# FORECLOSURE PROCEDURES FOR SAINT LUCIE COUNTY

Updated 10/02/2026

**NINETEENTH JUDICIAL CIRCUIT COURT OF FLORIDA**

# SAINT LUCIE COUNTY

## CIRCUIT JUDGE STEVEN J. LEVIN'S FORECLOSURE PROCEDURES

(Residential and Commercial Mortgage Foreclosure, Home Owners Association / Property Owner's Association Assessment Liens)

**COMPLIANCE WITH AO 2021-05 MANDATORY/ CIVIL CASE MANAGEMENT AND RESOLUTION:** Please see Administrative Order 2021-05; **Compliance is required**. The party initiating a civil action in this division must serve a case management plan and order with the summons and complaint. A fillable case management order is available on Judge Levin's web page. The complete case management plan and order must be submitted to Judge Levin by Plaintiff/Plaintiff's counsel for final approval no later than thirty (30) days after the last defendant is served with the complaint. For cases filed before April 30, 2021, the completed case management plan and order must be submitted to Judge Levin by Plaintiff/Plaintiff's counsel for final approval no later than December 3, 2021. For cases subject to a statutory stay or moratorium that prevents prosecution of the case, the completed case management plan and order must be submitted to Judge Levin by Plaintiff/Plaintiff's counsel within forty-five (45) days after the stay or moratorium ends or within thirty (30) days after service of the complaint or the last of all defendants (whichever date is later).

# FORECLOSURE SUMMARY JUDGMENTS
# HEARINGS REQUIRING NO MORE THAN 5 MINUTES
# (ST. LUCIE COUNTY)

Hearings on Motions for Summary Judgments will be conducted:

October 7, 21, 2026; December 3, 2026 .

- 10:00 am – 11:30 am MSJ Hearings

All MSJ hearings will be scheduled on-line. These hearings are scheduled on-line at https://slccjis.stlucieco.gov/attorney_calendar/. You may not schedule a hearing unless the motion has first been e-filed and docketed with the clerk of court. If you cancel a hearing, please cancel the hearing on the scheduler in addition to filing a notice of cancellation of hearing.

1. Login
2. Hover over Calendar Assignments and Click on Case Assign.
3. Using the Dropdown Menus SELECT St. Lucie County, and Judge Levin, Click on submit.
4. Click on date.
5. Click on ASSIGN (for 10:00 am, 10:30, 11:00 am, **SLC FORECLOSURE MSJ Assignment**) to enter case details.

**YOU MUST EMAIL the proposed Final Judgment in Word format to *Foreclosure@circuit19.org* at least 10 business days prior to the hearing.**

**PLEASE SEE** the Second Amended Administrative Order 2025-03 for the latest form of Final Judgment required in the 19th Circuit. This form is available online at www.circuit19.org**.**

YOU MAY APPEAR REMOTELY AT HEARINGS HELD ON MOTIONS FOR SUMMARY JUDGMENT **(**Please refer to Judge Levin's webpage for zoom information and requirements**).**

These hearings are for Motions for Summary Judgment that require 5 minutes, if more time is needed, you must schedule your matter under Foreclosure Special Set.

At the time you file your Motion for Summary Judgment, if you have not already done so, please file the ORIGINAL PROMISSORY NOTE AND MORTGAGE WITH THE CLERK OF COURT. DO NOT send the originals to the Judge's office.

The proposed Certificate of Title, and the Final Disposition Form are to be e-filed directly with the Clerk of Court after the final judgment is docketed.

IF WE DO NOT HAVE THE PROPOSED FINAL JUDGMENT AT LEAST 10 BUSINESS DAYS PRIOR TO THE HEARING, YOUR SUMMARY JUDGMENT HEARING MAY NOT BE HELD AND YOU MAY BE REQUIRED TO RESCHEDULE.

If you want the original promissory note and mortgage at the hearing, if they were already filed, you must contact the Clerk of Court at least five business days prior to the hearing and request that the originals documents be brought to the hearing or they will not be brought to the courtroom.

