

Susan Phillips

From: Laurie Rice Laurie.Rice@baylordepts.com
Sent: Wednesday, July 14, 2010 02:51 PM
To: Susan Phillips
Subject: RE: Input screen for foreclosure data collection effort

OK. My tentative "yes we can help you" depends on how much time it will take to write the query and a few other issues. That being said, I have some questions/concerns.

As I understand it, OSCA will take the data that we submitted last week and populate the FERCTS. As each case is addressed by the court, OSCA anticipates that the judge (JA, court admin staff, volunteer, case manager, etc) will update the FERCTS using the data entry screen you provided below. Each case on the list provided will default to a Case Status of Inactivity or Pending – Other.

Question #1: I'm a little confused by the 3 Options for Case Status. Options 1 and 2 do not include a selection for closed. Also, how is the default of "Inactivity or Pending – Other" going to be changed to one of the selections in whichever Option is approved? Most of all – what is the purpose of this information? If the case is already identified as pending (whether active or inactive) and you will be reporting its disposition if it closes, what will be gained by classifying a case as inactive, active, and then disposed? Since there isn't a definition of active, in my eyes, as soon as an OTSC is issued by the court (say for LOPS), the case becomes active. It just seems like a lot of effort for very little payback.

Question #2: Disposition categories: The 3 disposition categories (Summary/Final Judgment, Trial, and Dismissed) do not account for cases that are on the list that should not be because they were disposed prior to July 1, 2010 (I hate to admit that may happen, but it will). As these cases are identified, they are being referred to us for review and clean-up if necessary. If we determine that the case should have been closed, we will update the case with a disposition date prior to July 1, 2010 – there wouldn't be a disposition by the judge. I recommend adding a disposition category of "Corrected by Clerk".

Concern: Data Reporting Plan>Date of Reopen Event – First, a little history. SRS requires that we report every motion filed after the disposition of the case. If multiple motions are filed on the same day, they are counted as one filing. To determine whether a case is pending or not, we track the disposition of each reopen motion (we're ahead of many counties in this area!) If multiple reopen motions are filed, we consider the case pending until all of the pending motions are disposed. For example, a Final Judgment is entered on May 1, 2010, and the case is reported as disposed. On May 15, 2010, a motion for contempt is filed. We would charge a reopen fee and reopen the case (reopen pending). On May 17, 2010, a motion to vacate the F/J is filed. We would not charge a reopen fee because the motion for contempt is still pending and the case's status is reopen pending. On May 20, 2010, an order on the motion for contempt is entered. We would associate a disposition to this motion, but we would not change the case status to reopen disposed because the motion to vacate is still pending. If no other motions are filed before we receive an order on the motion to vacate, we would change the case status to reopen disposed upon entry of an order on the motion to vacate.

The criteria for this element is "Report the date that a post-judgment motion is filed and the \$50 fee is paid..." As you may be aware, the \$50 reopen fee has been a fiasco. As often as not, the reopen fee is not paid when the motion is filed. I suggest removing "and the \$50 fee is paid".

Question #3: I may have missed it, but will the FERCTS include new cases filed after June 30, 2010? If so, how does OSCA anticipate that the court will obtain this information (we both know it would have to come from the Clerk). Also, are you to track all reopens or just reopens for cases on the initial list?

Finally, I have a concern about providing this information to you. If I understand correctly, you will be submitting this information bi-weekly. If we were to provide this information to you, we would have to agree to some business rules related to actual date vs the date we update the information. For example, the judge may dispose of a case on the last day of the reporting period, but we don't update the information until the middle of the next reporting period. This would cause problems with your data if there are any validity checks in the FERCTS. For example, let's say the reporting period starts July 1, 2010, through July 9, 2010. The next reporting period is July 10, 2010, through July 23, 2010. The judge disposes of a case on July 8, 2010, but we don't update the case until July 12, 2010. If we provide the information to you, this case could not be included in the report for the period ending July 9, 2010, because we had not yet updated the case. If you include it in the reporting period beginning July 10, 2010, if there is a validity check on disposed date, the record may fail because the disposed date is not in the reporting period. I think there are validity checks in the FERCTS because when we sent the file to OSCA, a few of our cases failed because the reopen date was prior to the original disposition date (OSCA knows what they are doing when it comes to statistical data).

Now, are you sorry you asked???? Please let me know how you want to proceed.

Laurie

From: Susan Phillips ~~mailto:susan.phillips@courts.oregon.gov~~
Sent: Tuesday, July 13, 2010 4:25 PM
To: Laurie Rice
Subject: FW: Input screen for foreclosure data collection effort

Supposedly, this is a model for what we would have to input on each case! What are your thoughts? Seems to me, most of the information can be obtained from your system.

Susan J. Phillips, Family Court Manager
Court Administration - 18th Judicial Circuit
ph 321.637.5673

From: Mark VanBever
Sent: Tuesday, July 13, 2010 3:29 PM
To: Larry Johnston; J. Preston Silvernail; Susan Phillips; Charles Holcomb
Subject: Input screen for foreclosure data collection effort

Someone would have to fill out this screen for all cases that are disposed this fiscal year from cases filed since July 1, 2006.

Foreclosure and Economic Recovery Initiative Case Tracking Form


Case Data | Search |

Case Identification

UCN: Filing Date:

SRS Case Category:

Disposition/Status

Date Disposed 

Disposition Type 

Date Status Change 

Case Status 

Case Closed for Court Date Case

Post-Judgement

Open Date  Closed Date 

Case Comments

Susan Phillips

From: Mark VanBever
Sent: Tuesday, July 20, 2010 11:01 AM
To: Susan Phillips; Wayne Fountain; Larry Johnston; Alan Dickey
Subject: FW: Cir18: Foreclosure and Economic Recovery Case Tracking System
Attachments: 18_05Brevard_FERCTS.xls; 18_59Seminole_FERCTS.xls; FERCTS_Installation_Guide.pdf; FERCTS_Users_Guide.pdf

From: P.J. Stockdale [mailto:pstockdale@flcourts.org]
Sent: Tuesday, July 20, 2010 10:42 AM
To: Mark VanBever
Subject: Cir18: Foreclosure and Economic Recovery Case Tracking System

Mark,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation. You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.**

Please do not hesitate to contact Court Services, Kris Slayden [mailto:krs@flcourts.org] or PJ Stockdale [mailto:pstockdale@flcourts.org] if you have any questions or if we can be of any assistance.

Thanks
PJ

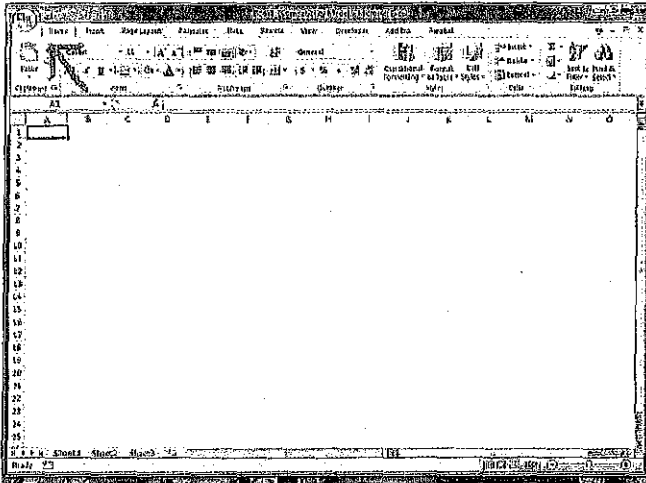
PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

This workbook is almost entirely macro driven. Most Microsoft Office installations are installed with a high level of security set by default. To ensure that macros can run for this workbook, there are a few steps you must take before you open the workbook. If you are using Excel 2007,

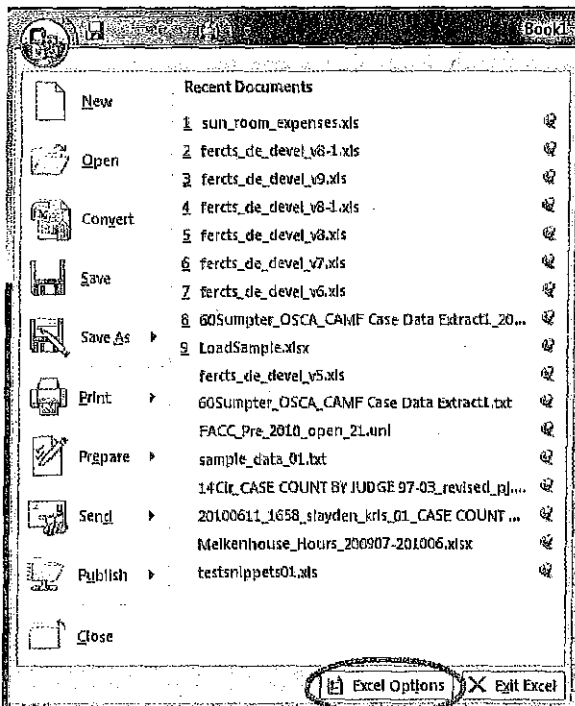
1. Save the FERCTS workbook to a directory to the directory where it will be used and note the location (for example C:\Foreclosure\FERCTS)

2. Open a blank Excel workbook



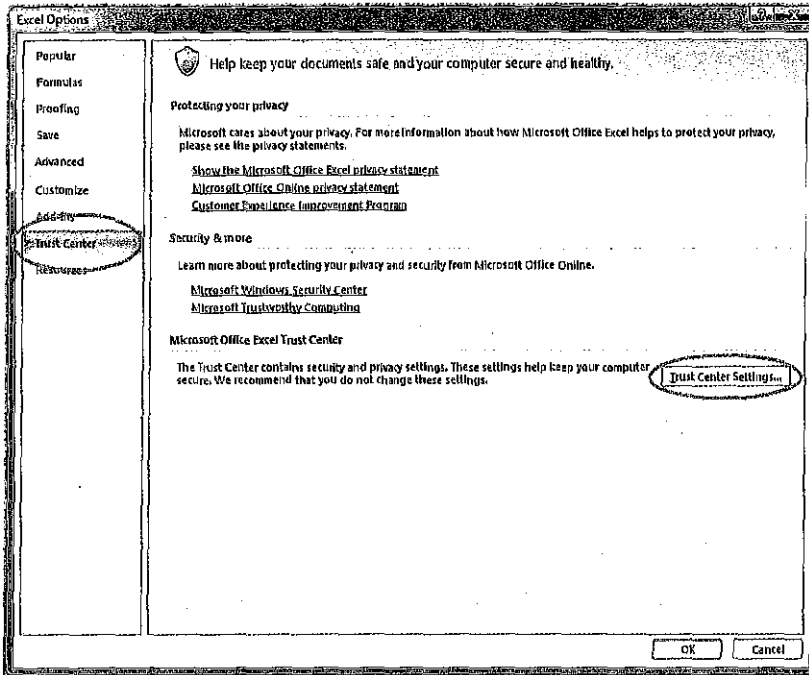
3. Click on the Windows "Office Button" in the upper left corner of the workbook

4. Click on the 'Excel Options' button on the bottom right corner of the menu

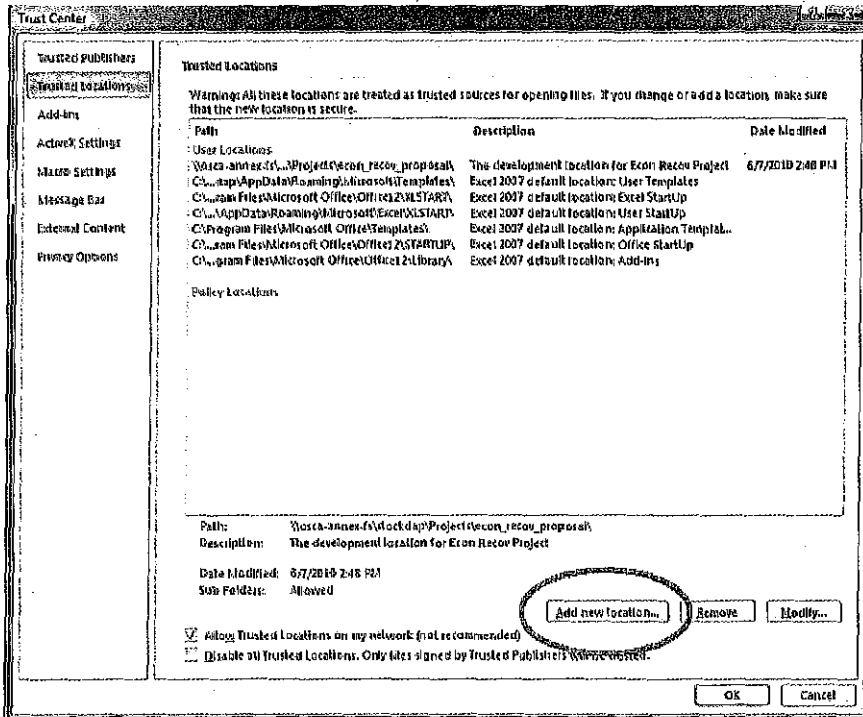


Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

5. From this menu, select "Trust Center" and then click on the "Trust Center Settings" button



6. From the Trust Center Settings, Select "Trusted Locations" from the menu along the left side, you should see something similar to the image below:



Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

7. Click on the “Add new location” button which will bring up a dialog box to enter a location. You are going to enter the location of the FERCTS workbook that you noted in step 1 above. You can type it directly into the text box or you can use the “Browse” button to navigate to the location. Once you have found the location, click OK. This will add the location to your trust center which will allow you to enable macros without compromising security on your machine.

