

**PROCEDURES FOR RESIDENTIAL MORTGAGE FORECLOSURE HEARINGS**  
**FOR SEMINOLE COUNTY**

The following procedure is in effect after July 6, 2010 for all Motions in Residential Mortgage Foreclosure cases for all Judges in Seminole County.

1. Hearings on Motions for Summary Judgment will be scheduled on JACS before Judge C. Vernon Mize, Jr. on Monday and Wednesday mornings with a limit of 150 cases each morning. All cases where the residence is owner-occupied and a pleading has been filed by the owner seeking relief must be mediated first before a hearing on a Motion for Summary Judgment can be set, (see *Administrative Order 09-09-S*). **No other Motions are allowed to be set with a Motion for Summary Judgment.**

**NOTE: COUNSEL FOR PLAINTIFF MUST APPEAR IN PERSON AT THE MOTION FOR SUMMARY JUDGMENT HEARINGS. DO NOT CALL TO REQUEST PERMISSION TO APPEAR BY TELEPHONE.**

2. It will be the responsibility of the attorney for the Plaintiff to check out and bring the Court file(s) to the MSJ hearings with the following attached to each Court file:
  - a. Proposed Final Judgment of Foreclosure
  - b. Sufficient copies of the judgment for each named party - with sufficient pre-addressed stamped envelopes for each party.
  - c. Original and copies of the Notice of Sale.
  - d. Originals and copies of the Certificates of Sale, Disbursements and Title with appropriate pre-addressed stamped envelopes.
  - e. **The checklist attached hereto showing the date of each indicated activity in the Court file with the other information indicated thereon.**
3. When arriving at the Courtroom it will be the responsibility of the attorney to sign-in by signing the sign-in sheet. The attorney will retain the Court files and checklists until the Judge asks for them. Any cases where answers have been filed by the main defendant are to be tagged in the Court file.
4. The cases will not be called in order of the attorney's arrival but based on the defendants who are present. Attorneys should plan to be available for the hearings all morning.
5. **ALL OTHER MOTIONS** in Residential Mortgage Foreclosure cases are to be scheduled on JACS before Judge C. Vernon Mize, Jr. on Tuesday mornings or noticed for hearing during his short matter times Monday – Wednesday every other week at 9 am in Chambers. Telephonic appearances are permitted during the scheduled hearings on JACS but **not** during short matters. Please see Judge Mize's local rules on the homepage under the Local Practice Manual link or on the main menu of JACS for procedures on telephonic hearings and dates for short matters. More dates will be added for hearings on JACS when needed.
6. All timeslots are limited to 5 minutes. This does not mean you only have 5 minutes to argue your motion. If you feel that your Motion will take 30 minutes or more to argue, then please contact the JA after July 19, 2010 to get time certain hearing dates. Hearings are set on a cattle call docket at 9:30 a.m. and

10:30 a.m. Attorneys should plan on being available for an hour from when their hearing is scheduled for.

7. Pro se parties representing themselves will need to contact Tara Culver, 407-665-4245 to schedule their Motions before Judge Mize.

**FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN YOUR HEARING BEING CANCELLED.**