IMPORTANT:

- ALL Notices of Hearings must include the Courthouse's address and the Courtroom "3-E", and the time reserved for the hearing.

- Plaintiff's counsel must appear in person if the Original Note (if applicable) is not filed with the Clerk of Court at least 5 business days prior to the hearing date.

Failure to comply with our requirements may result in the cancellation of the hearing.

# 19TH JUDICIAL CIRCUIT
# REQUIRED SUMMARY JUDGMENT PACKET CONTENTS FOR SAINT LUCIE RESIDENTIAL FORECLOSURE CASES

Summary judgment packets submitted to the court must contain the following as a minimum for the case to proceed to a hearing:

- Proposed Final Judgment in word format.
- The proposed Final Judgment must have the following link to the auction site: https://stlucie.realforeclose.com
- DO NOT send envelopes to chambers, (the moving party will notice the parties) INSTEAD, please include the following language, under the service list, on the proposed Final Judgment: (Follow instructions highlighted in yellow).

  A COPY OF THIS ORDER IS BEING SERVED ON THE FOLLOWING PARTIES VIA THE E-FILING PORTAL: (Include all parties with e-mail addresses).

  COUNSEL FOR (Insert the moving party, e.g. PLAINTIFF'S, DEFENDANT'S, etc.) SHALL SERVE A COPY OF THIS ORDER ON THE FOLLOWING PARTIES IMMEDIATELY AND FILE A CERTIFICATE OF SERVICE IN THIS COURT FILE: (Include parties that only have physical addresses).

IF WE DO NOT HAVE THE PROPOSED FINAL JUDGMENT AT LEAST 10 BUSINESS DAYS PRIOR TO THE HEARING, YOUR SUMMARY JUDGMENT HEARING MAY NOT BE HELD AND YOU MAY BE REQUIRED TO RESCHEDULE.

The proposed Final Judgment shall be submitted via email in Word format to *Foreclosure@circuit19.org* at least 10 business days prior to the hearing.

## UNIFORM MOTION CALENDARS (UMC)
## HEARINGS REQUIRING NO MORE THAN 5 MINUTES
## (ST. LUCIE COUNTY)

Short Hearing/Uniform Motion Calendars will be conducted:

October 5, 6, 8, 20, 22, 2026; November 9, 10, 30, 2026; December 1, 29, 2026.

- 10:00 am – 10:30 am UMC Hearings

These hearings are scheduled on-line at https://slccjis.stlucieco.gov/attorney_calendar/. You may not schedule a hearing unless the motion has first been e-filed and docketed with the clerk of court. If you cancel a hearing, please cancel the hearing on the scheduler in addition to filing a notice of cancellation of hearing.

1. Login
2. Hover over Calendar Assignments and Click on Case Assign.
3. Using the Dropdown Menus SELECT St. Lucie County, and Judge Levin, Click on submit.
4. Click on date.
5. Click on ASSIGN (for 9:00 am **UMC Foreclosure Assignment**) to enter case details.

A copy of the motion, notice of hearing (the Notice of Hearing must include the Courthouse's address, the Courtroom "3-E" and the time reserved for the hearing) , cover letter, signed by attorney (pdf format) and the proposed order (word format) must be emailed in Word format to *Foreclosure@circuit19.org*, no later than 5 business days prior to the scheduled hearing and the notice of hearing must be served on opposing counsel 5 business days prior to the scheduled hearing.

IF WE DO NOT HAVE THESE DOCUMENTS AT LEAST 5 BUSINESS DAYS PRIOR TO THE HEARING, YOUR HEARING MAY NOT BE HELD AND YOU MAY BE REQUIRED TO RESCHEDULE.

DO NOT send envelopes to chambers, (the moving party will notice the parties) INSTEAD, please include the following language, under the service list, on the proposed order: (Follow instructions highlighted in yellow).

A COPY OF THIS ORDER IS BEING SERVED ON THE FOLLOWING PARTIES VIA THE E-FILING PORTAL: (Include all parties with e-mail addresses).