Please note, if the location that you saved your file to is not local to your workstation such as a network drive, then you must also check the box “Allow Trusted Locations on my network (not recommended). While checking this box is not always the best practice, it is acceptable in this instance. If your local security policy prohibits you from checking this box, then you will have to save the workbook in a location local to your workstation.

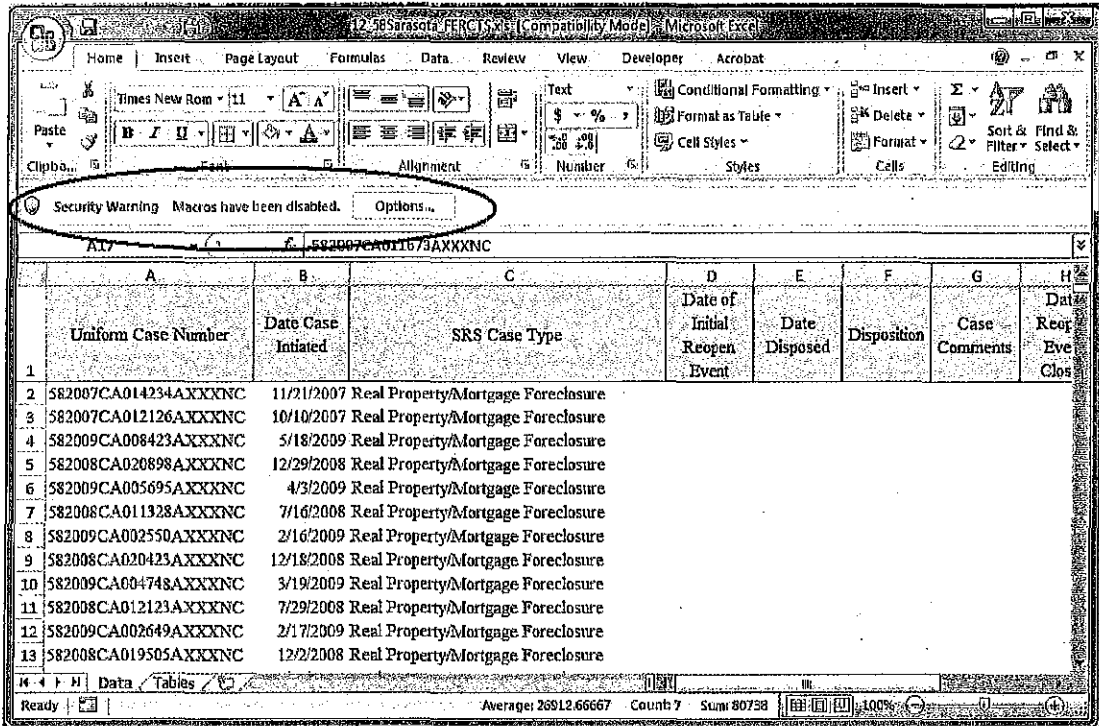
Now you should be able to open the workbook with macros enabled. When you double click on the workbook, you should see something like the following:

The screenshot shows the 'Foreclosure and Economic Recovery Initiative Case Tracking Form' within an Excel application. The form is titled 'Fifth Circuit - Sumter County'. It contains the following data and controls:

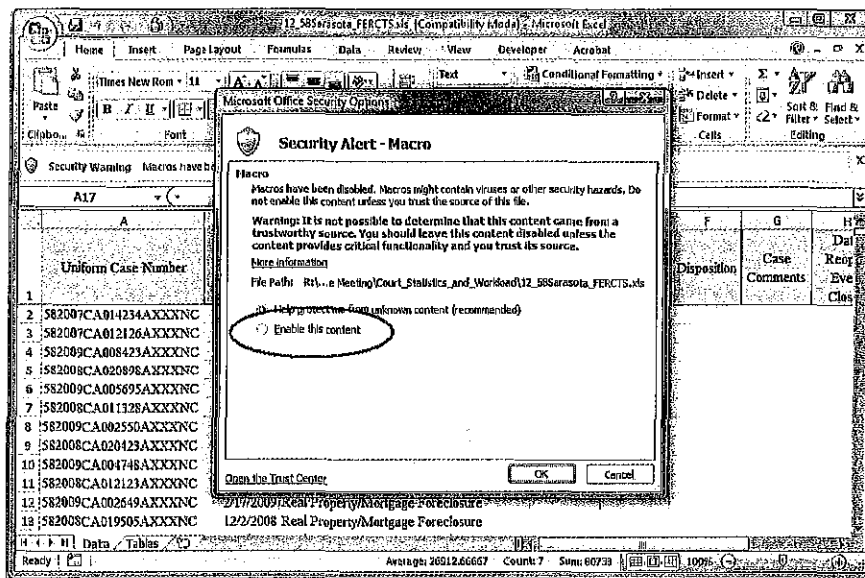
- Case Identification:** UCN: 602004CA000509XXXXXX, Filing Date: 5/10/2004, SRS Case Category: Real Prop/Mort Foreclosure (Pre2010).
- Disposition/Status:** Date Disposed: 7/25/2005, Disposition Type: Summary/Final Judgement, Date Status Change, Case Status, Case Closed for Court Action (checked), Date Case Closed: 6/25/2010.
- Post-Judgement:** Open Date: 10/25/2009, Closed Date: 6/25/2010.
- Case Comments:** (Empty text area)
- Case Age:** NA
- Navigation Buttons:** New, Update, Previous, Next, Exclude.
- Bottom Bar:** Record 1 of 65, Save, Close App.

Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

If you have completed these installation instructions and you do not receive the Data Entry Screen above but, instead, see the following, then the installation may not have completed successfully or your system has enabled more stringent security restrictions than is standard.



To check installation, click on the box labeled “Options” and click the radio button “Enable this content”



Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

If the FERCTS initialized and then displays the data entry screen then the installation did not complete properly. If the data entry screen does not display, please contact your systems administrator for assistance in enabling macro content for these workbooks.

Note: If you are using Excel 2003, there is no solution except to lower your security level to medium or lower.

Running the Data Entry Screen directly from the spreadsheet

The user form may be run directly from the spreadsheet by pressing the shortcut key, CTRL-m or by selecting the Developer -> Macros -> ShowDataForm from the macro menu. Then select Run

| Uniform Case Number | Date Case Initiated | SRS Case Type | Date of Initial Reopen Event | Date Disposed | Disposition | Case Comments | Date Reopen Event Closed | Date of Last Event 0 |
|----------------------|---------------------|---|------------------------------|---------------|-------------------------|---------------|--------------------------|----------------------|
| 602004CA000509XXXXXX | 5/10/2004 | Real Prop/Mort Foreclosure (Pre2010) | 10/25/2009 | 7/25/2005 | Summary/Final Judgement | | 6/25/2010 | |
| 602004CA000784XXXXXX | 7/16/2004 | Real Prop/Mort foreclosure (Pre2010) | 4/28/2005 | 9/29/2004 | Summary/Final Judgement | | | 3/9/2009 |
| 602004CA001063XXXXXX | 9/21/2004 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602005CA001586XXXXXX | 11/14/2005 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602006CA001479XXXXXX | 9/27/2006 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602006CA001770XXXXXX | 11/13/2006 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602006CA001807XXXXXX | 11/17/2006 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | 12/22/2009 Ac |
| 602007CA000706XXXXXX | 6/21/2007 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602007CA000767XXXXXX | 7/5/2007 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602007CA000913XXXXXX | 8/7/2007 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602007CA001339XXXXXX | 11/7/2007 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602007CA001347XXXXXX | 11/8/2007 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | 7/8/2008 Ac |
| 602010CA000990XXXXXX | 1/27/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000998XXXXXX | 1/27/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000100XXXXXX | 1/27/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000109XXXXXX | 1/28/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000115XXXXXX | 2/1/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000116XXXXXX | 2/1/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000117XXXXXX | 2/1/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000122XXXXXX | 2/2/2010 | Real Prop/Mort foreclosure (Pre2010) | | | Summary/Final Judgement | | | |
| 602010CA000123XXXXXX | 2/2/2010 | Real Prop/Mort Foreclosure-Homestead, Residential \$50-249K | | | Summary/Final Judgement | | | |
| 602010CA000125XXXXXX | 2/3/2010 | Real Prop/Mort Foreclosure-Non-Homestead, Residential \$50-249K | | | Summary/Final Judgement | | | |

Foreclosure and Economic Recovery – Case Tracking System

This document provides guidance on procedures to be used when completing the Foreclosure and Economic Recovery – Case Reporting System (FERCTS). For ease of use, this document is divided into three (3) major sections: 1) Instructions for use, 2) Definitions, and 3) Instructions for reporting to the OSCA.

FERCTS is an Excel based case tracking system that is intended to capture essential case activity data over the life of the initiative. The FERCTS provides one workbook for each county in a circuit. The workbooks have been preloaded with a list of non-disposed and reopened cases for a specific county. This list was provided by the Clerk of Courts and includes all non-disposed, reopened and pending cases outstanding as of close of business June 30, 2010. New cases, filed or reopened after June 30, 2010, that are transferred to the initiative will need to be entered into the tracking application by court administration staff either individually or in bulk.

WARNING! To provide maximum flexibility for all jurisdictions, this Excel application is provided with basic capabilities only. It is not provided as a case management tool.

Please keep in mind that it is an Excel application.
Save your work! And save often!

1. INSTRUCTIONS FOR USE

General

FERCTS is an Excel based case tracking system that is intended to capture certain essential case activity data over the life of the initiative. FERCTS is not intended to provide case management capabilities. Nor is it intended to capture every event, reopen or status change in the life of the case. Instead, this application will provide a mechanism to capture and report, to the OSCA, specific and limited case information. This information will then be used as part of the final report to the Legislature describing the outcomes of the Foreclosure and Economic Recovery Initiative.

The TCBC has directed that each circuit be given the maximum latitude possible in accomplishing the goals of this Initiative. Consequently, the FERCTS was designed to provide basic data reporting capabilities as part of a programmed application while making available the full data management capabilities inherent in Excel. The application provides basic data entry and search capabilities. More advanced data manipulation should be accomplished through Excel search, sort and filter functions.

Installation

The case tracking application is almost entirely driven by macro computer code written specifically for this initiative. Most Microsoft Office installations are installed with a high level of security set by default which prevents most macros from running correctly. To ensure that macros can run for this workbook, there are a few installation steps you must take before you open the workbook. Please see the separate FERCTS Installation Guide for detailed installation instructions.

