

RESIDENTIAL FORECLOSURE PROCEDURES-DIVISION FC-G

- 1. Initial Case Management Conferences (existing and newly filed cases):** All cases in Division FC-G are reset for a Case Management Conference (“CMC”), the purpose of which shall include consideration of all pending non-dispositive motions, and future scheduling.

FC-G case numbers **2012-CA-010676 through 2023-CA-10945** are set for a CMC on **January 16, 2025 at 9:30 a.m.** in Courtroom 510 of the Duval County Courthouse.

FC-G case numbers **2023-CA-010992 through 2024-CA-003372** are set for a CMC on **February 20, 2025 at 9:30 a.m.** in Courtroom 510 of the Duval County Courthouse.

FC-G case numbers **2024-CA-3438 through 2024-CA-005990** are set for a CMC on **March 6, 2025 at 9:30 a.m.** in Courtroom 510 of the Duval County Courthouse.

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 rescheduled CMC (and cancellation of any pending 2025 hearing) on all parties to the action. With notice to the Staff Assistant for the Residential Foreclosure Division 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. Please complete the request for hearing memo found here:

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

All other matters regarding residential foreclosure cases, including the scheduling of hearings less than 30 minutes and submission of proposed orders shall be made with the Staff Assistant, Danielle Alleyne. The communications may be made by email to dalleyne@coj.net. Please use the request for hearing memo referenced above.

4. **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.
5. **Notices of Hearing:** The requesting party is responsible for filing and serving a proper Notice of Hearing.
6. **Consent Orders:** Consent Orders that do not require a hearing may be sent to the e-portal.
7. **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.
8. **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.