

## **RESIDENTIAL FORECLOSURE PROCEDURES**

### Division FC-F

1. **Hearing Location/Remote Attendance:** All hearings and Non-Jury Trials will be held in Courtroom 510 unless otherwise indicated. Remote Appearances by Zoom are allowed in foreclosure court except for Non-Jury Trials. The parties must get express permission from the 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.**

2. **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 the Court (Judicial Assistant or Foreclosure Staff Assistant) a completed Foreclosure Hearing/NJT Time Memo. A non-jury trial in foreclosure court is set as for a time-certain, in-person hearing.

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 or Foreclosure Staff Assistant and copy all other attorneys and pro se parties on E-Portal.

Jennie Prather, Judicial Assistant, [jprather@coj.net](mailto:jprather@coj.net)

Danielle Alleyne, Foreclosure Staff Assistant, [dalleyne@coj.net](mailto:dalleyne@coj.net)

3. **Hearing Dates:** Hearing dates will be provided but are **NOT** secured until confirmation is sent from the Judicial Assistant or Foreclosure Staff Assistant. Until the parties have agreed on a date, hearing dates provided by the Judicial Assistant or Foreclosure Staff Assistant are **NOT** held and may be given to others.

4. **Notices of Hearing:** The requesting party is responsible for filing and serving a proper Notice of Hearing.

5. **Consent Motions:** Consent Motions that do not require a hearing may be sent to the Court via E-Portal.

6. **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 that are not on the e- filing portal.

7. **Non-Jury Trials:** Upon the scheduling of a non-jury trial, the requesting party must provide to 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 Daniel. 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.

8. **Initial Case Management Conferences:** All cases in Division FC-F are re-set for a Case Management Conference ("CMC"), the purpose of which shall include consideration of all pending non-dispositive motions.

FC-F case numbers **2011-ca-1657 through 2023-ca-10401** are set for a Case Management Conference on December 4, 2024, at 1:30 PM in Courtroom 510 of the due Law County Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

FC-F case numbers **2023-ca-10412 through 2024-ca-02547** are set for a Case Management Conference on January 29, 2025, at 1:30 PM in Courtroom 501 of the Duval County Courthouse, 501 W. Adams St., Jacksonville, FL 32202.

FC-F case numbers **2024-ca-02578 through 2024-ca-05434** are set for a Case Management Conference on February 19, 2025, at 9:00 AM in Courtroom 501 of the Duval County Courthouse, 501 W. Adams St., 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.

Counsel of record for the Plaintiff in each FC-F 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 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-F will be regularly scheduled by the Court, typically on Wednesdays. 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 noticed uncontested motions, consent motions, or motions requiring 15-minutes or less time 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 on the Circuit's website together with these procedures.

For all motions that will be heard at a scheduled CMC, the moving party must provide notice to all other parties identifying what motions shall be heard in accordance with the Florida Rules of Civil Procedures.

Contested motions for discovery, Summary Judgment, or Final Hearings will be set for an afternoon time.

Communications with the Court regarding scheduling of hearings, submission of proposed orders and other matters regarding residential foreclosure cases shall be made with the Staff Assistant, Danielle Alleyne. These communications may be made by email to [DAalleyne@coj.net](mailto:DAalleyne@coj.net).