If the installation was successful, the user should see the following case tracking screen after opening the workbook:

Foreclosure and Economic Recovery – Case Tracking System

**Foreclosure and Economic Recovery Initiative
Case Tracking Form**

Case Data | Search | About | Glossary

Case Identification
UCN: 582009CA005172A000NC Filing Date: 3/26/2009
SRS Case Category: Real Property/Mortgage Foreclosure

Disposition/Status
Date Disposed: 11/20/2009 Case Age: 13
Disposition Type: Summary/Final Judgement
Date Status Change: 7/1/2010
Case Status: Inactivity - Other (see Case Comments)

Case Closed for Court Action Date Case Closed
Post-Judgement
Open Date: 7/6/2010 Closed Date
Case Comments

Record 24 of 12264 Save FERCTS Close FERCTS

CAUTION

If you do not see the above user form, see only the underlying spreadsheet or receive an error message, please contact Court Services, PJ Stockdale, 850-410-1523, [REDACTED] for assistance.

Workbooks

The FERCTS provides one workbook for each county in a circuit. The workbooks have been preloaded with a list of non-disposed and reopened cases for a specific county. This list was provided by the Clerk of Courts and includes all non-disposed, reopened and pending cases outstanding as of close of business June 30, 2010. New cases, filed or reopened after June 30, 2010, that are transferred to the initiative will need to be entered into the tracking application by court administration staff either individually or in bulk.

To accommodate all jurisdictions and users, workbook compatibility has been set to Excel 2003. However, this limits the number of cases that can be recorded in any one workbook to approximately 65,000. For the larger circuits, workbooks can be split into county and year (e.g. 11_13MiamiDade_CY2009_FERCTS.xls). If a jurisdiction has Excel 2007 available, the workbook can be converted to Excel 2007 format with the increased capabilities associated with that format. Please contact PJ Stockdale (850-410-1523, [REDACTED]) for assistance.

Unfortunately, Excel does not have multi-user capabilities in any version. This means that a single workbook cannot be updated by two different persons at the same time. However, it is possible to make copies of the workbooks for different individuals. If multiple persons will be performing data entry, it is recommended that the workbooks be divided into calendar years or case number blocks for each individual so that each case appears in only one workbook. This practice will reduce duplication of effort and will greatly simplify updating. We ask that you save these workbooks using a standard naming format. Some examples of workbook names are

01_17Escambia_0001-4999_FERCTS.xls
01_17Escambia_5000-9999_FERCTS.xls
01_17Escambia_CY2009_FERCTS.xls

WARNING

To provide maximum flexibility for all jurisdictions, this Excel application is provided with basic capabilities. It is not provided as case management tool.

NOTE

To ensure the SAVE feature of the workbook is operational, please be sure to enter the exact, full name of the workbook in the App Workbook cell of the TABLES worksheet. (cell reference TABLES!B7)

Please contact PJ Stockdale (850-410-1523, pjstockdale@osc.state.fl.us) for assistance

If you choose to bulk load data directly into the spreadsheet, it is imperative that the user use the SRS case category, case disposition category and the Type of Event category exactly as they are listed on the worksheet Tables for SRS Case Category (column D), Case Disposition (column E) and Type of Status (Column F). If these values are not entered exactly, the data entry user form will not recognize the value and will not display the record on the form. Additionally, these case records will be not be considered valid when the data is sent to the OSCA as they cannot be cross referenced to one of these categories.

CAUTION

Please keep in mind that it is an Excel application.

Save your work! And save often!

Data Entry Screen

The application provides a one page data entry and display user form with a second search tab. New cases can be added through the main user form or directly into the spreadsheet. The underlying Excel spreadsheet does allow for basic bulk loading of data to make this task easier for larger circuits. However, care must be taken to ensure the correct format and field order is maintained. Please see the Definitions section for a more detailed description of these fields.

NOTE:

All pre-loaded backlogged cases assigned to this initiative have been assigned a default status of "Inactivity -- Other". Please ensure that this status is changed to "Active" when either the judicial officer or support staff begins work on the case.

How to update a case record

The FERCTS is designed to capture essential case activity data. Consequently, it will be necessary for staff to update case records. For example, assume that the court is ready to take action on the case represented by the data entry screen above.

- The first action required is to reset the case status from “Inactive – Other” to “Active”. Since it is unlikely that every record to be updated will be the first record in the spreadsheet, the user will need to search for the record by UCN. See the section [How to search for a record](#) for more information on searching.

The screenshot shows the 'Foreclosure and Economic Recovery Initiative Case Tracking Form' for case UCN 582009CA008325A000NC, filed on 5/15/2009. The SRS Case Category is 'Real Property/Mortgage Foreclosure'. Under 'Disposition/Status', the 'Date Disposed' is blank, 'Disposition Type' is blank, 'Date Status Change' is 7/16/2010, and 'Case Status' is 'Active'. The 'Case Age' is 430. There are 'New' and 'Update' buttons. Under 'Post-Judgement', 'Open Date' and 'Closed Date' are blank, with 'Previous' and 'Next' buttons. A 'Case Comments' field is at the bottom with an 'Exclude' button.

The screenshot shows the same case tracking form after updates. The 'Date Disposed' is now 7/19/2010, 'Disposition Type' is 'Summary/Final Judgement', and 'Date Status Change' is 7/16/2010. The 'Case Status' is now 'Active'. The 'Case Age' remains 430. The 'Case Closed for Court Action' checkbox is checked, and the 'Date Case Closed' is 7/19/2010. A note above the 'Post-Judgement' section states 'The date the case was closed for court action'. The 'Open Date' and 'Closed Date' fields are still blank. 'New' and 'Update' buttons are present. The 'Case Comments' field and 'Exclude' button are also visible.

Additional status changes may occur as this action proceeds and staff should update the status as required.

- When a case is finally disposed for judicial action whether by disposition or resolution of a post-judgment action (see [Definitions](#)), the user should enter the date of the disposition along with the appropriate disposition type. Please note that for a post-judgment case, the user need only supply the date of re-opening or of closing. The “Case Closed for Court Action” checkbox and the “Date Case Closed” fields will be completed automatically whenever a valid disposition date or a valid post-judgment closed date is entered.
- To reduce the amount of data entry, the case status may be left as “Active” since it is redundant to require a status change of “Disposed”

How to search for a record

The tracking application provides basic search capabilities via the Search tab. Since the user has ready access to the full searching capabilities of Excel, the search function provides search capability on the three fields determined most useful during field tests; 1) Uniform case number, 2) Case status and 3) Case age. For this

initiative, case age is calculated to be the number of days from filing to the current date or from the reopen date (whichever is later) to current date.

The application search function will then allow the user to move through all of items meeting the search criteria using the “Find Next” and “Find Previous” buttons. The search function allows wildcards so that more than one case can be identified such as all cases with a UCN in 2008 (172008*) or with a case age greater than 180 days (>180). Please use the “Tips” button located on the Search tab for additional information on using wildcards.

TIP:

For more advanced data manipulation, please use the inherent processing capabilities of Excel. The user form may be closed by clicking on the red X in the top right corner of the form. The user form may be reactivated by pressing the shortcut key, CTRL-m, or from the menu by clicking the Developer option, then selecting Macros. Select the ShowDataForm macro and click the “run” button. The initial splash screen will not display but after a few moments, the user form will appear.

How to exclude case records

Due to limitations in some Clerk of Court systems, the initial set of cases pre-loaded into these workbooks may include cases that are not appropriate candidates for this initiative. The FERCTS provides an “Exclude” button on in the bottom right corner of the data entry screen which will allow the user to mark these record as ineligible. The record will not be deleted from the spreadsheet but will appear as grayed out on the data entry form.

How to add a new case record

New records may be added by clicking on the “Add” button. This will place the application in insert mode which will blank the data entry screen and will position the cursor on the first blank row at the end of the spreadsheet that is visible behind the data entry form. The user must enter, at a minimum, a Uniform Case Number, filing date and case status. The application will enter the SRS case type automatically. When initially entering a case into the tracking system, please assign the appropriate case status from the list provided.

Once the appropriate data is entered, the user must click the “Update” button to commit the record to the spreadsheet. Most buttons will not work in insert mode. To cancel the new record, click the “Cancel New” button. This will delete the new data and return the cursor to the record that was active before the “New” button was selected. Clicking the “New” button while in insert mode will save the current record and advance the cursor to the next blank record.

The Search and the Insert modes are complimentary in that the user can enter insert mode while search criteria are active. However, the reverse is not true; the user cannot enter search mode while in insert mode.

How to save your work

There are three methods for saving a FERCTS workbook: 1) Click on the “Save FERCTS” on the data entry screen. This will save the workbook and return the user to the data entry screen. 2) Click on the “Close FERCTS” button on the data entry screen. This will save and close the FERCTS workbook. It will not affect other Excel workbooks that may be open. 3) use the SAVE (CTRL-S) option from Excel

CAUTION

Please keep in mind that it is an Excel application.

Save your work! And save often!

Automatic Validity Checks

The FERCTS will perform a variety of data entry validity checks both when the data is entered and when an update is applied. Certain fields such as the UCN and date fields are checked for validity as the data is entered. The user will not be able to advance until the errors are corrected. In the case of a new record, all date errors must be corrected before the "Update" (add record) or "Cancel New" button will work. In addition to field level checks, the entire record is also checked for consistency before it is committed to the spreadsheet. At this stage, the FERCTS will check that the case record is consistent by looking at each field and ensuring that together, the information makes sense. For example, the application will check that a valid disposition category is associated with a valid disposition date.

WARNING:

**Please take care if you are bulk loading data directly
into the underlying spreadsheet.**

It is possible to enter invalid data when entering bulk data directly into the spreadsheet (for example entering a UCN without a filing date). These records will be displayed by the data entry form. However, the application will not allow the user to leave the record until the errors are corrected. A large number of erroneous records could significantly reduce the usability of the FERCTS.

Notes on Specific Data Fields

Case Status:

Case Status captures information on the state of a case as it relates to judicial activity. Status is subdivided into three broad categories which identify whether the court is actively working to resolve a case or whether the case cannot be concluded due to extenuating circumstances and just what those circumstances are. The primary purpose of the tracking application is to identify why cases are not moving through the system

All cases transferred into the initiative have been assigned a default status of “Inactivity – Other (see Case Comments)”. When there is activity on these cases, please change the status from “Inactivity – Other” to “Active”.

NOTE:

When changing a case status to “Inactivity – Other”, please include a brief description of the reason in the case comments field of the record. In particular, if the case is inactive due to loss mitigation review, please add the notation “**loss mitigation review**” to the case comments. Comments are not required for those cases that were pre-loaded into these workbooks.

Case Closed For Court Action (checkbox and date):

These fields provide a convenient way of flagging a case record when no additional court action is required. They are set automatically when a case is disposed or when a reopened case is closed. Since it is not possible to predict all of the ways a case may move through the court system, the user may manually change the Date Case Closed for Court Action field or may override the status by un-checking the "Case Closed for Court Action" check box. If this box is unchecked, then the case will be considered to require additional court action before the case can be moved to sale so, please, be sure that action is required.

Date Reopen and Reopen Closed:

If the Reopen Date and the Reopen Closed date are both filled in, changing the Reopen date to a value that is greater than the current Reopen Closed date will cause the application to assume a new reopen action is pending. The application will blank out the Reopen Closed date and clear the "Case Closed for Court Action Status."

2. DEFINITIONS

Definitions for this initiative come primarily from the Summary Reporting System Manual (January 2002) with the exception of Case Status and Date Reopen Closed.

For purposes of this initiative, case status captures information on the state of a case as it relates to judicial activity and date reopen closed captures the date that a previously reopened case was closed.

Definitions for these fields are provided below.

