURE PROCEDURES**

(a) Florida Rule of Judicial Administration 2.215(b) (3) states the chief judge shall “develop an administrative plan for the efficient and proper administration of all courts within that circuit.”

(b) The volume of cases set for summary judgment in foreclosure proceedings requires a uniform procedure to assist the judges in expeditiously hearing the motions.

(c) In accordance with the authority vested in the chief judge by Florida Rule of Judicial Administration 2.215, it is ordered:

(1) Effective February 9, 2009 the foreclosure worksheet attached as Exhibit A shall be completed by the attorney for the plaintiff and presented to the presiding judge at the summary judgment hearing.

(2) The attorney for the plaintiff, in addition to completing the foreclosure worksheet shall also locate and mark with a tab all documents referenced on the foreclosure worksheet.

(3) The attorney for the plaintiff shall file the original foreclosure worksheet with the Clerk of Circuit Court.

(4) The Clerk of Circuit Court shall post on his webpage the foreclosure worksheet in both a word format and pdf format at no cost to attorneys and the public.

(5) All motions to dismiss shall be scheduled for hearing on or before the date set for Summary Judgment.

DONE AND ORDERED in chambers at Fort Lauderdale, Broward County, Florida on February 9, 2009.

s/Victor Tobin
Victor Tobin, Chief Judge

SEVENTEENTH JUDICIAL CIRCUIT UNIFORM FORECLOSURE WORKSHEET

Date _____ Case # _____

Plaintiff _____ Defendants _____

The information requested below must be located in the court file and must be marked for the presiding judge. The dates should reflect the information in the court file. Please print legibly when completing this worksheet.

Defendant(s)	Date Served	Date of Default	Date of Answer	Affirmative Defenses
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Documents

Date Filed

Non military affidavit (with Dept. of Defense Manpower Form)	_____	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Motion to Dismiss	_____	
Original promissory note	_____	<input type="checkbox"/> Attached
Affidavit of lost promissory note	_____	<input type="checkbox"/> Attached
Original/copy of recorded mortgage	_____	
Original/copy of assignment of mortgage	_____	
Affidavit of Indebtedness	_____	\$ _____
Affidavit of Costs	_____	\$ _____
Affidavit of Attorney's Fees	_____	\$ _____
Affidavit of GAL Fees	_____	\$ _____

Verification

- Legal description Yes No
- Names of all parties Yes No
- Spelling of all parties names Yes No
- Plaintiff is proper mortgagee Yes No
- Bankruptcy Yes No Stay lifted

I HEREBY CERTIFY that I have personally reviewed the court file and verified all of the information and entries on this foreclosure worksheet.

Attorney Signature

Printed Name of Attorney

Florida Bar Number