

**IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA**  
**CHARLOTTE COUNTY**

**IN RE: STANDING ORDERS AND CIVIL  
CASE MANAGEMENT PLANS IN  
RESIDENTIAL MORTGAGE  
FORECLOSURE CASES IN  
CHARLOTTE COUNTY**

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**ADMINISTRATIVE  
ORDER  
NO. 1.19**

**WHEREAS**, it is in the best interest of the citizens of the Twentieth Judicial Circuit for the Court to develop innovative means to further improve the fair, predictable, efficient, and timely disposition of civil cases in the civil division of the Circuit Court; and

**WHEREAS**, under Rule 2.545(b), Florida Rules of Judicial Administration, the Supreme Court of Florida has established guidelines for the prompt processing and resolution of civil cases, and has expressly mandated that the Court “shall take charge of all cases at an early stage in the litigation and shall control the progress of the case thereafter until the case is determined;” and

**WHEREAS**, since 2012, the Charlotte County Circuit Courts have utilized Civil Differentiated Case Management (DCM) Procedures, as approved by local Administrative Order 1.13; and

**WHEREAS**, the Civil DCM Procedures for the Charlotte County Circuit Courts exempt residential foreclosure cases from certain procedures, including the initial issuance of a Standing Order; and

**WHEREAS**, since 2012, alternative means of case management of residential foreclosure cases have been utilized throughout the State of Florida, and specifically in the Charlotte County Circuit Courts, to address the special circumstances involving the inordinately large and sudden influx and backlog of residential foreclosure cases; and

**WHEREAS**, the case management of residential foreclosure cases in Charlotte County has been successful in addressing the sudden influx of residential foreclosure cases and in

reducing the backlog; and

**WHEREAS**, current caseloads, changing circumstances, and an evaluation of shifting resources have led to a determination that it is in the best interest of the fair, predictable, efficient, and timely disposition of residential foreclosure cases in the Charlotte County Circuit Court to implement Standing Orders and case management plans for individual residential foreclosure cases; and

**WHEREAS**, under Rule 2.250(a)(1)(B), Florida Rules of Judicial Administration, the time standard deemed by the Supreme Court of Florida to be presumptively reasonable for the disposition of civil non-jury cases is twelve (12) months from filing to final disposition;

**NOW, THEREFORE**, pursuant to the authority prescribed by Fla. R. Jud. Admin. 2.215, and for the purpose of promoting the efficient administration of justice within the Twentieth Judicial Circuit, it is **ORDERED** as follows:

1. Included as part of this Administrative Order as “Attachment A” is a form “Standing Order in Residential Mortgage Foreclosure Cases in Charlotte County,” which the Plaintiff shall, in all residential mortgage foreclosure cases filed in Charlotte County on or after August 1, 2015, serve with each summons issued in the case. The Plaintiff shall be responsible for paying the Clerk the appropriate statutory fee for copies of each Standing Order issued.

2. In addition, in all residential mortgage foreclosure cases filed in Charlotte County on or after August 1, 2015, and upon the filing of a responsive pleading by any defendant, the Court shall issue a “Residential Foreclosure Case Management Plan and Order” utilizing the Florida Supreme Court’s presumptively reasonable time standard of 12 months from filing to final disposition, a form of which is included as part of this Administrative Order as “Attachment B.” Prior to issuance of a “Residential Foreclosure Case Management Plan and Order,” the established timeframes included as “Attachment B” may only be altered by the Circuit Judge assigned to the case. Once issued by the

Circuit Judge assigned to the case, the Case Management Plan may only be amended upon approval by the Circuit Judge assigned to the case.

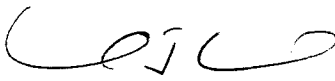
3. For pending residential mortgage foreclosure cases filed prior to August 1, 2015, and which are at issue and currently scheduled for a Case Management Conference, and have had at least one prior Case Management Conference, the assigned Circuit Judge may, within his or her discretion, cancel the Case Management Conference and may, alternatively, schedule the case for trial by separate order.

4. It shall be noted that the forms included as part of this Administrative Order, Attachments A and B, are intended as models, and any subsequent updates or modifications shall be posted and available for viewing on the Court's website at <http://www.ca.cjis20.org/web/main/civil.asp>. It shall be the responsibility of all parties to check the website for the most recent forms to be used in conjunction with this Administrative Order.