- Circuit
- County
- Uniform Case Number – full 20 character UCN as defined by the Supreme Court
- Filing Date – initial document stamp date per the SRS Manual
- SRS Case Category – ‘Real Property/Mortgage Foreclosure’
- Date of Case Status Change – captures the date case status changed from one category to another.
- Current Case Status – captures information on the state of a case as it relates to judicial activity. Over broad categories, it identifies whether the court is actively working to resolve a case or whether the judicial action cannot be concluded due to extenuating circumstances.
 - Active
 - Stayed – Bankruptcy
 - Stayed - Pending resolution of another case
 - Stayed - by Agreement of the parties
 - Stayed - Appeal pending
 - Inactivity - Attorney inactivity
 - Inactivity - Insufficient pleadings or documentation
 - Inactivity - Mediation/Settlement negotiations
 - Inactivity - Other (see Case Comments). Please include a brief description of the reason in the case comments field of the record. In particular, if the case is inactive due to loss mitigation review, please add the notation “loss mitigation review” to the case comments
- Date of Disposition – Per the SRS Manual, report cases as disposed after the final judicial decision which terminates a civil proceeding by a summary/final judgment or ordered entered by the court.
- Disposition Type – Summary/Final Judgment, Trial, and Dismissed
- Date of Reopen Event – Report the date that a post-judgment motion is filed and the \$50 fee is paid.
- Date Reopen Event Closed – Report the date on which the reopened case is closed after the motion which reopened the case has been resolved by judicial decision/order which completes court proceedings on the issue raised by the motion (ex. Motion to reschedule foreclosure sale, Order rescheduling sale)

3. INSTRUCTIONS FOR REPORTING TO OSCA

These instructions establish the reporting standards to be followed when entering and submitting FERCTS information. The FERCTS workbook encapsulates all real property/mortgage foreclosure cases that are non-disposed or reopened (i.e. pending) as of June 30, 2010. The data from this tracking system will be used to provide the Supreme Court with information on the number of dispositions, average age and clearance rate of backlogged real property/mortgage foreclosure cases. Trial court administrators are to submit a copy of the tracking system workbook on a monthly basis to the Office of the State Courts Administrator (OSCA.) OSCA is to receive the copy no more than the 10th of the month following the end of the monthly period.

Following are the procedures to use when submitting a copy of the tracking system workbook to the OSCA.

- ✓ This workbook is almost entirely macro driven. Most Microsoft Office installations are installed with a high level of security set by default. To ensure that macros can run for this workbook, there are a few installation steps you must take before you open the workbook. Please see the separate FERCTS Installation Guide for installation instructions.
- ✓ The first transmission of the FERCTS workbook should include updates through July 30, 2010.
- ✓ A copy of the FERCTS workbook must be submitted to the OSCA by the 10th of the month following the end of the month being reported. For example, a copy of the workbook updating information through July 30, 2010 is to be sent to the OSCA by August 10, 2010.
- ✓ The workbook copy must be submitted via e-mail to FERCTS@flcourts.org. When submitting the e-mail, the subject line must contain the following words: “foreclosure and economic recovery” and the date the workbook is submitted for. For example, a workbook submitted on August 9, 2010 for the July 2010 period would contain the subject line “Foreclosure and Economic Recovery Report – 2010/07”.
- ✓ The workbook must be submitted in the Excel form provided by the OSCA. To ensure proper operation of the application, the file name is fixed as circuit number, underscore followed by county number and name ending with FERCTS.xls. An example file name is 01_17Escambia_FERCTS.XLS.
- ✓ Once the trial court administrators submit a report to OSCA, an error check process will be performed by the OSCA. If reporting errors are identified, the circuit will be notified and errors must be corrected. Corrections will be verified on the next monthly submission.

Susan Phillips

From: Mark VanBever
Sent: Sunday, July 25, 2010 05:10 PM
To: Susan Phillips; Wayne Fountain; Alan Dickey; Larry Johnston; Meri Beth Rood
Cc: J. Preston Silvernail
Subject: Foreclosure Data Input

Judge Silvernail wants us to input the foreclosure data into the OSCA spreadsheet.

Wayne and Susan, please learn how to use the OSCA spreadsheet and drop down menus to enter data. The email message I sent to you last week has instruction documents attached.

Wayne, please find a way to input the data in Seminole County.

Susan, please work with Judge Johnston to find a way to input the data in Brevard. If our foreclosure team cannot keep up with the data input, Meri Beth will assist them. That may require the court clerk or senior judges to fill out input check off sheets, so that MB, and possibly others, can input after the fact.

Susan Phillips

From: Susan Phillips
Sent: Tuesday, August 03, 2010 05:49 PM
To: Mark VanBever
Subject: coverage for Trish

Judge Holcomb and I discussed my proposal for Foreclosure support staff coverage while Trish is on vacation for 6 days. He changed one item which is easily accommodated. I believe at the time he talked to the Chief Judge, he thought she would be gone 2 weeks, and was thinking Judge Johnston would still be here. With Judge Johnston on vacation, there will be much less activity with the phones, files, paperwork, etc. Trish has already been proactive and efficient when scheduling the cases for that week. She set blocks of cases that are represented by one firm which means one phone call. Additionally she is using that time to set trials.

Cathy Biddle offered to fill in , we are not 100 % sure of her availability at this time.

Phones:

Valerie (receptionist) will transfer calls to the Judge for his hearings. If there are any days Valerie will have a heavy workload from her assigned Judges, Cathy/Meri Beth will transfer calls that day. Valerie will get back to me soon with her workload during that time.

Setting Hearings:

Trish will inform the big 8 plaintiff firms of her vacation dates and provide them with several available dates they can set their cases on while she is gone. For the smaller firms, they will continue to request hearing time via email. Cathy/Meri Beth will print the hearing requests and set them daily.

Case packages/conforming/ordering files:

The clerks will continue to perform these tasks.

Miscellaneous Motions:

Cathy/Clerks/Susan will monitor the incoming motion paperwork and provide to Judge Holcomb.

Judge Holcomb assured me he was comfortable with this plan. If you need further info.....you know where I am ☺

Susan J. Phillips, Family Court Manager
Court Administration - 18th Judicial Circuit
ph 321.637.5673

Susan Phillips

From: Mark VanBever
Sent: Friday, August 06, 2010 03:03 PM
To: Susan Phillips; Wayne Fountain; Nancy Alley; Larry Johnston; Charles Holcomb; Trish Matarazzo; C Vernan V. Mize
Subject: FW: Foreclosure and Economic Recovery Initiative
Attachments: 62% Estimated RPMF Backlog.pdf

From: Kristine Slayden [mailto:kristine@scs.state.fl.us]
Sent: Friday, August 06, 2010 2:53 PM
To: Trial Court Chief Judges; Trial Court Administrators
Cc: Lisa Goodner; Judge John Laurent; Judge Margaret O. Steinbeck; P.J. Stockdale; Arlene Johnson; Charlotte Jerrett
Subject: Foreclosure and Economic Recovery Initiative

Chief Judges and Trial Court Administrators – As mentioned at the JAC meeting in Marco Island, the OSCA plans to provide you with monthly feedback on your progress in achieving the 62% backlog reduction goal. As a reminder, I have attached the target backlog reduction statistics for the foreclosure and economic recovery initiative. We have received a number of inquiries from judges requesting these statistics. You may want to forward the attachment to those judges who are directly working on the initiative.

We plan to send you the following two reports monthly so that you can monitor the statistics that we get in Tallahassee:

- 1) As data comes in from the clerks of court on their SRS reports of filings and dispositions, we will provide you with your circuit's progress in reducing the backlog by 62%. We will send the first report out to you on August 30th and then monthly from then on.
- 2) As data comes in from court administration on the status of the cases from the tracking system, we will provide you with analysis of the status and age of cases currently being handled as part of the initiative. We will send the first report out to you on September 30th, and then monthly from then on.

These monthly statistics will be provided to you only for internal use and will not be released externally without prior approval. Please let me know if you have any questions. Thanks. Kris

Kris Slayden
Research and Data
Office of the State Courts Administrator
Florida Supreme Court
500 S. Duval Street
Tallahassee, Florida 32399
850-922-5106 (wk)
850-556-2335 (cell)
850-414-1342 (fax)

Target Backlog Reduction
Foreclosure and Economic Recovery Funding
Backlog Cases
FY 2006/07 through Estimated FY 2010/11

| Circuit | Estimated Real Property/ Mortgage Foreclosure Backlog Cases | 62% of Estimated Real Property/ Mortgage Foreclosure Backlog Cases |
|--------------|---|---|
| 1 | 12,960 | 8,035 |
| 2 | 4,385 | 2,719 |
| 3 | 1,325 | 822 |
| 4 | 21,523 | 13,344 |
| 5 | 19,931 | 12,357 |
| 6 | 39,394 | 24,424 |
| 7 | 21,585 | 13,383 |
| 8 | 2,575 | 1,597 |
| 9 | 50,600 | 31,372 |
| 10 | 12,979 | 8,047 |
| 11 | 87,955 | 54,532 |
| 12 | 25,557 | 15,845 |
| 13 | 38,180 | 23,672 |
| 14 | 4,634 | 2,873 |
| 15 | 63,402 | 39,309 |
| 16 | 2,671 | 1,656 |
| 17 | 57,514 | 35,659 |
| 18 | 31,052 | 19,252 |
| 19 | 20,717 | 12,844 |
| 20 | 41,005 | 25,423 |
| Total | 559,945 | 347,165 |

Susan Phillips

From: Jeanne Chipman
Sent: Wednesday, August 11, 2010 10:47 AM
To: Susan Phillips
Subject: FW: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding
Attachments: sr. judge foreclosure administration.pdf; 2010 Supplemental Payroll Schedule.pdf; INSTRUCTIONS FOR ENTERING SENIOR JUDGE DAYS OUT OF FORECLOSURE ALLOCATION.PDF

Importance: High

From: Susan Phillips
Sent: Wednesday, August 11, 2010 10:46 AM
To: Jeanne Chipman
Subject: FW: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding
Importance: High

Will you please forward this back to me? thx

Susan J. Phillips, Family Court Manager
Court Administration - 18th Judicial Circuit
ph 321.637.5673

From: Mark VanBever
Sent: Tuesday, August 03, 2010 1:40 PM
To: Susan Phillips; Wendy Whitsett; Wayne Fountain; April Copp; Sue Block
Subject: FW: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding
Importance: High

From: Charlotte Jerrett [\[mailto:charlotte.jerrett@courts.org\]](mailto:charlotte.jerrett@courts.org)
Sent: Tuesday, August 03, 2010 1:37 PM
To: Trial Court Administrators
Cc: Lisa Goodner; Blan Teagle; Gary Phillips; Dorothy Wilson; Delcynth Schloss; Michelle Ogletree; Denise Overstreet; Don Lubbers; Mandy Couch; Steven Hall; Kristine Slayden; Heather Thuotte-Pierson; Jackie Knight
Subject: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding
Importance: High

Hi All -

Attached is the information I promised to send from yesterday's call. The system is up and running and all circuit allocations have been input. See attached files:

1. General Policy Memorandum
2. Supplemental Payroll Schedule
3. Instructions to Input Requests for Payment

Thanks again for your patience and please feel free to call if you have any questions.

C.

Charlotte Jerrett
Administrative Services Division
Office of the State Courts Administrator
(850) 488-9922
(850) 488-3744 fax

Office of the State Courts Administrator

Charlotte Jerrett
Director of Administrative Services
Phone: (850) 488-9922 Fax: (850) 488-3744
e-mail: jerrette@flcourts.org

M E M O R A N D U M

TO: Trial Court Administrators

FROM: Charlotte Jerrett *Charlotte*

DATE: August 3, 2010

SUBJECT: Policy Guidelines for the Administration of Resources and Use of the Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding

This information is provided to you in follow-up to our conference call yesterday regarding payment request processing for sr. judges who work on real property/mortgage foreclosure cases for the special initiative targeted to dispose of 62% of backlogged cases. It is critical that these resources are only used for this purpose and remain segregated from payment and reporting of your regular allotment of sr. judge days. Listed below is a summary of the main points we discussed on the call:

- ✓ Sr. Judges will no longer have the ability to request payment directly in the web-based system. This change is necessary to prohibit potential errors or miscalculation in keeping the resources and funds separately accounted for. All payment requests must be submitted through Court Administration with the appropriate documentation. A "timesheet" form has been provided on the system log-in page for this purpose, or circuits may use their own system of documentation. This documentation is necessary for prudent resource management and audit tracking purposes.
- ✓ Upon log-in to the payment processing screen, you will see the addition of a drop-down menu and must now choose between the "regular" and "foreclosure" allocation when processing requests for payment. Accordingly, you will make the selection based on the type of payment request you are processing.

