



ADMINISTRATIVE OFFICE OF THE COURTS
INTER-OFFICE

MEMO 2013-09

TO: Honorable Carolyn Timmann
Honorable Sharon Robertson
Honorable Joseph E. Smith
Honorable J.R. Smith

FROM: Thomas A. Genung, Trial Court Administrator

A handwritten signature in black ink, consisting of a large loop and a horizontal line extending to the right.

DATE: April 4, 2013

RE: **AMENDED Administrative Order 2013-01**
Required Submission of Service Lists In Residential Foreclosure
Cases

Attached please find an original **AMENDED Administrative Order 2013-01** for filing with the Court.

If you have any questions regarding the above, please do not hesitate to contact me.

TAG/js
Attachment

cc w/attach: All Judges in the Nineteenth Judicial Circuit
All Magistrates and Hearing Officers in the Nineteenth Judicial Circuit
All Staff Attorneys in the Nineteenth Judicial Circuit
Honorable Bruce Colton, State Attorney's Office
Honorable Diamond Litty, Public Defender's Office
All County Attorneys in the Nineteenth Judicial Circuit
All Local Law Libraries
All Local Bar Presidents
IT

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT

AMENDED ADMINISTRATIVE ORDER NO. 2013 - 01

IN RE: REQUIRED SUBMISSION OF SERVICE
LISTS IN RESIDENTIAL FORECLOSURE CASES

In an effort to improve the administration of justice in the area of residential foreclosure litigation, it has become necessary for the Court to seek the assistance of plaintiff's counsel in clarifying case status, properly identifying service lists for proper notice and designating counsel of record in pending residential foreclosure cases.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED AND ADJUDGED** as follows:

A. STATUS, SERVICE LISTS AND ATTORNEYS OF RECORD

1. Plaintiffs, through counsel, shall identify all its residential mortgage foreclosure cases that have been pending for more than six (6) months in the Nineteenth Judicial Circuit and within 45 days from the date of this Order, shall complete and file with the Clerk of Court in each individual case, a fully executed Foreclosure Case Status Form (attached hereto as Exhibit A) which shall include a current, accurate service list for ALL parties, including plaintiff's counsel, defense counsel, and pro se defendants as appropriate (mailing and e-mail addresses, as applicable). Counsel shall file a status form thereafter for all residential mortgage foreclosure cases that are still pending every six (6) months.
2. When a law firm changes its mailing or email address, it shall file a Notice of Change of Counsel's Address in each and every case number in which the law firm is of record. If the initial attorney of record is no longer working on a case, is replaced internally or is no longer associated with the law firm which is prosecuting or defending an action, a Stipulation For Substitution of Counsel (with client's written consent) or a Notice of Change of attorney of record and directions to the clerk to update attorney information must be filed with the Clerk of Court.
3. Failure to timely comply with the foregoing requirements may result in the imposition of sanctions, which includes contempt of court and/or dismissal of the case.

DONE and **SIGNED** in Chambers at Stuart, Martin County, Florida this 1st day of March, 2013.



STEVEN LEVIN, Chief Judge

IN THE CIRCUIT COURT OF THE 19th JUDICIAL CIRCUIT
 IN AND FOR _____ COUNTY, FLORIDA

FORECLOSURE CASE STATUS FORM

CASE NO.: _____ CA _____

Is this case at issue? (See Fla.R.Civ.P. 1.440(a)) Y or N

Amount of time needed for trial _____

Outstanding Motion to Dismiss DE# _____ currently set? Y or N

 PLAINTIFF(S)

vs.

Outstanding Motion for Default DE# of Motion _____

 DEFENDANT(S)

All Loss Mitigation Efforts Exhausted _____ Y or N

If so, date of signed Modification Agreement/Status _____

DEFENDANT(S) (Every defendant MUST be listed)	RETURN OF SERVICE Date Served	TYPE OF SER. P - S - C - PU*	ANSWER DE #	DEFAULT DE#	PARTIES DROPPED DE #	AFFIRMATIVE DEFENSES STRICKEN DE#
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*P- personal service; S - substitute service; C - corporate service; PU - publication

SERVICE LISTS:

**Plaintiff's Firm/Designated counsel, address, email address/service email address
 Defendant and/or Defendant's counsel, address and email addresses**

PREPARED BY ATTORNEY: _____ Print name: _____

FBN: _____ Firm Name: _____

EXHIBIT A