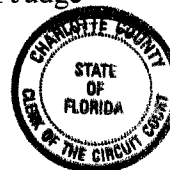
5. The procedures and time standards set forth herein are intended to facilitate the timely, fair and effective resolution of residential mortgage foreclosure cases while ensuring the efficient use of court resources. The procedures and time standards do not supplant any existing rule, statute, or law. This Administrative Order shall not be construed as granting any rights not already provided for by rule, statute, or law.

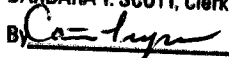
6. To the extent that any provision of this Administrative Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.

**DONE AND ORDERED** this 27<sup>th</sup> day of July, 2015.

  
\_\_\_\_\_  
Michael T. McHugh  
Chief Judge

History.- New.



Certified to be a true and correct copy of the original document on file.  
 This copy has no redactions  
 This copy has been redacted pursuant to law.  
Witness my hand and official seal this 29 day of JULY, 2015.  
BARBARA T. SCOTT, Clerk of Circuit Court  
By , Deputy Clerk

IN THE CIRCUIT COURT FOR THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR  
CHARLOTTE COUNTY, FLORIDA CIVIL ACTION

CASE NO:

Petitioner(s),

vs.

Defendant(s).

**STANDING ORDER IN RESIDENTIAL MORTGAGE FORECLOSURE CASES  
IN CHARLOTTE COUNTY**

PURSUANT to Rules 2.250 and 2.545, Florida Rules of Judicial Administration, and Rule 1.200(a), Florida Rules of Civil Procedure, the parties are ordered to adhere to the following information and procedures applicable to residential mortgage foreclosure civil lawsuits:

1. **SERVICE OF THIS ORDER.** The Plaintiff is directed to serve a copy of this order with each Summons issued in this case. One copy of this Order is to be filed with the Clerk of the Circuit Court with proof of service. The Plaintiff shall pay the appropriate statutory clerk's fees on copies for each Standing Order issued and attached to the Summons.

2. **CIVIL CASE MANAGEMENT PLAN.** The Supreme Court of Florida has established guidelines for the prompt processing and resolution of civil cases, and has expressly mandated that the Court "shall take charge of all cases at an early stage in the litigation and shall control the progress of the case thereafter until the case is determined." Fla. R. Jud. Admin. 2.545(b). The time standard deemed by the Supreme Court of Florida to be presumptively reasonable for the disposition of civil non-jury cases is 12 months from filing to final disposition. Fla. R. Jud. Admin. 2.250(a)(1)(B). Accordingly, in Residential Mortgage Foreclosure cases filed on or subsequent to August 1, 2015, and upon the filing of a responsive pleading to the complaint, the Court will issue a Case Management Plan establishing mandatory time-frames with the goal of resolution within 12 months. The parties may request that the plan be amended by submitting a proposed agreed amended plan to the Civil Case Management Department, or if unable to agree on an amended plan, by filing a motion with the Court for a Case Management Conference. Trials will be scheduled before the assigned Circuit Judge, Senior Judge or may be referred to a General Magistrate based on the trial date set forth in the Case Management Plan, or earlier than the trial date set forth in the Case Management Plan upon the filing of a notice of readiness for trial.

3. **ALTERNATIVE DISPUTE RESOLUTION (ADR).** Early mediation shall be available pursuant to local Administrative Order No. 1.14, In re: Homestead Mediation Program for Residential Homestead Mortgage Foreclosure Actions, which can be viewed on the website of the Administrative Office of the Courts: [http://www.ca.cjis20.org/pdf/ao/ao\\_1\\_14.pdf](http://www.ca.cjis20.org/pdf/ao/ao_1_14.pdf). In the event that the deadlines for seeking early mediation pursuant to Administrative Order No. 1.14 have expired, and a party subsequently requests that the Court direct mediation, or the Court on its own motion orders mediation, the general provisions of Administrative Order No. 1.14 shall

apply to any such mediation ordered.

