

UPDATED – JANUARY 29, 2010
PROCEDURE FOR RESIDENTIAL MORTGAGE FORECLOSURES
FOR JUDGE ALAN A. DICKEY (DIVISION “W”)

As a result of the elimination of Jeanette Andrews’ position as Foreclosure Coordinator the following procedure is in effect after July 15, 2008, for hearings on Motions for Summary Judgment and Motions for Judgment after Default for residential mortgage foreclosure cases assigned to Division W in the Circuit Court for Seminole County, Florida:

1. Hearings will be held at **9:00 a.m.** on **March 3, March 31, April 28, June 2, June 30, July 21, September 1, September 29, October 27, December 1, 2010**, in Courtroom A of the Seminole County Courthouse, 301 North Park Avenue, Sanford, Fl. 32771.
2. Any plaintiff’s attorney wishing to schedule a hearing need only send a Notice of Hearing to all defendants. **NO CALLS TO SCHEDULE THE HEARING ARE NECESSARY OR ALLOWED.**
3. The original note must be filed with the Clerk’s Office before scheduling the hearing unless the Complaint is seeking to establish a lost note.
4. It will be the responsibility of the attorney for the plaintiff to check out and bring the court file(s) to the courtroom together with the following:
 - a. Proposed Final Judgment of Foreclosure
 - b. All copies of said judgment with 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 as Exhibit A showing the date of each indicated activity in the court file with the other information indicated thereon.
5. When arriving at the courtroom it will be the responsibility of the attorney to sign in on the indicated sign-in sheet. The attorney will retain the court files until the judge asks for them. The Summary Final Judgments will be signed by the judge in open court.
6. After the judgment has been signed it is the responsibility of the plaintiff’s attorney to conform the copies and mail the copies to the parties. It is also the responsibility of the attorney to return the court file to the clerk’s office with the original judgment and the documents set forth in number 4.

