

## **PROCEDURES FOR RESIDENTIAL FORECLOSURE CASES IN DIVISION FC-C**

### **I. Case Management Conferences**

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

**FC-C case numbers 16-2011-CA-9612 through 16-2023-CA-10462 are set for a Case Management Conference on November 26, 2024, beginning at 1:30 p.m.** in Courtroom 510 of the Duval County Unified Courthouse, 501 W. Adams Street, Jacksonville, Florida.

**FC-C case numbers 16-2023-CA-10475 through 16-2024-CA-2633 are set for a Case Management Conference on December 10, 2024, beginning at 1:30 p.m.** in Courtroom 510 of the Duval County Unified Courthouse, 501 W. Adams Street, Jacksonville, Florida

**FC-C case numbers 16-2024-CA-2734 through 16-2024-CA-5687 are set for a Case Management Conference on January 28, 2025, beginning at 1:30 p.m.** in Courtroom 510 of the Duval County Unified Courthouse, 501 W. Adams Street, Jacksonville, Florida

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 service of the foreclosure complaint on any defendant.

All residential foreclosure proceedings which will require less than one hour to address will be conducted in Courtroom 510 of the Duval County Unified Courthouse. Appearances at foreclosure proceedings may be in person or virtually through the [www.zoom.com.us](http://www.zoom.com.us) platform.

Courtroom 510 Zoom Meeting ID: 908-706-6187

Courtroom 510 Zoom Dial in number: 1-888-788-0099 (toll free) (audio only)

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

Case Management Conferences in Division FC-C will be regularly scheduled by the Court, typically on Tuesdays at 1:30 p.m. 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. The form is available in Microsoft Word format on the Court’s website at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Duval-Judges/CIRCUIT->

Plaintiffs shall complete the proposed CMC Order/Memo 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 the Notice of Filing), the proposed CMC Order/Memo 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 for less than one hour, submission of proposed orders and other matters regarding residential foreclosure cases shall be made with the Staff Assistant for the Residential Foreclosure Division. These communications may be made by email to Danielle Alleyne at [dalleyne@coj.net](mailto:dalleyne@coj.net) and by telephone to (904) 255-1016.

**II. Motion Hearings and Non-Jury Trials Requiring More Than One Hour:**

A motion or non-jury trial requiring more than one hour may be scheduled by emailing Linda Blackman, the Judicial Assistant, at [lblackman@coj.net](mailto:lblackman@coj.net) and copying opposing counsel, if any, and providing a completed Request for Hearing Time and Date form specific for Division FC-C. The form is available in Microsoft Word format on the Court's website at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Duval-Judges/CIRCUIT-CIVIL-DIVISION-JUDGE/CV-C-JUDGE-ROBERT-M-DEES/Foreclosure-Hearing-Request-Form.aspx>.

Upon receiving the Request for Hearing Time and Date form, the Judicial Assistant will respond via email with the hearing/trial date and time. Please do not file a notice of hearing until you receive a confirmation email from the Judicial Assistant that the hearing has been placed on the Court's calendar. The requesting party is responsible for filing and serving a notice of hearing.

Hearings and non-jury trials requiring more than one hour will be in person and will take place in hearing room 734.

Upon the scheduling of a non-jury trial more than one hour, the requesting party must provide the Court a proposed Order Setting Non-Jury Trial by emailing the Judicial

Assistant and copying opposing counsel, if any, and the order must be in Microsoft Word format. The proposed order must be accompanied with a cover letter signed by counsel and copied to opposing counsel/unrepresented parties. The Court will e-file the order once entered, and counsel will receive the order through the e-portal.

Plaintiff's counsel is responsible for mailing a copy of all orders to unrepresented parties that are not on the e-filing portal and filing a certificate of mailing with the Clerk.

### **III. Uncontested Motions**

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

### **IV. 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 mailing 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 that are not on the e-filing portal.