

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

ADMINISTRATIVE ORDER NO. 2013-053 PI-CIR

RE: FORECLOSURE CASE STATUS REPORTING AND SERVICE LISTS

Through Administrative Order No. 2013-036 PI-CIR, the Chief Judge directed the implementation of circuit civil section 33 to help manage the backlog of residential mortgage foreclosure cases in Pinellas County. Since then, the Pinellas Clerk has reassigned all open commercial foreclosure cases, homestead residential foreclosure cases, and non-homestead residential foreclosure cases filed in Pinellas County prior to January 1, 2013, to section 33. Clarifying case status and properly identifying service lists for providing proper notice to parties in pending residential foreclosure cases will further improve the handling of those cases in section 33.

Therefore, 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 Pinellas 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;
- 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 governed by Chapters 718, 719, 720, or 723, Florida Statutes.

3. The 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 September 30, 2013
- b. The deadline for receipt for cases filed in 2009 is December 2, 2013
- c. The deadline for receipt for cases filed in 2010 is April 30, 2014
- d. The deadline for receipt for cases filed in 2011 is September 30, 2014

4. The Plaintiff's counsel shall deliver the required documents and envelopes to: Foreclosure Case Managers, 545 1st Avenue North, Room 103, St. Petersburg, FL 33701. Early submissions are encouraged and accepted. Please do not hold these items until the deadline. Partial timely deliveries are encouraged.

5. For each applicable case, Plaintiff must also file with the Pinellas 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. Plaintiffs are encouraged to visit the Court's website at 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 September 2013.

ORIGINAL SIGNED ON SEPTEMBER 4, 2013
BY J. THOMAS MCGRADY, CHIEF JUDGE

Attachment A: Plaintiff's Foreclosure Case Status Form

cc: All Pinellas Judges
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County
Gay Inskip, Trial Courts Administrator
Myriam Irizarry, Chief Deputy Director, Pinellas County Clerk's Office
Bar Associations, Pasco and Pinellas Counties
Law Libraries, Pasco and Pinellas Counties
Mediation Managers, Inc.

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

Plaintiff(s),

REF #:

v.

UCN:

Defendant(s).

_____ /

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.: