

**DIVISION FC-A PROCEDURES
FOR RESIDENTIAL FORECLOSURE CASES**

All cases in Division FC-A are re-set for a Case Management Conference (“CMC”), the purpose of which shall include consideration of all pending non-dispositive motions.

FC-A case numbers 2019-CA-2200 through 2023-CA-9901 and case number 2004-CA-01074 are set for a Case Management Conference on **November 25, 2024, at 9:30 a.m. in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-A case numbers 2023-CA-10043 through 2024-CA-1772 and case number 2023-CA-10308 are set for a Case Management Conference on **November 25, 2024, at 10:30 a.m. in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-A case numbers 2024-CA-01859 through 2024-CA-04099 are set for a Case Management Conference on **December 16, 2024, at 9:30 a.m. in Courtroom 510** of the Duval County Courthouse, 501 W. Adams St., Jacksonville, FL 32202.

FC-A case numbers 2024-CA-04166 through 2024-CA-05592 are set for a Case Management Conference on **December 16, 2024, at 10:30 a.m. in Courtroom 510** of the Duval County Courthouse, 501 W. Adams St., Jacksonville, FL 32202.

Counsel of record for the Plaintiff in each FC-A case shall file and serve a Notice of the rescheduled Case Management Conference on all parties to the action.

To schedule a motion for hearing, contact Staff Assistant, Danielle Alleyne, for the Residential Foreclosure Division (“Staff Assistant”) to get hearing dates, and in compliance with the Florida Rules of Civil Procedure, any party may schedule and notice a specific motion or other matter for hearing at a Case Management Conference.

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

Foreclosure Divisions designation on cases: i.e. FC-A, FC-B, FC-C, FC-D, FC-E, FC-F, FC-G, and FC-H shall be included on all pleadings, motions, notices, proposed orders and cover letters.

Division FC-A residential foreclosure proceedings will be conducted in **Courtroom 510** of the Duval County Courthouse. Appearances at foreclosure proceedings may be in person or virtually through the www.zoom.com.us platform.

Courtroom 510 Meeting I.D. 908-706-6187

Courtroom 510 Dial in Number 1-888-788-0099 (toll free) (audio only)

Case Management Conferences in Division FC-A will be regularly scheduled by the Court, typically on Mondays. 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.

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 on the Circuit's website together with these procedures.

Plaintiffs shall complete the proposed CMC ORDER/Memo for each case for each CMC to the extent possible with information known in advance of the hearing.

No later than four business days before a CMC, Plaintiffs shall e-file (with a Notice of Filing), the proposed CMC Order/Memo Form for that CMC, together with any other order, memorandum, motion, pleading or proposed judgment that pertains to that CMC.

Any Defendant may e-file any other proposed judgment or order, memorandum, motion or pleading pertaining to that CMC.

At the CMC, the Clerk of the Court shall provide to the Court copies of the proposed CMC ORDER/Memo and any additional documents pertaining to that CMC.

If served in accordance with the timing and other requirements of Rule 1.510, Florida Rules of Civil Procedure, dispositive motions may be scheduled at the time of the CMC's.

Communications with the Court regarding scheduling of hearings, submission of proposed orders and other matters regarding residential foreclosure cases shall be made to Danielle Alleyne, Staff Assistant for

Residential Foreclosure, by email dalleyne@coj.net or telephone at 904-255-1016.

Many **uncontested** motions do not need to be set for a hearing. Such matters may include motions to appoint a GAL, amend the complaint or other pleading, grant leave for or facilitate service of process or schedule or cancel a sale. Motions to Disburse Surplus Proceeds should normally be noticed for hearing.

Submission of proposed orders to the Staff Assistant shall be made through the State of Florida's e-filing portal. The standard protocol for submitting such proposed order shall be followed.