COUNSEL FOR (Insert the moving party, e.g. PLAINTIFF'S, DEFENDANT'S, etc.) SHALL SERVE A COPY OF THIS ORDER ON THE FOLLOWING PARTIES IMMEDIATELY AND FILE A CERTIFICATE OF SERVICE IN THIS COURT FILE: (Include parties that only have physical addresses).

YOU MAY APPEAR REMOTELY FOR UMC HEARINGS **(**please refer to Judge Levin's webpage for zoom information and requirements**).**

**IMPORTANT:** No evidentiary hearings or final judgment hearings shall be set on Short Hearing/Uniform Motion Calendars.

Any case law or statutes to be relied upon shall be submitted to the Court with the motion with relevant portions highlighted. You must give the opposing party notice of the hearing at least five working days prior to the hearing unless otherwise agreed to by the parties.

**DEFENDANTS PRO-SE**: If a pro-se party wishes to set a hearing on the online system, the pro-se party should request that the attorney on the other side of the case do so. The pro-se party should consult with the attorney to find a mutually agreeable time. If there is no attorney on the other side of the case, or if attorney does not agree to set a hearing, the pro-se party may contact our office for a hearing date. The judge will evaluate the situation and determine if a hearing should be set.

Hearings on UMC are limited to five (5) minutes per case (not per motion). Additional motions may not be "piggy-backed" by cross-notice unless counsel first confirms with opposing parties and the online calendar, that sufficient additional time is available and can be reserved for same. UMC is heard on a "first come, first serve" basis. After proper notice, failure of any party to appear at the hearing shall not prevent a party from proceeding with the matter when the case is called. If the party noticing the matter for hearing chooses to wait for the absent party, the matter may be passed over until the end of the calendar. If UMC time expires, any remaining hearings will need to be reschedule.

## SPECIAL SETS
## HEARINGS REQUIRING MORE THAN 5 MINUTES
## (ST. LUCIE COUNTY)

Motions requiring a hearing of more than 5 minutes will be conducted:

October 5, 7, 21, 2026; November 9, 30, 2026.

- 1:30 pm – 4:00 pm Special Sets Hearings

Special Set hearings are scheduled on-line at: https://slccjis.stlucieco.gov/attorney_calendar/. You may not schedule a hearing unless the motion has first been e-filed and docketed with the clerk of court. If you cancel a hearing, please cancel the hearing on the scheduler in addition to filing a notice of cancellation of hearing.

1. Login
2. Hover over Calendar Assignments and Click on Case Assign.
3. Using the Dropdown Menus SELECT St. Lucie County, and Judge Levin, Click on submit.
4. Click on date.
5. Click on ASSIGN (for 1:30 pm **Foreclosure Special Set Assignment**) to enter case details.

**For special set hearings in excess of 45 minutes**, please e-mail a copy of the motion, proposed order for the court's review and consideration, and if necessary, a hearing date/time in excess of 45 minutes will be provided.

Original motions and attachments shall be filed with the clerk's office before setting motions for hearing.

**Do not set hearings and then not show up for them**.
Too often, the court will set aside valuable court time for a special set hearing, only to have no one show up for the hearing. No one even has the courtesy to call, or file a notice of cancellation. This hearing time is then unavailable to other litigants.

Hearings in excess of 45 minutes will ***not*** be canceled unless:

(1) a notice of cancellation is filed at least five (5) business days before the hearing (**if** you intend to reset the motion for hearing); or
(2) a motion to continue is filed and set for a hearing based upon extraordinary and unforeseen grounds; or
(3) the movant waives the relief requested in writing; or

(4) a stipulation and order is submitted to the court for signature in which fully resolves the issue(s) (so that the hearing does not need to be reset); or
(5) the case is fully resolved by settlement or otherwise, prior to the hearing date.

Failure to follow this procedure may result in sanctions, including loss of the privilege to appear by telephone; restrictions on the ability to set and notice hearings without specific court approval; the entry of an order deeming the matter raised in the motion as waived; and for repeat offenders, referral to the Florida Bar. Setting hearings and not showing up for them might implicate Rules Regulating the Florida Bar, Rule 4-1.1, or Rule 4-1.3.