4. **MOTIONS TO CONTINUE TRIAL**. A Motion to Continue any trial must be filed with the clerk and emailed to the Civil Case Management Office at [civilcmcharlotte@ca.cjis20.org](mailto:civilcmcharlotte@ca.cjis20.org). Motions to Continue can only be heard or granted by the assigned circuit judge or by the senior judge or upon recommendation of a magistrate presiding over the trial.

5. **RULES OF PROFESSIONALISM**. The Twentieth Judicial Circuit has adopted local Administrative Order 2.20, which sets forth standards of professional courtesy and conduct for all counsel or pro-se litigants practicing within the Circuit. The Court requires that all parties or counsel for parties familiarize themselves and comply with Administrative Order 2.20. Administrative Order 2.20 may be viewed on the website of the Administrative Office of the Courts: [http://www.ca.cjis20.org/web/main/ao\\_admin.asp](http://www.ca.cjis20.org/web/main/ao_admin.asp)

**DONE AND ORDERED** in Chambers at Punta Gorda, Charlotte County, Florida, on August 1, 2015.

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Lisa S. Porter, Circuit Judge

**\*\*\*\*\*Original on file in the office of the Circuit Clerk of Court, Charlotte County**

IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR  
CHARLOTTE COUNTY, FLORIDA CIVIL ACTION

\*

Plaintiff(s),

vs.

CASE NO: \*-CA-\*

\*

CASE TYPE: CA \*

Defendant(s)  
\_\_\_\_\_ /

**RESIDENTIAL FORECLOSURE CASE MANAGEMENT PLAN AND ORDER**

**Expedited Track (Case resolved within 12 months):**

**Case Deadlines and Events**

<i>DEADLINE OR EVENT</i>	<i>DATE</i>
<b>Statement of Facts and/or Counterclaim(s)</b>	180 days prior to trial
<b>Identification of facts the parties believe to be disputed</b>	90 days prior to trial
<b>Identification of the issues of law to be decided by the Court</b>	90 days prior to trial
<b>Motions to Add Parties or to Amend Pleadings</b>	180 days prior to trial
<b>Disclosure of Fact Witnesses</b>	180 days prior to trial
<b>Disclosure of Expert Witnesses</b>	180 days prior to trial
<b>Filing of Exhibit List</b>	60 days prior to trial
<b>Discovery &amp; Deadlines: The requesting party shall file all discovery requests and the responding party shall file a Notice of Compliance when completed. If the party fails to timely respond, the requesting party shall file a Notice of Non-compliance and/or Motion to Compel no later than 10 days from the due date.</b>	Requests must be filed not later than 45 days from answer. Response must be made within 30 days of filing of request if no objection filed. Objections to discovery request must be filed not later than 20 days from the filing of the request.

<b>Expert Opinion Available to Opposing Party</b>	160 days prior to trial
<b>Discovery Deadline for Expert Witnesses</b>	90 days prior to trial
<b>Completion of Alternative Dispute Resolution (ADR) (See Residential Foreclosure Standing Order)</b>	30 days prior to trial.
<b>Deadline for Dispositive Motions</b>	Must be heard not less 30 days prior to trial
<b>Other Deadlines or Events: Motions in Limine</b>	Not less than 30 days prior to trial

**Trial Information**

<b>Estimated Date the Case Will Be Scheduled To Go To Trial</b>	<b>12<sup>th</sup> month from date of filing of complaint</b>
<b>Estimated Length of Trial</b>	<b>All trials will be set for one (1) hour; if you need additional time you must contact the Civil Case Management Office at <a href="mailto:civilcmcharlotte@ca.cjis20.org">civilcmcharlotte@ca.cjis20.org</a> no later than 30 days prior to trial.</b>
<b>Identification of Jury or Non-Jury Trial</b>	<b>Non-Jury</b>

The above-referenced schedule of deadlines will be strictly adhered to by the parties unless a change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions by the Court, including the award of attorney's fees, the striking of pleadings, and/or a dismissal of the action.

**ALL PARTIES SHALL ABIDE BY THE TERMS HEREIN.**

**DONE AND ORDERED** in Punta Gorda, Charlotte County, Florida on \_\_\_\_\_.

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Hon. Lisa S. Porter, Circuit Judge

*Conformed Copies to the Civil Case Manager and to:*

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