



**SCHEDULING SUMMARY JUDGMENT HEARINGS  
IN RESIDENTIAL MORTGAGE FORECLOSURE CASES**

***Updated information effective Monday, April 1, 2013:***

**E-FILING ALERT:** The Pinellas County Clerk of Court will begin accepting electronically filed pleadings (E-FILING) in all circuit civil cases on April 1, 2013 through the statewide E-Portal. It is anticipated that the Pasco County Clerk of Court and Comptroller will also begin accepting E-FILING through the portal in all circuit civil cases in the very near future. Please go to the Sixth Judicial Circuit's Administrative Order page <http://www.jud6.org/LegalCommunity/AdministrativeOrders.html> to see the latest administrative orders governing E-FILING in the Sixth Circuit. You may also visit the Clerk's web pages at <http://www.pinellasclerk.org> and <http://www.pascoclerk.com> for announcements, instructions, and information about E-FILING.

The procedures established in Administrative Order 2012-002 PA/PI CIR should **continue to be followed** in mortgage foreclosure cases filed on or after January 20, 2012. See: <http://www.jud6.org/LegalCommunity/LegalPractice/AOSAndRules/aos/aos2012/2012-002.htm>

**PACKETS REQUIRED UNDER THE ADMINISTRATIVE ORDER SHOULD CONTINUE TO BE SUBMITTED IN HARD COPY PURSUANT TO BOTH AO 2012-002 PA/PI CIR AND THE BELOW PROCEDURES AND SHOULD NOT BE E-FILED UNTIL FURTHER ORDER OF THE COURT.**

**I. Foreclosure Judgment Packet Required Prior to Hearing (INCLUDING A COMPLETE CERTIFICATE OF COMPLIANCE):**

Unless the presiding judge provides otherwise, the Lender's attorney must deliver a complete foreclosure judgment packet to a case manager as listed below at least five (5) business days prior to the scheduled hearing on a Motion for Summary Judgment. The packet must include:

a. proposed Uniform Final Judgment (UFJ) of Foreclosure, Form H, including sufficient copies for conforming and stamped, addressed envelopes for all parties. Please note that the statutory interest rate to be included in the final judgment is now set quarterly; visit <http://www.myfloridacfo.com/aadir/interest.htm> for the current interest rate. The UFJ must be filled out in its entirety with the exception of the sale date. UFJs that have the "Done and Ordered" clause with the judge's signature line on a separate page with no other text or case information WILL NOT BE SIGNED. Some part of the body of the order must accompany the signature block. The case name and number must appear on every page.

b. original Promissory Note (unless previously filed, in which case previous filing should be noted);

c. an affidavit of non-payment with a copy of the payment records upon which the affiant relies;

d. a copy of the **Certificate of Compliance** with Foreclosure Procedures, Form G; and

e. a copy of the Notice of Hearing.

U.S. mail, FedEx and UPS packages related to summary judgment hearings should be delivered to one of the addresses listed below in item (II.) **to the attention of: Foreclosure Case Manager**. This **DOES NOT INCLUDE** notices of hearings or motions; those are to be E-FILED through the portal in Pinellas. In Pasco they are to be sent to the Clerk until E-FILING is implemented. Proposed orders unrelated to the summary judgment process are to be sent to the Section Judge.

**II. Scheduling a Hearing on a Motion for Summary Judgment/Delivering Packets:**

**In general**, Motions for Summary Judgment in residential mortgage foreclosure cases in the Sixth Judicial Circuit are to be scheduled before a Senior Judge on a central calendar established at each courthouse location.

To schedule a Motion for Summary Judgment in a residential mortgage foreclosure case, please call one of the following phone numbers. You should use the judicial section number assigned to a particular case to determine which number to call and where to deliver summary judgment related mail and packages:

<b>Pinellas County</b>	<b>Pasco County</b>
<b>Clearwater</b> (Judicial Sections 7, 15, 20, 21) Phone: 727.464.3300 U.S. Mail/FedEx/UPS: 315 Court Street, Room 401, Clearwater, FL 33756	<b>Dade City</b> (Judicial Sections J1, J4, J5) Phone: 352.521.4274 ext. 5867 U.S. Mail/FedEx/UPS: 38053 Live Oak Avenue, Room 124, Dade City, FL 33523
<b>St. Petersburg</b> (Judicial Section 8, 11, 13, 19) Phone: 727.582.7700 <b>U.S. Mail:</b> 501 First Avenue North, Room 633, St. Petersburg, 33701 <b>FedEx/UPS:</b> 545 First Avenue North, Room 103, St. Petersburg, FL 33701	<b>New Port Richey</b> (Judicial Sections J2, J3, J6) Phone: 727.847.2411 ext. 7246 U.S. Mail/FedEx/UPS: West Pasco Judicial Center, 7530 Little Road, Room 201, New Port Richey, FL 34654

*Note: Professional responsibility rules require that all hearing dates be cleared on opposing counsel's calendar prior to scheduling.*

**III. Hearing locations:**

The **summary judgment hearings** will be conducted at the following locations. Please note that the hearing locations differ from the addresses above to be used for mailing. Please **do not** send U.S. Mail or FedEx/UPS packages to the hearing locations below.

<b>Pinellas County</b>	<b>Pasco County</b>
<b>Clearwater</b> (Judicial Sections 7, 15, 20, 21) Clearwater Courthouse 315 Court Street, Courtroom A Clearwater, FL 33756	<b>Dade City</b> (Judicial Sections J1, J4, J5) Robert D. Sumner Judicial Center 38053 Live Oak Avenue, Video Room Dade City, FL 33523
<b>St. Petersburg</b> (Judicial Section 8, 11, 13, 19) Judicial Building 545 First Avenue North, Courtroom M St. Petersburg, 33701	<b>New Port Richey</b> (Judicial Sections J2, J3, J6) West Pasco Judicial Center 7530 Little Road, Hearing Room K New Port Richey, FL 34654

Note: This information relates only to the setting of summary judgment hearings in residential mortgage foreclosure cases or related motions to be heard **at the time** of the summary judgment hearing, such as motions to continue the summary judgment hearing, motions to quash affidavits, motions to extend the sale date, or motions for mediation.