A copy of the motion, notice of hearing (the Notice of Hearing must include the Courthouse's address, the Courtroom "3-E", and the time reserved for the hearing), cover letter, signed by attorney, (pdf format) and the proposed order (word format) must be emailed in Word format to *Foreclosure@circuit19.org*, no later than 5 business days[*] prior to the scheduled hearing and the notice of hearing must be served on opposing counsel 5 business days prior to the scheduled hearing.

IF WE DO NOT HAVE THESE DOCUMENTS AT LEAST 5 BUSINESS DAYS[*] PRIOR TO THE HEARING[†], YOUR HEARING MAY NOT BE HELD AND YOU MAY BE REQUIRED TO RESCHEDULE.

Please refer to pages 2-4 of our procedures for the specific requirements and deadlines on Final Summary Judgments hearings that require more than 5 minutes.

DO NOT send envelopes to chambers, (the moving party will notice the parties) INSTEAD, please include the following language, under the service list, on the proposed order: (Follow instructions highlighted in yellow).

> A COPY OF THIS ORDER IS BEING SERVED ON THE FOLLOWING PARTIES VIA THE E-FILING PORTAL: (Include all parties with e-mail addresses).
>
> COUNSEL FOR (Insert the moving party, e.g. PLAINTIFF'S, DEFENDANT'S, etc.) SHALL SERVE A COPY OF THIS ORDER ON THE FOLLOWING PARTIES IMMEDIATELY AND FILE A CERTIFICATE OF SERVICE IN THIS COURT FILE: (Include parties that only have physical addresses).

[*] Please review the specific requirements for motions for summary judgment.

**Pick and choose your fights wisely. Not every issue requires judicial intervention**.

This is especially applicable to ***discovery disputes***.* Litigants have an obligation to cooperate with respect to planning and executing discovery or resolving discovery disputes. A party cannot file a motion to compel with the court without first working cooperatively with the other party to resolve the dispute.

Any motion related to discovery (motions to compel, objections to discovery, motions for protective orders relating to discovery) ***must*** include a certification that the movant has in good faith conferred or attempted to confer with the party failing to act in an effort to obtain the answer or response without court action. In person or telephonic communications **between the attorneys** are preferred over written communications. See, Becker, *Civility: A Rational Approach to Combat Discovery Abuse*, Law Trends & News, Vol. 6, No. 1 (Fall 2009). https://www.americanbar.org/content/newsletter/publications/law_trends_news_practice_area_e_newsletter_home/09_fall_lit_feat1.html

The certification ***must*** include a description of the communications held or attempted in attempting to resolve the matter, including the date, time, and participants in each communication. The certification ***must*** be in the motion not on the notice of hearing. This applies to any motion or objection of any kind relating to discovery.

No discovery motion will be heard where the parties did not comply with the foregoing procedures. Repeated violations of these procedures may result in the imposition of sanctions.

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* Judges and litigants now routinely describe modern discovery as a "***morass***," "***nightmare***," "***quagmire***," "***monstrosity***," and "***fiasco***." In 2008, the American College of Trial Lawyers ("ACTL") Task Force on Discovery joined with the Institute for the Advancement of the American Legal System ("IAALS") to survey members of the ACTL on the role of discovery and any perceived problems in the United States civil justice system. Nearly 1,500 ACTL members responded, speaking with an average thirty-eight years of experience in civil litigation and with nearly equal representation of plaintiffs and defendants. An overwhelming majority of the survey participants reported that discovery has become an end in itself---a costly weapon used to "***bludgeon***" parties into settlements. The participants commented that attorneys, rather than clients, "drive excessive discovery." Forty-five percent of them believed that discovery is abused in "***almost every case***," Participants complained that "we have sacrificed the prospect of attainable justice for the many in the interest of finding that one needle in the . . . haystacks," and that "***the total lack of control of discovery . . . is killing civil litigation***."