- ✓ If a sr. judge works on caseload assigned from the “regular” allocation for part of the day and then works on caseload assigned from the “foreclosure” allocation for another part of the same day, the entire eight hour request for payment must be submitted from the “regular” allocation, as no portion of the “foreclosure” allocation may be used to pay for caseload associated with and assigned through the “regular” allocation. We simply do not have the ability to split-pay for hours worked between the two different funding sources.
- ✓ Payment for days worked from the “regular” allocation of resources must be submitted separately from payment for days worked from the “foreclosure” allocation. As such, you may have two separate submissions for one judge in any given 2-week submission period, depending on how you assign the caseload and resources.
- ✓ If a sr. judge works on “foreclosure” cases and also works on cases assigned through the “regular” allocation, the judge will receive two separate payment vouchers – one for hours worked from the “foreclosure” allocation and one for hours worked from the “regular” allocation.
- ✓ Travel expenses associated with days worked from the “foreclosure” allocation must be paid from the 22 20 XX 00 375 Organization Code, while travel expenses associated with days worked from the “regular” allocation of resources will continue to be paid from your local circuit expense budget. Forms for travel reimbursement requests have been updated and are available on the log-in screen.
- ✓ Attached are the TCBC approved allocations of both “regular” and “foreclosure” sr. judge days – Cost Centers 630 and 375, respectively.

Thank you again for your patience while we worked through the necessary administrative changes to the web-based system. If you or your judges have any questions, please do not hesitate to contact me directly at (850) 488-9922.

Attachments

cc: Lisa Goodner
Blan Teagle
Dorothy Wilson
Jackie Knight
Gary Phillips
Delcynth Schloss
Michelle Ogletree
Denise Overstreet
Mandy Couch
Don Lubbers

**Trial Court Budget Allocations
FY 2010-2011**

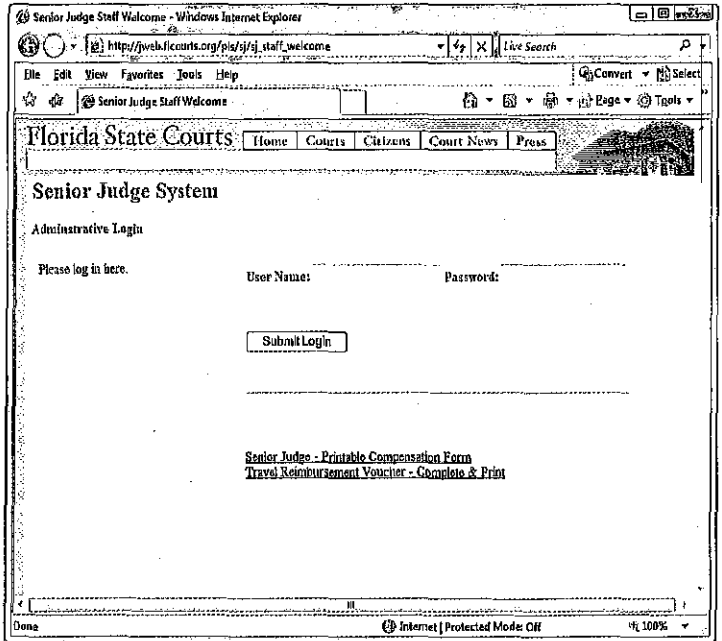
| Senior Judge Days Cost Center - 630 | |
|--|-----------------------------|
| Circuit | FY 2010-11 Allotment |
| 0 | 100 |
| 1 | 249 |
| 2 | 162 |
| 3 | 89 |
| 4 | 359 |
| 5 | 298 |
| 6 | 440 |
| 7 | 281 |
| 8 | 151 |
| 9 | 442 |
| 10 | 263 |
| 11 | 761 |
| 12 | 196 |
| 13 | 398 |
| 14 | 138 |
| 15 | 348 |
| 16 | 47 |
| 17 | 549 |
| 18 | 276 |
| 19 | 197 |
| 20 | 343 |
| Total | 6,087 |

| Foreclosure and Economic Recovery Funding Proposal Cost Center - 375 | |
|---|-----------------------------|
| Circuit | FY 2010-11 Allotment |
| 0 | 0 |
| 1 | 106 |
| 2 | 60 |
| 3 | 0 |
| 4 | 493 |
| 5 | 206 |
| 6 | 237 |
| 7 | 260 |
| 8 | 50 |
| 9 | 705 |
| 10 | 52 |
| 11 | 490 |
| 12 | 270 |
| 13 | 557 |
| 14 | 92 |
| 15 | 716 |
| 16 | 142 |
| 17 | 250 |
| 18 | 744 |
| 19 | 240 |
| 20 | 438 |
| Total | 6,108 |

INSTRUCTIONS FOR ENTERING SENIOR JUDGE DAYS OUT OF THE FORECLOSURE ALLOCATION

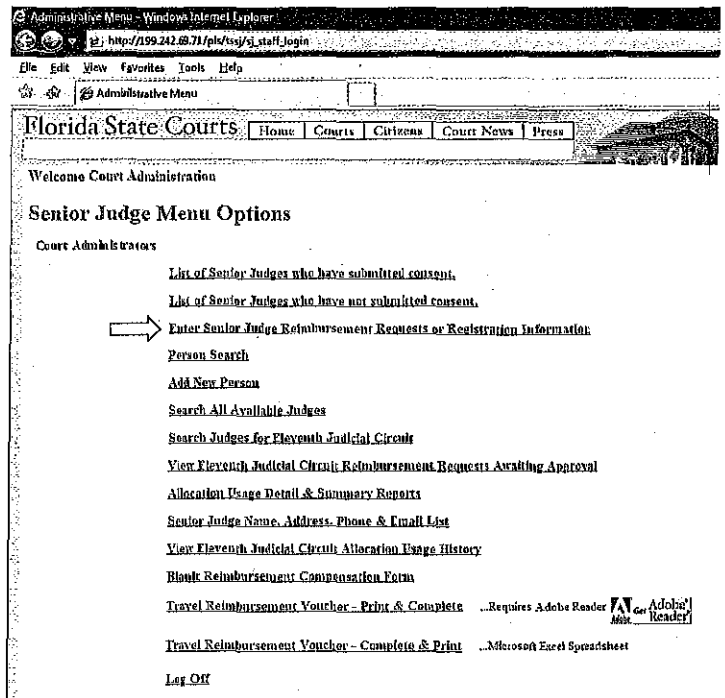
LOGGING IN

1. Open your internet browser and go to the Senior Judge System login page.
http://iweb.flcourts.org/pls/sj/sj_staff_welcome
2. Enter your user name and password and click **Submit Login**.
3. If you do not have a user name and password or have forgotten your user name or password, please request them at SrJudgeSystemHelp@flcourts.org.
4. If you only need to print a compensation form, click the **Senior Judge - Printable Compensation Form** link.
5. If you only need to complete and print a travel reimbursement voucher, click the **Travel Reimbursement Voucher - Complete & Print** link.



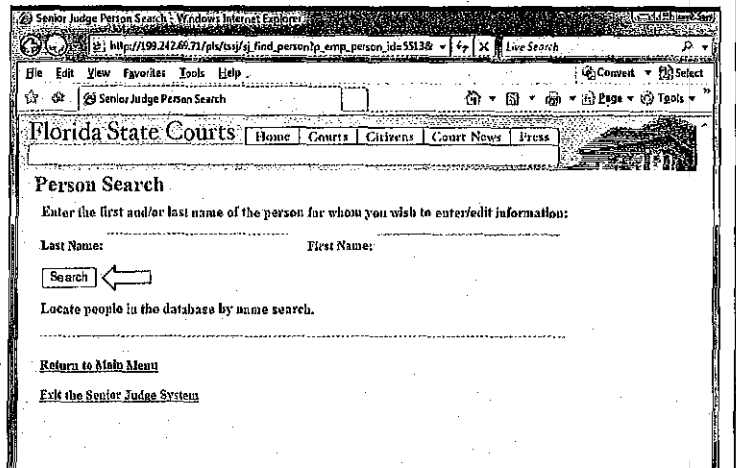
ENTER REQUEST FOR REIMBURSEMENT

1. Click on the **Enter Senior Judge Reimbursement Requests or Registration Information** link.



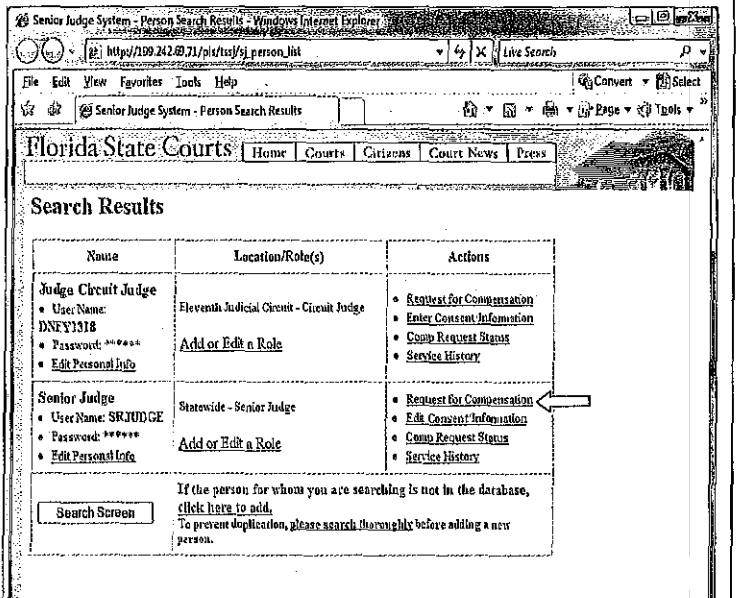
2. Type the senior judge's last name in the **Last Name** box and/or type the senior judge's first name in the **First Name** box.

3. Click **Search**.



4. Find the appropriate senior judge in the search results.
Note: Look under the second column (**Location/Role(s)**) for a "Statewide - Senior Judge" role.

5. Click the **Request for Compensation** link.



6. Select the appropriate fiscal year from the **Select Fiscal Year of Service** dropdown.

Note: The selection defaults to the current fiscal year.

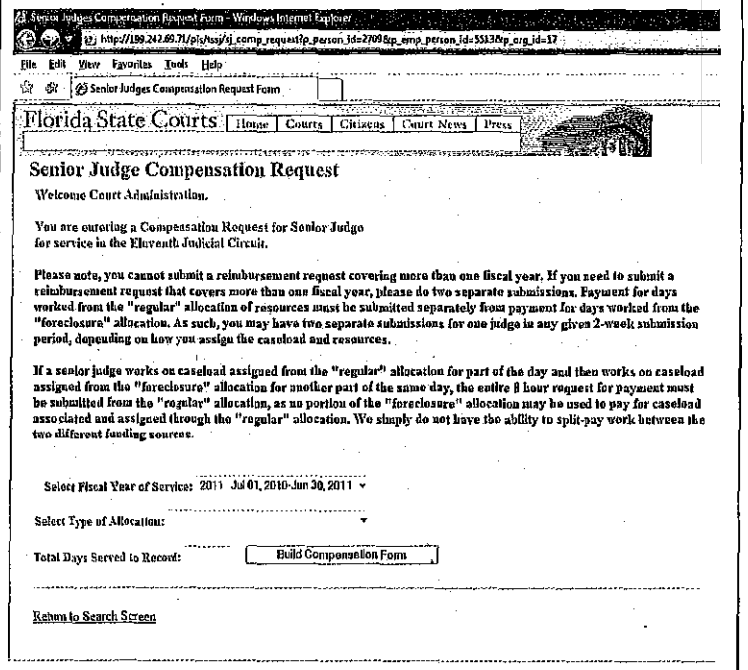
7. Select the appropriate allocation fund from the **Select Type of Allocation** dropdown.

