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 ☐Yes ☐ No Date Filed **Documents** Non military affidavit (with Dept. of Yes Not Applicable Defense Manpower Form) Motion to Dismiss Original promissory note Attached Affidavit of lost promissory note ☐ 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

EXHIBIT A

Florida Bar Number