Netzorg & Kern, *Proportional Discovery: Making it the Norm, Rather Than the Exception*, 87 Denv. U.L. Rev. 513, 515; *see also*, Nicholls, *A Proportional Response: Amending the Oregon Rules of Civil Procedure to Minimize Abusive Discovery Practices*, 89 Or. L. Rev. 1445 (2011); Therrien, *Talkin' "Bout a Revolution?: Utah Overhauls Its Rules of Civil Discovery*, 2011 Utah L. Rev. 669 (2011).

Hearings may ***not*** be specially set until the motion is ***actually filed with the Clerk***.

**DEFENDANTS PRO-SE**: If a pro-se party wishes to set a hearing on the online system, the pro-se party should request that the attorney on the other side of the case do so. The pro-se party should consult with the attorney to find a mutually agreeable time. If there is no attorney on the other side of the case, or if attorney does not agree to set a hearing, the pro-se party may contact our office for a hearing date. The judge will evaluate the situation and determine if a hearing should be set.

**YOU MAY APPEAR REMOTELY FOR ALL NON-EVIDENTIARY HEARING (**please refer to Judge Levin's webpage for zoom information and requirements**).**

## CANCELLING HEARINGS (ST. LUCIE COUNTY)

Hearings which have been scheduled online (UMC) must be cancelled on the online calendar no later than 3:00 pm the day before the scheduled hearing. If the hearing is cancelled after 3:00 pm, the Notice of Cancellation must be emailed to *Foreclosure@circuit19.org* before the scheduled hearing time. If the hearing is not cancelled on the online calendar and/or we do not receive a Notice of Cancellation, the attorney who set the hearing will be considered a "no show" and online schedule privileges may be revoked as a result.

Special set hearings may not be cancelled less than five (5) days prior to the scheduled hearing date, without permission or order of the Court, unless the scheduled matter has been completely resolved (i.e. requiring no further hearing time).

## MOTIONS TO CANCEL/RESCHEDULE SALES OR POSTPONE WRIT OF POSSESSION (ST. LUCIE COUNTY)

All motions to cancel sale (which must include the reason for cancellation, any supporting documentation, and the number of times the sale has been cancelled) and a proposed order in Word format must be emailed to *Foreclosure@circuit19.org* at least 5 business days before the sale date. A sale may be cancelled *ex parte* with evidence of permanent modification (or payments made under temporary modification), short sale or bankruptcy. Sales that have been cancelled on more than one occasion will not be scheduled without a hearing unless good cause is shown. Failure to publish, pay sale fees or loss mitigation

after Final Judgment are not good cause and will require a hearing accompanied with the consent or acknowledgement of the Plaintiff to reset the sale, along with the appropriate Clerk's fees.

A sale may be cancelled *ex parte* with evidence of permanent modification (or payments made under temporary modification), short sale or bankruptcy. Sales that have been cancelled on more than one occasion will not be scheduled without a hearing unless good cause is shown. Failure to publish, pay sale fees or loss mitigation after Final Judgment are not good cause and will require a hearing accompanied with the consent or acknowledgement of the Plaintiff to reset the sale, along with the appropriate Clerk's fees.

If the judge requires the matter to be set for hearing, it should be set as directed by the Court. If a hearing is scheduled, attorneys may appear by *Court Call* if arrangements can be made at least 5 business days prior to the scheduled hearing.

DO NOT send envelopes to chambers, (the moving party will notice the parties) INSTEAD, please include the following language, under the service list, on the proposed order: (Follow instructions highlighted in yellow).

> A COPY OF THIS ORDER IS BEING SERVED ON THE FOLLOWING PARTIES VIA THE E-FILING PORTAL: (Include all parties with e-mail addresses).
>
> COUNSEL FOR (Insert the moving party, e.g. PLAINTIFF'S, DEFENDANT'S, etc.) SHALL SERVE A COPY OF THIS ORDER ON THE FOLLOWING PARTIES IMMEDIATELY AND FILE A CERTIFICATE OF SERVICE IN THIS COURT FILE: (Include parties that only have physical addresses).