Note: You must select either "Regular Senior Judge Allocation" or "Foreclosure Senior Judge Allocation." The selection cannot be blank.

8. Type the number of days served in the **Total Days Served to Record** box.

Note: You must enter at least one day to build the compensation form. This field cannot be blank. Payment for days worked from the "regular" allocation of resources must be submitted separately from payment for days worked from the "foreclosure" allocation.

9. Click **Build Compensation Form**



10. Select a county from the **Select a county if applicable** dropdown.

11. Enter the actual dates of service under the **Service Date** column.

Note: Dates must be entered in MM/DD/YYYY format.

12. Enter the number of hours worked for the appropriate division.

Note: If you are entering senior judge days for the "foreclosure" allocation, then you will only be able to submit hours for the foreclosure division. See the following screenshot for a view of the compensation form for "regular" allocation.

13. Click **Submit Compensation Form** once all days and hours have been entered.

Foreclosure Allocation Compensation Form:

Regular Allocation Compensation Form:

14. Confirm your compensation submission and print for your records. Click **Return to Search Screen** to exit.

15. If you have entered an incorrect date or incorrect hours, click **Edit Day #** link to make corrections.

16. Make appropriate corrections and click Update Entry.
Note: If you have submitted a compensation request from an incorrect allocation fund, please contact
caudressystem@abchd.com

CHECK STATUS OF COMPENSATION REQUEST

1. Click on the **Enter Senior Judge Reimbursement Requests or Registration Information** link.

**2010 SUPPLEMENTAL PAYROLL DEADLINES FOR
PERSONNEL PROCESSING**

| MONTH | PAYROLL DEADLINE | SUPPLEMENTAL PAY DATE |
|--------------|-------------------------|------------------------------|
| JANUARY | 12/31/09 | 01/11/10 |
| | 01/14/10 | 01/25/10 |
| FEBRUARY | 01/28/10 | 02/08/10 |
| | 02/11/10 | 02/22/10 |
| MARCH | 02/25/10 | 03/08/10 |
| | 03/11/10 | 03/22/10 |
| APRIL | 03/25/10 | 04/05/10 |
| | 04/08/10 | 04/19/10 |
| MAY | 04/22/10 | 05/03/10 |
| | 05/06/10 | 05/17/10 |
| JUNE | 05/20/10 | 06/01/10 |
| | 06/03/10 | 06/14/10 |
| | 06/17/10 | 06/28/10 |
| JULY | 07/01/10 | 07/12/10 |
| | 07/15/10 | 07/26/10 |
| AUGUST | 07/29/10 | 08/09/10 |
| | 08/12/10 | 08/23/10 |
| SEPTEMBER | 08/26/10 | 09/07/10 |
| | 09/09/10 | 09/20/10 |
| OCTOBER | 09/23/10 | 10/04/10 |
| | 10/07/10 | 10/18/10 |
| NOVEMBER | 10/21/10 | 11/01/10 |
| | 11/04/10 | 11/16/10 |
| | 11/18/10 | 11/29/10 |
| DECEMBER | 12/02/10 | 12/13/10 |
| | 12/16/10 | 12/27/10 |
| JANUARY | 12/30/10 | 01/10/11 |
| | 01/13/11 | 01/24/11 |
| | 01/27/11 | 02/07/11 |

Susan Phillips

From: Mark VanBever
Sent: Wednesday, August 11, 2010 11:44 AM
To: Larry Johnston; Charles Holcomb; Susan Phillips
Cc: Marilyn Staefe; Lori Todd; Keylie Berry; Yvette F. Martin; Theresa Caruso; Mary Flansburg; Chris Grissinger; Billie Lockaby; Peggy McFarland; Kathy Silva
Subject: Case Management Orders

Hello, Judge Johnston. I have great news! Ten JAs have volunteered to help prepare case management orders. Their names appear on the cc: line above. They are waiting for direction from you.

Please note that Yvette Martin works in Titusville and Mary Flansburg works in Melbourne. We would have to ask the Clerk's Office to deliver files to those locations.

Susan Phillips

From: Trish Matarazzo
Sent: Thursday, August 19, 2010 04:32 PM
To: Lola Merrick; Lori Todd; Chris Trammell; Deborah Ryan; Mellisa Dix; Theresa Goddard; Christa Sullivan
Cc: Charles Holcomb; Larry Johnston; Lisa Davidson; Jeffrey Mahl; George Maxwell; Tonya Rainwater; Charles Roberts; George Turner; Susan Phillips
Subject: Upcoming Foreclosure Hearings
Attachments: BREVARD COUNTY FORECLOSURE PROCEDURES.pdf

Judge Holcomb asked that I let you all know that our new division sent out the attached information.

With these instructions starting to fall into place at most of the larger law firms, you may not have the attorney calling in for their hearings if they are going by the new Mortgage Foreclosure Division instructions.

We had this happen today with a hearing with David Stern's office and Judge Holcomb asked that for the remaining files that you have hearings on if you would work with the attorneys in the event they do not call in as scheduled.

If you find that this creates a problem, please just let our division know and we will try and accommodate the parties so that they do not have to reschedule any hearings and we can work toward our goals with the state.

Thank you for all your assistance ☺

Trish Matarazzo
Assistant to Presiding Judges
Division A and Division B
Mortgage Foreclosure Division
The Moore Justice Center
2825 Judge Fran Jamieson Way
3rd Floor
Viera, FL 32940

321-637-5470
321-637-5642 - Fax

Brevard County Circuit Court
Eighteenth Judicial Circuit ~ State of Florida

2825 Judge Fran Jamieson Way, Viera, FL 32940-8006 Tel. (321) 637-5470
~ Fax (321) 637-5642

Charles M. Holcomb
Senior Circuit Court Judge
Mortgage Foreclosure Division A

Lawrence V. Johnston
Senior Circuit Court Judge
Mortgage Foreclosure Division B

Attached you will find guidelines for the Mortgage Foreclosure Division A & B for Brevard County, Florida.

The Division formally began on July 1, 2010 and since then has been working diligently in getting a structure in place to move the foreclosure process along efficiently and effortlessly for all parties involved.

As the first two weeks are now behind us, we are working on setting hearings as promptly as possible and appreciate both your patience and assistance as we move forward.

Hopefully the attached guidelines will aid you in working to make this process smooth for all parties.

Thank you for your assistance and patience.

Trish Matarazzo
Assistant to Senior Judges

DIVISION A:

Davidson
Moxley
Roberts
½ Maxwell (even #)

DIVISION B:

Mahl
Turner
Rainwater
½ Maxwell (odd#)
Wohn



Brevard County Circuit Court
Eighteenth Judicial Circuit ~ State of Florida

2825 Judge Fran Jamieson Way, Viera, FL 32940-8006 Tel. (321) 637-5470
~ Fax (321) 637-5642

Charles M. Holcomb
Senior Circuit Court Judge
Mortgage Foreclosure Division

Lawrence V. Johnston
Senior Circuit Court Judge
Mortgage Foreclosure Division

July 1, 2010

Dear Sir or Madam:

Pursuant to a grant a Mortgage Foreclosure Division has been created in Brevard County to handle all Foreclosure of Mortgage cases filed in the County.

Senior Circuit Judge Charles M. Holcomb presides over Division A and Senior Circuit Judge Lawrence V. Johnston presides over Division B.

We have conferred and agreed on a few practice procedures which may lessen the stress and save time and money and will accommodate all persons with more convenience.

First, enclosed is a form which should be completed by your staff in each case when Summary Judgment is scheduled to assist the court in reviewing the file in advance and minimize the time required to track service of process and defaults. Please distribute the form to all your attorneys and staff and require them to be completed and filed.

Second, if you have a Motion for Summary Judgment scheduled, include in your cover letter sent with the packet a statement that you will be available for one hour after the hearing time scheduled and provide a valid number where you may be reached by telephone. You are **NOT** required to call in. If no defendant appears and there is no problem in the file, we will enter the Summary Judgment and get it out to the Clerk and a copy to you and all parties. If a defendant does appear or if there is a problem with the file, we will telephone you for a hearing on the motion or the problem found in the file. **Please be aware that this procedure only applies to Motions for Summary Judgment.** Please inform the attorneys and secretaries in your firm of this new procedure.

Thank you for your continued courtesy and cooperation.

Sincerely,

Charles M. Holcomb
Senior Circuit Judge

Lawrence V. Johnston
Senior Circuit Judge

CMH/tm
enclosures

18TH CIR 00238

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT IN
AND FOR BREVARD COUNTY,
FLORIDA

CASE # 05-____-CA-_____
XXXX-XX

Plaintiff,

v.

Defendant.

I HEREBY CERTIFY THE FOLLOWING:

Plaintiff's Status

| NAMED DEFENDANTS | DATE OF SERVICE | TYPE OF SERVICE | DATE DEFAULTED | DATE ANSWERED |
|---------------------|--------------------|--------------------|-------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Mortgage Foreclosure Division (MFD)
Brevard County

SCHEDULING GUIDELINES:

1. You may e-mail your request for hearings to [REDACTED]

Please include the following:

- a. Hearing Request (i.e. Motion for Summary Judgment; Motion for Default, etc.)
- b. Time needed for hearing - (Motion for Summary Judgment hearings will be for a maximum of 5 minutes unless otherwise specified - if it is not a M/SJ, please specify time needed)
- c. Case Number
- d. Judge it has been assigned to (Division A: Davidson-Moxley-Roberts- one-half Maxwell (even case numbers); Division B: Mahl-Turner-Rainwater-one-half Maxwell(odd case numbers)
- e. Style
- f. Please also indicate a timeframe of when you are looking to set the hearing (immediately – ten days out – 30 days out, etc.)
- g. Attorney who will be attending hearing – please indicate if they will be attending by telephone and if so, please make sure that you coordinate with all parties to call in for the hearing as the court will not coordinate parties on a conference call. Phone Number to call for telephone hearings for both divisions is 321-637-5470
- h. Contact Phone Number/extension/e-mail for attorney in the event the court needs to contact attorney prior to; for hearing or after hearing.

Example: Motion for Summary Judgment
 5 minutes
 05-2010-CA-00000
 Judge Tonya Rainwater
 Wells Fargo v. Wood, Michael
 30 days out/immediately/45 days out
 Attorney Benjamin Smith
 321-555-5555 ext. 333
 bsmith@lawfirm.com

2. Please make sure that you have your final foreclosure package arrive at this office a minimum of three (3) days prior to hearing to insure that it is coordinated and reviewed prior to the hearing. All packages should be sent to:

MORTGAGE FORECLOSURE DIVISION
Presiding Judge A or B
The Moore Justice Center
2825 Judge Fran Jamieson Way – 3rd Floor
Viera, FL 32940
321-637-5470

If you should have any questions, please feel free to contact me direct either by e-mail or at 321-637-5470.

Thank you.

18TH CIR 00240

Susan Phillips

From: Laurie Rice [mailto:Laurie.Rice@Averett.edu]
Sent: Tuesday, August 31, 2010 01:00 PM
To: Charles Holcomb; Susan Phillips
Subject: RE: Lien Foreclosures

Judge Holcomb: I apologize for the confusion. I will send an email to all the supervisors advising that you and Judge Johnston are hearing mortgage foreclosure cases, including time shares, only. If the situation continues, please let me know.

