

LOCAL RULE 05 | UNIFORM MOTION CALENDAR

1. Uniform Motion Calendar is Monday- Thursday at 8:45am. All hearings are held in Courtroom 16165 (16th floor of the West building).
 - a. **Reminder** -- UMC is 5-10min max. If you require more time to have your motion/motions heard, please special set them.
2. Uniform Motion Calendar hearings must be scheduled using the on-line scheduling system www.cms.17th.flcourts.org.
 - a. Failure to schedule your hearing properly will result in your matter not being heard.
 - b. If you cannot get online to schedule your hearing, please contact the JA for assistance.
3. Local Rule 10A **must** be complied with before setting any motion, and each Motion **must** contain a **certification** by the party that a **good faith** effort has been made to resolve the matter prior to noticing a hearing.
4. A courtesy copy of the Motion and Notice **must** be provided to the Court at **least 5 working days** prior to the hearing via uploading via CMS, or hard copies **only** if you are unable to do so.
5. We do not accept faxes or emails for pleadings.
6. Make sure a copy of the on-line confirmation is included with your courtesy copies.
7. When a UMC hearing is **cancelled and reset** on-line you **must** re-upload your courtesy copies online.
8. If you are a new user or have questions regarding the system, please do not call the JA.
 - a. Please read the On-line Help to guide you through the scheduling process.
 - b. You may also contact OSS Support by email at: calendar@17th.flcourts.org
9. **Add-Ons**: This is not permitted without prior court approval. Please contact the JA, or submit your request in writing to Chambers 16131.
10. **Default Final Judgments**:
 - a. **Must** be set for a hearing before a judgment will be entered. (even if a default has been entered).
 - b. Once a hearing on the Default has been heard, and if your Judgment is granted, then you may submit copies of the Final Judgment along with self-addressed stamped envelopes, if the order was not already signed in open-court.



c. Please indicate in a cover letter what date your hearing took place.

11. Telephonic Appearances at motion calendar:

a. Requests for phone hearings will be addressed in accordance with Fla.R. Jud. Adm. 2.530.

b. At least **one party must appear** in person to sign in.

c. The order **must** include:

i. The date/time of the hearing, what motion will be heard, and indicate that opposing counsel has no objection.

ii. The name of the attorney/party appearing by phone, and **direct phone number** they can be reached at. The Judge will then call the attorney when that case is called up for hearing.

iii. The following language **must also** be included in the order:

1. "(Insert attorneys name) may attend the _____, 2019 hearing by telephone (time permitting), only if the parties meet and confer (either by phone or in person) prior to the day of the hearing. Failure to do so may result in cancellation of the hearing."

iv. Please upload via CMS with the motion (as an attachment) and the order

v. **If these procedures are not followed, it will result in your order being rejected.**

12. Please note: telephonic hearings are called **last** during motion calendar, and time permitting only.