**IMPORTANT:** The timing of the Motion to Cancel Foreclosure Sale must comply with the Second Amended Administrative Order 2025-03 and the notice of hearing must be served on opposing counsel no later than 5 business days prior to the scheduled hearing.

## TRIALS
## (ST. LUCIE COUNTY)

NOTICES FOR TRIAL: All notices that the case is at issue and ready to be set for trial shall be emailed to *Foreclosure@circuit19.org*. If a courtesy copy of the filed Notice for trial is not sent to *Foreclosure@circuit19.org* it will be not be acted upon by the Court.

Trials may also be set by the Court at a Case Management Conference.

The proposed final judgment shall be submitted via email in word format to *Foreclosure@circuit19.org* at least 5 business days prior to the hearing date.

**APPEAR IN PERSON ONLY: Non-Jury Trials and Evidentiary Hearings require in person appearance.**

**EXHIBITS/EVIDENCE:**

The paper exhibits/evidence can be brought into the courtroom on the day of the Non-Jury trial, however all exhibits must be pre-marked using the Exhibit Label Template. Please contact the Clerk's office about their requirements on their evidence label for pre-marking exhibits at Civil@stlucieclerk.gov.

## MISCELLANEOUS
## (ST. LUCIE COUNTY)

**COMMUNICATIONS WITH JUDGE'S OFFICE:** Please do not ask the Court personnel to communicate any message to the Judge. This is prohibited ex-parte communication. The Court's staff is not permitted to relay ex-parte information to the Judge. This office can best respond to all communications via e-mail to: foreclosure@circuit19.org. E-mails must contain the case name, case number, subject matter and relevant date(s). Please ensure that all e-mails are also copied to all opposing counsel and/or *pro se parties* and indicate same in the body of your e-mail to prevent ex-parte communication to the Court.

**PAPERLESS OFFICE**: This office is paperless. Therefore, all correspondence, motions, hearing materials, etc. should be sent by EMAIL in PDF format to *Foreclosure@circuit19.org*. Although discouraged, if you lack the ability to transmit documents by email, you may deliver or mail hard copy documents. Hearing materials must be provided to the Court at least five (5) business days* before the hearing.

* Please review the specific requirements for motions for summary judgment.

Highlighting pertinent sections and brevity is appreciated. Please do not mail binders of hearing materials to the judge's office. When submitting material as outlined in this section, please limit case law to the one or two best cases you will be relying upon at the hearing.

**ORDER PREPARATION AND SUBMISSION**: Proposed orders must be submitted in Microsoft Word format. Proposed order's title must describe the subject and ruling of the Court, *i.e.* "Order Granting Plaintiff's Motion for Partial Summary Judgment on Liability", and shall contain the name and e-mail service address for all parties. *See*, Fla.R.Civ.P., Rule 1.100(c)(1).

The Packet must contain a copy of the motion that was e-filed and docketed, cover letter in pdf format and the proposed order in word format. DO NOT send envelopes to chambers, (the moving party will notice the parties) INSTEAD, please include the following language, under the service list, on the proposed order: (Follow instructions highlighted in yellow).

> A COPY OF THIS ORDER IS BEING SERVED ON THE FOLLOWING PARTIES VIA THE E-FILING PORTAL: (Include all parties with e-mail addresses).
>
> COUNSEL FOR (Insert the moving party, e.g. PLAINTIFF'S, DEFENDANT'S, etc.) SHALL SERVE A COPY OF THIS ORDER ON THE FOLLOWING PARTIES IMMEDIATELY AND FILE A CERTIFICATE OF SERVICE IN THIS COURT FILE: (Include parties that only have physical addresses).

If counsel is asked to prepare an order, the order shall be drafted and circulated within 2 business days of the hearing, and submitted to the Court via e-mail to foreclosure@circuit19.org, with a transmittal letter confirmation to all counsel and p*ro se* parties within 7 business days of the hearing, advising the Court in writing of any objection to the form of the proposed order. The Court will not execute proposed orders, agreed orders, or stipulations without transmittal confirmation to all counsel of record and *pro se parties*. The transmittal letter shall be authored by counsel of record versus an office paralegal or other staff.