Laurie

From: Charles Holcomb [mailto:Charles.Holcomb@ncorfas.com]
Sent: Tuesday, August 31, 2010 12:08 PM
To: Laurie Rice; Susan Phillips
Subject: Lien Foreclosures

Hi Laurie: You may not be the right person to handle this and if not, can you tell me who is? The problem is that an attorney, Harry Greenfield, had four cases of lien foreclosures on time share units for unpaid assessments. He claims he asked the Clerk where they were to be heard and was told that we are doing all lien foreclosures too. I have had construction (mechanics) lien cases and now time share lien cases brought to me. Time share mortgages are fine and we will do them. However, we are not supposed to be doing the other type of lien cases. Can you HELP? Thanks

Susan Phillips

From: Trish Matarazzo
Sent: Thursday, October 21, 2010 12:59 PM
To: Susan Phillips
Subject: FW: Case management orders attached
Attachments: MFDOOrderSettingCMC.doc; MFDSecondCMC.doc; MFDOrder2ndCMC.doc

Here is what I have – if this is not what you are looking for, just let me know – thanks ☺

Trish Matarazzo
Assistant to Presiding Judges
Mortgage Foreclosure Division
The Moore Justice Center
2825 Judge Fran Jamieson Way
3rd Floor
Viera, FL 32940

321-637-5470
321-637-5642 - Fax

From: Meghan Mackey
Sent: Wednesday, August 04, 2010 10:43 AM
To: Charles Holcomb; Trish Matarazzo; Larry Johnston
Subject: Case management orders attached

*~ Meghan Mackey
Judicial Assistant to
Judge Judith Atkin*

IN THE CIRCUIT COURT IN AND FOR BREVARD COUNTY, FLORIDA

CASE # 05-20 -CA- -XXXX-XX
MORTGAGE FORECLOSURE DIVISION

Plaintiff,

v.

Defendant.

ORDER SETTING INITIAL CASE MANAGEMENT CONFERENCE

This case has been transferred to the Mortgage Foreclosure Division. Counsel are directed to appear at a brief Case Management Conference, pursuant to F.R. Civ. Pro.

1.200, prepared to report on:

1. Pleading status
2. Summary judgment status
3. Loss mitigation status
4. Discovery status
5. Trial status

The Initial Case Management Conference shall be held on:

Date:

Time:

Location:

before the presiding judge. Appearance in person is required. If the party represented, appearance must be by an attorney with knowledge of the case. Failure to have adequate knowledge of the case to address case status will be deemed failure to appear. Failure to appear will result in dismissal of the case. Any party seeking affirmative relief must appear. Borrowers must appear if they are not represented by an attorney, and failure to appear may result in the striking of pleadings. The purpose of this hearing is to determine the status of the case and the next appropriate step in case management in each case.

Plaintiff must bring stamped addressed envelopes for all parties on the service list to the Case Management Conference.

DONE and ORDERED in Brevard County, Florida, this ____ day of _____, 2010.

PRESIDING JUDGE

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct conformed copy of the foregoing Order has been furnished via U.S. Mail delivery to the parties listed on the attached sheet, on this ____ day of _____, 2010.

Trish Matarazzo, Senior Secretary
Mortgage Foreclosure Division
Moore Justice Center
Viera, Florida 32940

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at Court Administration, 2825 Judge Fran Jamieson Way, 3rd floor, Viera, Florida, 32940-8006, (321) 633-2171 ext. 2 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

IN THE CIRCUIT COURT IN AND FOR BREVARD COUNTY, FLORIDA

CASE # 05-20 ___ -CA- -XXXX-XX
MORTGAGE FORECLOSURE DIVISION

Plaintiff,

v.

Defendant.

SECOND CASE MANAGEMENT CONFERENCESCHEDULING ORDER
(foreclosure case more than 18 months old)

This Case is scheduled for a Second Case Management Conference in accordance with Rule 1.200(a), Florida Rules of Civil Procedure. This case management hearing is scheduled for _____, 2010 at _____ A.M. /P.M. in Courtroom _____, at the Brevard County Courthouse, 2825 Judge Fran Jamieson Way, Viera, Florida, 32940, before the Presiding Judge.

The purpose of the Case Management Order is to identify and resolve outstanding issues and determine what action is necessary to move the case expeditiously to resolution, because of the length of time that this case has been pending. The parties are hereby notified that all pending motions may be considered at the Second Case Management Conference, including any pending summary judgment motion, and all opposition to any such motion must be filed and served in accordance with Rule 1.150(c), Florida Rules of Civil Procedure, with a courtesy copy to the Mortgage Foreclosure Division at the Brevard County Courthouse, 2825 Judge Fran Jamieson Way, Viera, Florida, 32940. The Court will also consider the discovery motions and attorneys should appear having first attempted to resolve those issues with opposing counsel and fully prepared to argue those motions.

Appearance at SECOND Case management Conference:

The Court has determined that the presence of the parties, Plaintiff and Borrowers:

_____ is required _____ is not required.

18TH CIR 00245

For Plaintiff, appearance shall be by a person with specific knowledge of the file and the ability to answer questions by the Court, including but not limited to the status of loss mitigation efforts, knowledge and consent of investors as to settlement, vacancy/tenancy in the property, and diligent search for borrowers. Where attendance is required, failure to appear by either party or failure to appear with requisite knowledge shall be grounds for dismissal, striking of pleadings and entry of default and/or such other sanctions as the Court deems appropriate.

For the Plaintiff, telephone appearance of a representative: _____ is allowed _____ is not allowed. For the Borrower, telephone appearance _____ is allowed _____ is not allowed. Any other defendant, not the main defendant, may appear by telephone upon making prior arrangements by calling the Mortgage Foreclosure Division at (321)-637-5470.

A Case Management Report as detailed in this order shall be filed by the Plaintiff and any appearing Defendant in the case as required below, except that the Parties may file the following, and only the following, in lieu of the Case Management Report:

1. A stipulation of Voluntary Dismissal and Proposed Order of Dismissal agreed to by parties.
2. A stipulation of settlement of forbearance with a Proposed Order of Dismissal reserving jurisdiction to enforce the settlement of forbearance.
3. In a situation in which the case has been finalized, but remains open on the court's docket, a Motion for Case Closure and Proposed Order to Close Case. A photocopy of the order which finalized the case shall be attached as an exhibit to the motion, for example, a final judgment, and order of dismissal, or order dismissing for lack of prosecution. This category is for cases that should have been closed but due to error are still listed as open cases. The proposed order should provide that this case shall be closed due to:
_____ (state grounds)
4. In cases which are stayed or abated due to bankruptcy, a Motion Advising of Bankruptcy Status, which attached a current bankruptcy case docket and an indication of whether or when relief from stay will be sought, with a Proposed Order regarding Bankruptcy Status reflecting that the case is still in bankruptcy.

Required Case Management Report:

A Case Management Report shall be filed by each party with the Clerk of Court, served on opposing parties, with a courtesy copy delivered to the Mortgage Foreclosure Division at the Brevard County Courthouse, 2825 Judge Fran Jamieson Way, Viera, Florida, 32940. This report shall be filed and delivered no later than ten (10) days prior to the scheduled Case management Hearing Date.

The Case Management Report shall include:

1. **Date of filing of complaint and status** of complaint, including any lost note count.
2. **Status of pleadings of each defendant.** An accurate statement as to the:
 - a. Service, method of service, non-military affidavit
 - b. Response filed:
 - i. Motion to dismiss, pending or resolved
 - ii. Motions for extension of time, pending or resolved
 - iii. Answers from Defendants identified by name
 - iv. Motions to strike affirmative Defenses, pending or resolved
 - v. Copies of all outstanding Motions and responses shall be attached to the Case Management Report
3. **Status of the Property:** Whether owner-occupied, tenant-occupied, or vacant. If vacant, Plaintiff must advise whether they will seek an expedited sale date if available.
4. **Status of Documents:** Is Plaintiff in possession of the original note? What is the chain of ownership of the note? Are there assignments of mortgage? The original documents should be brought to the Case Management Conference for examination by the Court.
 - a. If the case is a lost note case, an adequate lost note affidavit that complies with the statute should be filed separately in the case and a copy provided with the Case Management Report.
5. **Status of Mediation:** Has any party requested mediation? Should mediation be ordered? If mediation was ordered, has it occurred and what was the outcome?
6. **Status of Loss Mitigation:**
 - a. Does this property qualify for the HAMP Program?

- b. Identify and list what HAMP outreach has occurred. Proof/documentation of same should be brought to hearing.
- c. Has the foreclosure been put on hold at any time?
- d. Are there current active loss mitigation efforts, including short sale?
- e. What, if anything, is delaying a loss mitigation determination?
- f. Results of eligibility determination for loss mitigation
- g. The status of compliance with all U.S. Treasury directives and regulations

7. Status of the Case:

- a. Has Plaintiff sought summary judgment?
 - i. Was the motion set for hearing, when, what result? If the hearing was cancelled, advise as to reasons for cancellation.
 - ii. If the motion was not set for hearing, advise as to reasons and whether it is ripe for summary judgment.
 - iii. If all affidavits have been filed, is the matter ready for determination of a motion for summary judgment at the time of the case management conference?
- b. What discovery, if any, has occurred or is outstanding?
 - i. If there is discovery outstanding, has a motion to compel been filed?
 - ii. If objections have been filed, has a discovery hearing and order been previously held?
 - iii. What reasons exist for delays in discovery?
 - iv. Indicate outstanding objections to discovery that are pending and the basis for those objections.
 - v. Counsel/parties are directed to confer on any outstanding discovery between the time of the filing of the report and the Case Management Conference to attempt to narrow the issues. Failure to do so will result in sanctions.
 - vi. Courtesy copies of all outstanding discovery and responses thereto shall be attached to the Case Management Report.

- 8. Status of Related Cases/Title:** Are there any other related cases involving any other foreclosures, ownership, lien or title issues, and are there any related cases involving insurance issues? If so, each case should be identified by complete case style.

9. **Status for Trial:** If Summary Judgment has been denied, or no summary judgment will be sought, is the case ready for trial?
 - a. Parties must list known witnesses and exhibits on the Case Management Report.
 - b. Parties must list what discovery is necessary to prepare the case for trial.
 - c. Motions which must be resolved prior to trial (limine, etc.)
 - d. Any other issues which may affect trial status should be brought to the court's attention.
 - e. Coordinate the court of the case, including:
 - (a) Allocation of time for trial;
 - (b) Scheduling disclosure of final witness lists, discovery and exhibits;
 - (c) Discussion of evidence and affirmative defenses to claim;
 - (d) Setting of trial thirty (30) days from case management conference;
 - f. Require filing of preliminary stipulations if issues can be narrowed.
10. **Status of Record Activity:** If there has been no record activity in the case for the past 10 months, the parties must state in the Case Management Report as to good cause why the case should remain pending and their intent and effort to prosecute the case to conclusion. The presiding Judge shall be able to consider any pending Notice Preceding Dismissal in connection with any pending Order to Show Cause why case should not Be Dismissed issued by any division judge and that order shall inure to the Mortgage Foreclosure Division as is issued by the Presiding Judge on the original date of issue.

The information contained in the report must be accurate as to the status of the case. By signing the Case Management Report, the attorney signing is certifying accuracy. The attorney signing the report should be the attorney appearing at the Second Case Management Conference. Plaintiff must bring stamped addressed envelopes for all parties on the service list to the Second Case Management Conference.

Scheduling of Dates

Parties must bring their calendars to the Second Case Management Conference to schedule remaining court events and court-related events. The Court cautions Counsel that it is the objective of the Court Division to promptly and efficiently provide

resolutions to outstanding foreclosure cases. Counsel shall be prepared to schedule those events according to priorities established by administrative order of this Court.

IF THE PARTIES OR COUNSEL FAIL TO ATTEND THIS CONFERENCE, THE COURT MAY DISMISS THE ACTION, STRIKE PLEADINGS, LIMIT PROOF OF WITNESSES OR TAKE ANY OTHER APPROPRIATE ACTION AS PROVIDED IN RULE 1.200

THIS CASE MANAGEMENT CONFERENCE MAY BE CANCELLED ONLY BY THE COURT. Rescheduling should be sought through a motion to continue for good cause.

DONE and ORDERED in Brevard County, Florida, this ____ day of ____, 2010.

PRESIDING JUDGE

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct conformed copy of the foregoing Order has been furnished via U.S. Mail delivery to the parties listed on the attached sheet, on this ____ day of _____, 2010.

