

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2014-028 PA-CIR

**RE: FORECLOSURE CASE STATUS REPORTING AND SERVICE LISTS**

The Pasco Clerk of the Circuit Court (Pasco Clerk) assigns all residential foreclosure cases in the Civil Division to sections J1, J2, J3, J4, J5, and J6, which have a substantial number of pending cases. Clarifying case status and identifying service lists to provide proper notice to parties in pending residential foreclosure cases will further improve the handling of cases in these sections.

In accordance with Article V, section 2, Florida Constitution, Rules of Judicial Administration 2.215, and § 43.26, Florida Statutes, it is

**ORDERED:**

1. Plaintiff's counsel for each pending residential mortgage foreclosure case filed in Pasco County before December 31, 2011, except as provided in paragraph 2 below, must provide the Court with the following:

- a. An accurate and fully executed Plaintiff's Foreclosure Case Status Form, which is Attachment A to this Administrative Order. All parties listed on the Complaint must be addressed in the Foreclosure Case Status Form;
- b. A current, accurate Service List for ALL parties, including Plaintiff's counsel, Defense counsel, and pro se Defendants as appropriate, with mail and e-mail addresses; and
- c. Pre-addressed, postage paid, standard business size mailing envelopes for the entire Service List with the case number referenced on the face of the envelopes.

For this Administrative Order, a "pending" case is one in which a final judgment has not been entered, or one with a vacated previously entered final judgment.

2. The requirements of this Administrative Order are not applicable to plaintiffs that are an association as governed by Chapters 718, 719, 720, or 723, Florida Statutes.

3. Plaintiff's counsel must provide the Court with the documents and envelopes specified in paragraph 1 within the applicable timeline as follows:

- a. The deadline for receipt for cases filed in 2008 or earlier is May 30, 2014
- b. The deadline for receipt for cases filed in 2009 is August 29, 2014
- c. The deadline for receipt for cases filed in 2010 is November 26, 2014
- d. The deadline for receipt for cases filed in 2011 is March 31, 2015

4. Plaintiff's counsel shall deliver the required documents and envelopes to: Foreclosure Case Managers, West Pasco Judicial Center, 7530 Little Road, Room 201, New Port Richey, FL 34654. Early submissions are encouraged and will be accepted. **Please do not hold these items until the deadline.** Partial timely deliveries are encouraged.

5. For each applicable case, Plaintiff's counsel must also file with the Pasco Clerk a notice of compliance with this Administrative Order with copies of the Foreclosure Case Status Form and the Service List.

6. Nothing in this Administrative Order precludes a party from scheduling appropriate cases for hearings. Plaintiff's counsels are encouraged to visit the Court's website at [www.jud6.org](http://www.jud6.org) for the latest information about foreclosure case scheduling procedures. Failure to comply with this Administrative Order may result in the imposition of sanctions, including contempt of court or dismissal of the action.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida this \_\_\_\_\_ day of May, 2014.

ORIGINAL SIGNED ON MAY 6, 2014  
BY J. THOMAS MCGRADY, CHIEF JUDGE

Attachment A: Plaintiff's Foreclosure Case Status Form

cc: All Pasco Judges  
The Honorable Bernie McCabe, State Attorney  
The Honorable Bob Dillinger, Public Defender  
The Honorable Paula S. O'Neil, Clerk of the Circuit Court, Pasco County  
Gay Inskip, Trial Courts Administrator  
Kimberly Collins, Director of Criminal Courts, Pasco County Clerk's Office  
Lillian Simon, Director of Administrative Services for Pasco County  
Myriam Irizarry, Chief Deputy Director, Pinellas County Clerk's Office  
Mediation Managers, Inc.  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties

**IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO COUNTY, FLORIDA  
CIVIL DIVISION**

**Plaintiff(s),**

v.

**Defendant(s).**

\_\_\_\_\_ /

**REF #:**

**UCN:**

**PLAINTIFF'S FORECLOSURE CASE STATUS FORM**

1. **Outstanding Motion to Dismiss?** Yes or No. **Currently set?** Yes or No. If "yes" date of hearing \_\_\_\_\_
2. **Outstanding Motion for Default filed?** Yes or No. If "yes", when filed \_\_\_\_\_
3. **Is this case at issue?** (See Fla.R.Civ.P. 1.440(a)) Yes or No. \_\_\_\_\_
4. **Amount of time needed for trial:** \_\_\_\_\_

NAME OF DEFENDANT(S) (Every defendant MUST be listed)	DATE AND METHOD OF SERVICE (Personal, Publication, or Substitute)	STATUS OF DEFENDANT(S) (Dropped, Default entered, Represented, or filed Pro Se Answer)	AFFIRMATIVE DEFENSES FILED ["yes or no". If "yes", include when.]	REPLY TO AFFIRMATIVE DEFENSES ["yes or no". If "yes", include when.]

5. \_\_\_\_\_ (initial) I have attached a service list for ALL parties.

**As counsel of record for the Plaintiff/Lender and as an officer of the court, I declare that I have read the foregoing Foreclosure Case Status Form and that the facts stated in it are true.**

DATED: \_\_\_\_\_

(Attorney Signature)  
Attorney Name:  
Attorney for Plaintiff/Lender(s):  
Address:  
Direct Telephone Number: Fax  
Number:  
Florida Bar No.: