

IN THE CIRCUIT COURT OF THE  
19<sup>TH</sup> JUDICIAL CIRCUIT IN AND  
FOR INDIAN RIVER, MARTIN,  
OKEECHOBEE AND ST. LUCIE  
COUNTIES, FLORIDA

ADMINISTRATIVE ORDER: 2013 – 13

IN RE: CASE STATUS REPORTING REQUIREMENTS FOR  
REAL PROPERTY MORTGAGE FORECLOSURE CASES

**WHEREAS**, the Supreme Court of Florida issued AOSC13-51 on October 16, 2013, which requires “the chief judge of every circuit court to issue an administrative order establishing a mechanism that enables judges and magistrates to provide explicit direction to each clerk of court’s office with regard to designating a change in the status of a mortgage foreclosure case”, from active to inactive and inactive to active; and

**WHEREAS**, it is important for the Clerk of Court to inform the judges and magistrates of events in a case which change the status of the case from active to inactive and from inactive to active; and

**WHEREAS**, it is incumbent upon litigants and counsel for litigants to inform the Clerk of Court, judges and magistrates when an event occurs which changes the status of a case from active to inactive and from inactive to active;

**THEREFORE**, in accordance with AOSC13-51 and rule 2.215, Florida Rules of Judicial Administration, it is

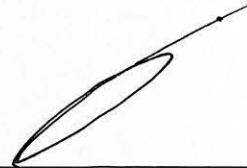
**ORDERED** that:

1. Litigants and counsel in real property mortgage foreclosure cases shall immediately inform the Clerk of Court, judge and/or magistrate assigned to the case in writing of an event which changes the status of the case from active to inactive, or from inactive to active. Such events include: bankruptcy stay or lifting of the stay, case pending resolution of another case or the case resolved by another case, written agreement of the parties, appeal pending or the pending appeal has been disposed, motion to stay or abate due to Department of Justice/Attorney General settlement or the review has been completed, other (a reason must be provided in writing).
2. The Clerk of Court in Indian River, Martin, Okeechobee, and St. Lucie Counties shall timely inform the judge or magistrate assigned to the case in writing of an event which changes the status of the case from active to inactive, or from inactive to active. Such events include the events listed in paragraph 1. above.
3. When the court becomes aware of an event initiating a change in status of a case as identified in paragraphs 1. or 2. above, the judge or magistrate shall review the case and if

appropriate, issue an order/recommendation to the Clerk of Court to change the status of the case from active to inactive, or from inactive to active accordingly. See attachment for form orders.

4. This order shall be effective upon the date of signing.

**DONE AND ORDERED** in quadruplicate, in chambers in Stuart, Martin County, Florida this ~~18~~ day of November, 2013.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a short horizontal stroke.

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Steven J. Levin  
Chief Judge

IN THE CIRCUIT COURT OF THE  
19<sup>TH</sup> JUDICIAL CIRCUIT IN AND  
FOR \_\_\_\_\_  
COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

Case No: \_\_\_\_\_

ORDER PLACING CASE ON INACTIVE STATUS

This case having come before the court and the court having reviewed the case and being advised in the premises finds that this case is in **inactive** status due to:

- Bankruptcy stay, Case No. \_\_\_\_\_ (BKST)
- Case pending resolution of another case, Case No. \_\_\_\_\_ (CPRC)
- Written agreement of the parties (BWAP)
- Appeal pending (AP)
- Motion to stay or abate due to Department of Justice/Attorney General settlement (DOJ/AG)
- Other (reason): \_\_\_\_\_ (OTH)

The Clerk of Court is therefore directed to remove this case from **active** status, and designate it as an **inactive** case category based upon the reason checked above. The parties must return the case to **active** status by motion, with notice to all parties, within 30 days of the termination of the grounds for **inactive** status, and seeking an order of court returning the case to **active** status.

DONE and ORDERED in \_\_\_\_\_ County, Florida, this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Judge or Magistrate

Service List

IN THE CIRCUIT COURT OF THE  
19<sup>TH</sup> JUDICIAL CIRCUIT IN AND  
FOR \_\_\_\_\_  
COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

Case No: \_\_\_\_\_

ORDER PLACING CASE ON ACTIVE STATUS

This case having come before the court and the court having reviewed the case and being advised in the premises finds that this case is in **active** status due to:

- Lifting of bankruptcy stay, Case No. \_\_\_\_\_ (BKST LFT)
- Related case has been disposed, Case No. \_\_\_\_\_ (CPRC DISP)
- Written agreement of the parties (BWAP)
- Pending appeal has been disposed (AP DISP)
- Department of Justice/Attorney General review is complete (DOJ/AG DISP)
- Other (reason): \_\_\_\_\_ (OTH DISP)

The Clerk of Court is therefore directed to remove this case from **inactive** status, and designate it as an **active** case category based upon the reason checked above. The parties must return the case to **active** status by motion, with notice to all parties, within 30 days of the termination of the grounds for **inactive** status, and seeking an order of court returning the case to **active** status.

DONE and ORDERED in \_\_\_\_\_ County, Florida, this \_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_.

\_\_\_\_\_  
Judge or Magistrate

Service List

IN THE CIRCUIT COURT OF THE  
19<sup>TH</sup> JUDICIAL CIRCUIT IN AND  
FOR  
COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

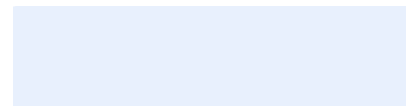
Case No: \_\_\_\_\_

MOTION TO CHANGE STATUS OF CASE

The undersigned files this motion on behalf of the \_\_\_\_\_ and states that the status of this case has changed to \_\_\_\_\_ due to: \_\_\_\_\_

- Bankruptcy stay, (attached) Case No. \_\_\_\_\_(BKST)
- Case pending resolution of another case (attached), Case No. \_\_\_\_\_ (CPRC)
- Written agreement of the parties (attached) (BWAP)
- Appeal pending, Case No. \_\_\_\_\_ (AP)
- Motion to stay or abate due to Department of Justice/Attorney General settlement (documents attached) (DOJ/AG)
- Other (reason): \_\_\_\_\_ (OTH)

Wherefore, the \_\_\_\_\_ requests that the court enter an order changing the status of this case to \_\_\_\_\_.



\_\_\_\_\_  
Counsel for  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Bar Number \_\_\_\_\_

Certification of Service: