

RESIDENTIAL FORECLOSURE PROCEDURES-DIVISION FC-G

1. Initial Case Management Conferences (existing and newly filed cases):

For all newly filed cases not specifically scheduled, Plaintiffs are responsible for scheduling and noticing a CMC to take place within 120 days of filing the foreclosure action.

Counsel of record for the Plaintiff in each FC-G case shall file and serve a notice of the scheduled CMC on all parties to the action. With notice to the Judicial Assistant-Lisa Carpenter and compliance with Florida Rules of Civil Procedure. Any party may notice a specific motion or other matter for hearing at a CMC.

CMC's in Division FC-G will be regularly scheduled by the Court, typically on Thursday's. CMC's will be used to advise the Court of the progress of each case, consider all pending non-dispositive motions and schedule future proceedings. At a CMC, the Court will address any uncontested motions noticed, consent motions, or motions requiring less than 15 minutes to address.

All actions taken at a CMC shall be recorded by the Court on a CMC Order/Memo Form. A sample of that form is located at the Circuit's website together with these procedures.

For all motions to be heard at the scheduled CMC, the moving party must provide notice in accordance with the Florida Rules of Civil Procedure.

2. Hearing Location/Remote Attendance: All hearings and non-jury trials will be held in Courtroom 510 unless otherwise indicated. Remote Appearances are permitted in foreclosure court except for non-jury trials. The parties must obtain leave of court to hold a non-jury trial in a different location or to attend remotely. For remote appearances, use the following **Meeting ID: 908-706-6187**.

3. Contested Matters: Contested motions for discovery, summary judgment, or final hearings requiring more than 30 minutes shall be set with Judicial Assistant, Lisa Carpenter at lrcarpenter@coj.net.

Communications with the Court regarding scheduling of hearings, submission of proposed orders and other matters regarding residential foreclosure cases shall be made with the Judicial Assistant-Lisa Carpenter. The communications may be made by email to lrcarpenter@coj.net.

4. Memo for Setting Hearings: Hearings on contested motions, summary judgment motions, and non-jury trials in residential mortgage foreclosure cases may be scheduled by emailing Lisa Carpenter a completed Foreclosure Hearing/NJT Time Memo.

The form can be found here:

<https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Duval-Judges.aspx>

The moving party shall submit the memo by email to the Judicial Assistant- Lisa Carpenter lrcarpenter@coj.net.

5. **Hearing Dates:** Available hearing dates will be allocated on a “first come-first serve” basis and are **NOT** secured until confirmation is sent by the Foreclosure Staff Assistant. Suggested hearing dates provided by the Foreclosure Staff Assistant are **NOT** reserved and may be given to others.
6. **Notices of Hearing:** The requesting party is responsible for filing and serving a proper Notice of Hearing.
7. **Consent Orders:** Consent Orders that do not require a hearing may be sent to the e-portal.
8. **Proposed Orders:** All proposed orders shall include the following language: **Plaintiff shall serve a copy of this order, by regular mail, to all parties not receiving service of court filings through the Florida Courts E-Filing Portal and shall file a certificate of service in the court file.** If the proposed order is entered by the Court, the Court will e-file the order, which will be provided to counsel through the e-portal. It is the Plaintiff’s responsibility to serve copies to all parties not registered with the e-filing portal.
9. **Non-Jury Trials:** Upon the scheduling of a non-jury trial, the requesting party must provide the Court a proposed Order Setting Non-Jury Trial via e-portal. **All** proposed orders should be filed through the e-portal, **except** when directed by Judge Sharrit. You may click on this link for order templates and instructions on how to file your proposed orders via the e-portal: <https://www.jud4.org/Proposed-Orders-EFiling.aspx>
The Court will e-file the order once entered. Counsel will receive the order through the e-portal.