When communicating with our office, please maintain a single email thread for all correspondence related to the same subject, as this facilitates a more efficient review process.

**ORDER FILING & SERVICE**: Orders are e-filed and e-served via the Clerk of Court's E-Filing Portal.

**COURT REPORTERS**: Fla. R. Jud. Admin. 2.535(b) requires that the party requesting a court reporter must arrange for and pay the reporting fees for any hearing or trial. This requirement shall not preclude taxation of costs as authorized by law.

**MOTIONS WITHOUT HEARINGS**: Some matters may be addressed by the court through a motion not requiring a hearing.

**MOTIONS FOR SUBSTITUTION OF COUNSEL**: The court may grant Motions for substitution of counsel without a hearing if a valid stipulation signed by the attorneys, and a valid written consent of the parties is filed.

**EMERGENCY HEARINGS**: If an emergency situation arises, counsel may request that a hearing be set on short notice. The body of the motion must contain a detailed explanation of the circumstances constituting the emergency as well as the substance of the motion. The motion must be e-mailed to the Court **before** a hearing will be set. The Court will review the motion and, if it is determined an emergency exists, our officet will contact counsel to set the hearing. In light of the short setting, opposing counsel may attend the hearing remotely telephonic appearance if their schedule will not allow them to appear in person.

**COOPERATION OF COUNSEL**: Hearings must be cleared with opposing counsel and/or *pro se parties*. Good faith cooperation is expected from counsel, their support staff, and *pro se litigants*. Should counsel, their staff, or *pro se litigants* fail to respond within 3 business days, or refuse to cooperate in obtaining or in setting a hearing, the difficulty should be set forth either in the motion or in the notice of hearing. After 3 days, the requesting party may unilaterally set a hearing. Notice of the hearing must be provided at least five (5) business days prior to the hearing. All motions must comply with the Florida Rules of Civil Procedure, including, but not limited to, a certification that the movant, in good faith, has conferred or attempted to confer with the person or party failing to make discovery in an effort to secure the information without Court action. *See,* Fla.R.Civ.P., Rule 1.380(a)(2). All notices of hearing shall contain a certification signed by the scheduling attorney in substantially the following form:

I HEREBY CERTIFY that I have personally contacted opposing counsel in an effort to resolve the issue(s), however, the matter cannot be resolved and a hearing is necessary.

Please note that certifications containing language to the effect that an effort will be made to resolve the issue in the future is NOT sufficient. Failure to comply with this requirement may result in cancellation of the hearing by the Court. If it is determined that the certification is not true, other sanctions may be imposed, including a referral to the Florida Bar or local professionalism panel.

**MOTION TO DISMISS**: All Motions to Dismiss are like any other motion as mentioned above.

**MOTIONS FOR MORE DEFINITE STATEMENT and MOTIONS TO COMPEL**: All Motions for More Definite Statement and Motions to Compel will be treated as any other motion outlined above.

**MOTIONS FOR PROTECTIVE ORDERS:** The filing of a motion for protective order, without presenting it to the Court, is insufficient. The party filing such order must email the motion to our office, and set same for hearing.

**MOTIONS FOR REHEARING, RECONSIDERATION OR NEW NON-JURY TRIAL**: Upon the filing of such motion, the moving party **shall** send a copy to the Court for review via mail. The copy of the motion shall be accompanied by a proposed order and transmittal confirmation to all counsel. If the Court determines that a hearing is necessary, the movant will be instructed to set a hearing on the online calendar system.

**MOTION TO CONTINUE**: Any motion to continue must comply with Florida Rule of Civil Procedure 1.460, including requirement of signature by the party requesting continuance. **Simply filing a motion to continue will not suffice to continue the case. Your case will not necessarily be continued because both parties agree.**

The motion to continue, along with the proposed order and letter from attorney, must be submitted via email for the Court's review and consideration in chambers.