

# Instructions

## RESIDENTIAL MORTGAGE FORECLOSURE

### Division 11 and Division 28

Updated March 30, 2017

- Along with this Web Page, please familiarize yourself with the Judge's Procedures found at: [Division 11 Procedures](#)
- If you are a self-represented person (*pro se*), want to schedule a hearing, have an upcoming foreclosure sale or have been issued a Writ of Possession please see the **Self Represented Litigant flyer** for further information.
- **Emergency hearings**, are limited to emergency motion to cancel foreclosure sale and emergency motion to stay a writ of possession. These are handled in the manner outlined in the [Judge's Procedures](#) and on the [Self Represented Litigant flyer](#).
- Regular **Foreclosure Trials** are set for Tuesdays and Wednesdays only; if necessary rescheduling for another day may occur at the regular hearing time.
- **Uniform Motion Calendar (UMC) Hearings** and **Case Management Conferences (CMC)** are set for Monday – Wednesday.
- Users of Division 11 may upload **Agreed E-Orders ONLY**. Agreed Orders must carry the word **AGREED** in the motion and order title.
- Users of Division 11 may also E-Schedule Uniform Motion Calendar Hearings and Trials via **Online Scheduling System**.
- To upload Agreed Orders and use Online Scheduling visit the **17<sup>th</sup> Judicial Circuit of Florida website**, look for *Quick Links* then click on *eOrder Instructions* or *Online Scheduling System* (one of the bullet points below).
- **Special Sets Hearings** are most often held on Thursdays and must be scheduled through a case manager and in agreement with all parties.

To communicate with the Foreclosure Unit please use the following methods:

- **Telephone:-** (954) 831-7770
- **Email:-** [foreclosure@17th.flcourts.org](mailto:foreclosure@17th.flcourts.org)
- **Mailing Address:-** Broward County Courthouse, Room 19160  
201 S.E. 6<sup>th</sup> Street,  
Fort Lauderdale FL 33301

## **ADMINISTRATIVE ORDERS**

[2014-17-CIV](#): As to Residential Mortgage Foreclosure (Affidavit of Compliance With Administrative Order As To Summary Judgment Hearings)

[2015-26-CIV](#): Establishing Circuit Civil Case Distribution

## **ONLINE SCHEDULING**

- Attorneys are encouraged to set blocks of cases for judicial economy.
- Self-represented persons may schedule on line as well or review the **[SELF-REPRESENTED LITIGANT](#)** link to see how a Foreclosure Case Manager can help.

To **schedule hearings** on-line click [here](#)

Click [here](#) for **On-line Scheduling instructions**

## **RESIDENTIAL MORTGAGE FORECLOSURE SCHEDULING CALENDARS**

- All **Division 11** and **Division 28** cases should be noticed for either Room 518 or 519:
  - **Courtroom WW14160** for Motion and CMCs
  - **Courtroom WW4150** for Foreclosure Trialsunless you are otherwise advised by the Judge or a Foreclosure Case Manager.
- Uniform Motion Calendar (UMC) Hearings and Foreclosure Trials may be scheduled by both litigants and the Court.
- Case Management Conferences (CMC) are scheduled by the Court only.
- Special Set Hearings are scheduled by the Court only, however the notice of hearing must be sent out by the party requesting the hearing.
- Orders executed by the Court require the Plaintiff's attorney to inform all parties including the defendant or the defendant's attorney.

## **SCHEDULING FOR SELF-REPRESENTING PERSONS**

Self-represented (*pro se*) litigants may have their hearings scheduled with the help of a Foreclosure Case Manager. A valid national identification (passport, driver's license, etc.) and a copy of the filed motion are required. A copy of the motion and notice of hearing must be sent to all parties in the matter.

To register for On-Line Scheduling click here [\*\*\*User Agreement For On-Line Scheduling\*\*\*](#) form.

This form must be returned to [div07@17th.flcourts.org](mailto:div07@17th.flcourts.org).

Please review the [\*\*SELF-REPRESENTED LITIGANT\*\*](#) link for more information.

## **COMMUNITY RESOURCES**

### **Weathering Florida's Foreclosure Crisis**

#### **Broward – Your First Call For Help**

- Dial 2-1-1 or (954) 537-0211
- <http://211-broward.org/service/> (includes some legal resources)

Lawyer Referral Service - Broward County Bar Association

- (954) 764-8310
- <https://www.browardbar.org/referrals.php>

Legal Aid Service of Broward County

- (954) 765-8950
- <http://www.legalaid.org/broward/>