



JUDGE BRUCE R. ANDERSON, JR.

Fourth Judicial Circuit Court of the State of Florida
Foreclosure Division FC-E

Duval County Courthouse
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Courtroom 510

Website: [HTTP://www.jud4.org/ex-parte-procedures-and-dates](http://www.jud4.org/ex-parte-procedures-and-dates)

FC-E (RESIDENTIAL FORECLOSURE PROCEDURES) EFFECTIVE OCTOBER 23, 2024

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

FC-E case numbers beginning with **16-2010-CA-005013-XXXX-MA through 16-2022-CA-05341-XXXX-MA** are set for a Case Management Conference on **November 22, 2024, at 9:00 AM in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-E case numbers beginning with **16-2022-CA-005424-XXXX-MA through 16-2023-CA-09395-XXXX-MA** are set for a Case Management Conference on **November 22, 2024, at 10:00 AM** in Courtroom 510 of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-E case numbers beginning with **16-2023-CA-009405-XXXX-MA through 16-2024-CA-000068-AXXX-MA** are set for a Case Management Conference on **November 22, 2024, at 11:00 AM in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-E case numbers beginning with **16-2024-CA-000135-AXXX-MA through 16-2024-CA-002944-AXXX-MA** are set for a Case Management Conference on **December 11, 2024, at 9:00 AM in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-E case numbers beginning with **16-2024-CA-003139-AXXX-MA through 16-2024-CA-004962-AXXX-MA** are set for a Case Management Conference on **December 11, 2024, at 10:00 AM in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-E case numbers beginning with **16-2024-CA-005021-AXXX-MA through 16-2024-CA-005819-AXXX-MA** are set for a Case Management Conference on **December 11, 2024, at 11:00 AM in Courtroom 510** of the Duval County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

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.

All 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)

Counsel of record for the Plaintiff in each FC-E case shall file and serve a Notice of the rescheduled Case Management Conference on all parties to the action. With notice to the Staff Assistant for the Residential Foreclosure Division (“Staff Assistant”) and compliance with the Florida Rules of Civil Procedure, any party may notice a specific motion or other matter for hearing at a Case Management Conference.

Case Management Conferences in Division FC-E will be regularly scheduled by the Court, typically on Wednesdays. Case Management Conferences will be used to advise the court of the progress of each case, consider all non-dispositive pending motions and schedule future proceedings.

All actions taken at a Case Management Conference 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 create the proposed CMC ORDER/Memo for each case for each CMC. Plaintiff shall complete the forms to the extent possible with information known in advance of the hearing.

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

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

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

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 Case Management Conferences.

Communications with the Court regarding scheduling of hearings, submission of proposed orders and other matters regarding residential foreclosure cases in Division CV-E shall be made with the Staff Assistant. These communications may be made by email to DAllenye@coj.net and by telephone to (904) 255-1016.

Many **uncontested** motions do not need to be set for a hearing. Such matters may include motions to appoint a GAL, motions to 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.

To schedule a foreclosure case for trial, counsel shall follow Division CV-E Policies and Procedures at Section II., by filing a Notice for Trial or Motion to Set and emailing to the Court's Judicial Assistant a completed Division CV-E Trial Set Memorandum.

For any procedures not covered in the above paragraphs, please refer to Division CV-E Policies and Procedures published on the Fourth Judicial Circuit website and be governed accordingly.