Trish Matarazzo, Senior Secretary
Mortgage Foreclosure Division
Moore Justice Center
Viera, Florida 32940

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at Court Administration, 2825 Judge Fran Jamieson Way, 3rd floor, Viera, Florida, 32940-8006, (321) 633-2171 ext. 2 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

IN THE CIRCUIT COURT IN AND FOR BREVARD COUNTY, FLORIDA

CASE # 05-20__-CA- -XXXX-XX

Plaintiff,

v.

Defendant.

SECOND CASE MANAGEMENT ORDER

(Foreclosure case more than 18 months old)

This case came for case management before the Mortgage Foreclose Division Presiding Judge. After having heard argument of counsel, considered the status of the file and the report of any party attending, the Court has determined that the following must occur to progress this case:

1. Service has not been completed. The Plaintiff has until _____ to serve all parties in the case. After that time, the case will proceed against served defendants only.
2. Pleadings remain open in this case. The Court enters the following rulings:
 - a. Motion for Extension of Time: Defendant _____ shall respond to the Complaint by _____. Failure to respond by that deadline shall result in an automatic default being entered against Defendant.
 - b. Motion to Dismiss:
 - Granted. Plaintiff has ____ days to amend or the case shall stand dismissed and refiling will be required.
 - Denied. Defendant has ____ days to answer.
 - c. Lost Note Issue:
 - Plaintiff pleaded Lost Note, but now advises that it has the original note in its possession. Plaintiff shall provide a complete

copy including endorsements, allonge and assignments to Defendant Borrower/Counsel by _____.

Plaintiff pleaded Lost Note and has been unable to find the note.

3. Default Status in the case: The following documents are missing:

- a. Service return for _____
- b. Non-military affidavit for _____
- c. Affidavit of Diligent Search which complies with Form _____
- d. Proof of Publication
- e. Appointment of Attorney/Guardian ad Litem required
- f. Report of Attorney/Guardian ad Litem
- g. Default orders for _____

Plaintiff is ordered to file these documents by _____. Failure to do so will result in dismissal of any unserved Defendant.

4. This Case appears ripe for Summary Judgment:

- a. Motion for Summary Judgment must be filed by _____
- b. Affidavits of Indebtedness, Lost Note, Costs and Fees must be filed by _____
- c. Updated Affidavits must be filed by _____
- d. Affidavits to address affirmative defenses must be filed by _____
- e. Affidavits to address standing issues must be filed by _____

Failure to file the necessary documents by the dates required by this Order will result in dismissal requiring that the case be refiled, except where an extension is sought for good cause shown and granted by Order of the court. No extension will be granted without containing a new deadline for compliance.

5. This Case is ready for submission of Plaintiff's Summary Judgment motion. A Foreclosure Master Calendar (FMC) packet must be submitted by Plaintiff within 20 days of this Order. Failure to submit the packet by then will result in a dismissal of this case. Packets should be complete. Please consult the FMC manual for guidance.

6. Mediation: This case is being ordered to mediation by simultaneous Order.

Mediation must be completed by _____. A copy of the mediation report shall be provided to the Mortgage Foreclosure Division. Alternatively, it appears

that this case is subject to residential foreclosure mediation pursuant to Administrative Order _____.

- a. RMF has occurred with the result of _____.
- b. RMF has not occurred. The parties are ordered to RMF and must complete the process within 60 days.

7. This Case is ready for ruling at this Case Management Conference on Plaintiff's Motion for Summary Judgment.

- a. The Court grants Summary Judgment by simultaneous Order.
- b. The Court denies Summary Judgment due to:
 - i. Failure of Plaintiff to establish grounds for Summary Judgment due to a deficiency in proof of _____. Plaintiff has _____ days to correct this deficiency in proof and reset this hearing or the matter shall be dismissed.
 - ii. Genuine issue of material fact
 - iii. Unaddressed affirmative defenses. Plaintiff has _____ days to correct this deficiency in proof and reset this hearing or the matter shall be dismissed.

8. There are outstanding discovery issues:

- a. Plaintiff's Motion to Compel Discovery is granted, provide discovery answers by _____.
- b. Defendant's Motion to Compel Discovery is granted, provide discovery answers by _____.
- c. _____

9. This Case is ready for Trial. A simultaneous trial order is being entered. The parties shall be prepared to proceed on day of trial as continuances will only be granted for extraordinary good cause due to the age and nature of the case.

10. Loss Mitigation: The parties represent to the Court that they are working to resolve this case by:

- a. Loan Modification
- b. Short Sale

c. Deed in Lieu

d. Other _____

The parties shall report to the Court jointly by _____ how these discussions have progressed, and shall complete their analysis/process by _____. Failure to complete this process by this deadline will result in sanctions unless good cause is shown.

**THIS CASE IS SET FOR A FURTHER CASE MANAGEMENT
CONFERENCE ON _____.**

THIS CASE IS SET FOR TRIAL ON _____.

DONE and ORDERED in Brevard County, Florida, this ____ day of _____, 2010.

PRESIDING JUDGE

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct conformed copy of the foregoing Order has been furnished via U.S. Mail delivery to the parties listed on the attached sheet, on this ____ day of _____, 2010.

Trish Matarazzo, Senior Secretary
Mortgage Foreclosure Division
Moore Justice Center
Viera, Florida 32940

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at Court Administration, 2825 Judge Fran Jamieson Way, 3rd floor, Viera, Florida, 32940-8006, (321) 633-2171 ext. 2 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

DATE:

MORTGAGE FORECLOSURE DIVISION

| | TIME | CASE NO. | STYLE | ATTORNEY | CONTACT | Type | F | P | SA | |
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18TH CIR 00255

Janelle Hartzog

From: Wendy Whitsett
Sent: Monday, December 20, 2010 10:37 AM
To: Janelle Hartzog
Subject: RE: Emails

4th

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Monday, December 20, 2010 10:34 AM
To: Wendy Whitsett
Subject: RE: Emails

What was the date again? November what? ☺

Janelle Hartzog

From: Tracy Muck
Sent: Thursday, November 04, 2010 2:08 PM
To: Janelle Hartzog
Subject: RE: web updates
Ok, I am waiting, where is it supposed to be posted?

Tracy L. Muck
18th Judicial Circuit Court
TAC Officer – Sr. Technologist
407-665-4550 or 407-665-4248
Downtown Sanford Civil Courthouse
301 N. Park Ave., Sanford, FL 32771

From: Janelle Hartzog
Sent: Thursday, November 04, 2010 2:03 PM
To: Tracy Muck
Subject: RE: web updates

Wait I missed something, I have to resend the updates

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]
407-665-4115

From: Tracy Muck
Sent: Thursday, November 04, 2010 1:32 PM
To: Janelle Hartzog
Subject: RE: web updates

Where did you want it posted

Tracy L. Muck
18th Judicial Circuit Court
TAC Officer – Sr. Technologist
407-665-4550 or 407-665-4248
Downtown Sanford Civil Courthouse
301 N. Park Ave., Sanford, FL 32771

From: Janelle Hartzog
Sent: Thursday, November 04, 2010 1:28 PM
To: Tracy Muck; Jen Pizarro
Subject: web updates

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

Not sure who this goes to, but I need the online policies and such updated.

Janelle Hartzog


407-665-4115

Janelle Hartzog

From: Tracy Muck
Sent: Friday, November 05, 2010 8:44 AM
To: Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: web updates

Janelle, I have converted them to PDF and made adjustments to manuals as requested and uploaded them so that they are live on web now. If there are further updates they will have to wait as I am moving to CJC all day today and I will address them on Monday.

Tracy L. Muck
18th Judicial Circuit Court
TAC Officer – Sr. Technologist
407-665-4550 or 407-665-4248
Downtown Sanford Civil Courthouse
301 N. Park Ave., Sanford, FL 32771

From: Janelle Hartzog
Sent: Thursday, November 04, 2010 2:32 PM
To: Tracy Muck
Subject: RE: web updates

Judge Sander's Procedural Manual goes under Local Practices Manual under the attorney resources on the home page; I also need Judge Mize's name changed to Judge Sanders.

The "Procedures for Mortgage Foreclosures" http://www.flcourts18.org/foreclosures_seminole.html (I. A.)

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]
407-665-4115

From: Tracy Muck
Sent: Thursday, November 04, 2010 2:08 PM
To: Janelle Hartzog
Subject: RE: web updates

Ok, I am waiting, where is it supposed to be posted?

Tracy L. Muck
18th Judicial Circuit Court
TAC Officer – Sr. Technologist
407-665-4550 or 407-665-4248
Downtown Sanford Civil Courthouse

301 N. Park Ave., Sanford, FL 32771

From: Janelle Hartzog
Sent: Thursday, November 04, 2010 2:03 PM
To: Tracy Muck
Subject: RE: web updates

Wait I missed something, I have to resend the updates

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]

407-665-4115

From: Tracy Muck
Sent: Thursday, November 04, 2010 1:32 PM
To: Janelle Hartzog
Subject: RE: web updates

Where did you want it posted

Tracy L. Muck
18th Judicial Circuit Court
TAC Officer – Sr. Technologist
407-665-4550 or 407-665-4248
Downtown Sanford Civil Courthouse
301 N. Park Ave., Sanford, FL 32771

From: Janelle Hartzog
Sent: Thursday, November 04, 2010 1:28 PM
To: Tracy Muck; Jen Pizarro
Subject: web updates

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

Not sure who this goes to, but I need the online policies and such updated.

12/20/2010

18TH CIR 00260

Janelle Hartzog

407-665-4115

Janelle Hartzog

From: Jen Pizarro
Sent: Friday, November 05, 2010 11:14 AM
To: Jan; Janelle Hartzog
Subject: RE: Case No. 09-CA-0006316
Leave the courtroom blank, if you fill it in, you will probably receive no time slots.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court

[REDACTED]
Desk: (407) 665-4293

From: Jan [REDACTED]
Sent: Friday, November 05, 2010 11:05 AM
To: Jen Pizarro; Janelle Hartzog
Subject: Case No. 09-CA-0006316

We are having a difficult time scheduling on JACS. In looking at available dates before Judge Mize, we want to schedule our Motion for Summary Judgment for December 15, 2010 at 9:30 a.m. When I click on "schedule an in-person hearing", it is not displaying the dates/times so I can select one.

Jan Dormany
Legal Assistant
Fuentes and Kreischer, P.A.
1407 West Busch Boulevard
Tampa, Florida 33612
Tel: 813-933-6647 Fax: 813-932-8588
[REDACTED]

Janelle Hartzog

From: Wendy Whitsett
Sent: Tuesday, November 09, 2010 9:01 AM
To: Janelle Hartzog
Subject: RE: Judge Sanders

Yes maam...He and any other SR judges that work the foreclosure calendar....Thanks...

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Tuesday, November 09, 2010 9:00 AM
To: Wendy Whitsett
Subject: Judge Sanders

11/9/10

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

Am I supposed to be keeping his time as I did for Judge Mize?

Janelle Hartzog

407-665-4115

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, November 10, 2010 11:08 AM
To: Janelle Hartzog
Subject: RE: LOP Docket
Call me on this...thanks...

Wendy W. Whitsett
18th Judicial Circuit Court Seminole County
Court Operations Manager
301 N. Park Avenue
Sanford, FL 32771
407.665.4252 phone
407.665.4241 fax

From: Janelle Hartzog
Sent: Wednesday, November 10, 2010 11:05 AM
To: Wendy Whitsett; Melissa Notaro
Subject: LOP Docket

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

I'm not sure which of you needs this, but it's a case to be removed from the LOP docket:

09-CA-1859 Sun Trust Bank v. Elva Huntsberger

Janelle Hartzog


407-665-4115

Janelle Hartzog

From: Jen Pizarro
Sent: Monday, November 15, 2010 11:55 AM
To: Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: JACS calendar
What's Judge Sander's full name?

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
[REDACTED]

Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Monday, November 15, 2010 11:47 AM
To: Jen Pizarro
Cc: Wayne Fountain
Subject: JACS calendar

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

What's the status on updating the calendar drop down to Judge Sanders? It's causing a ton of confusion with scheduling.

Janelle Hartzog

[REDACTED]
407-665-4115

Janelle Hartzog

From: Jen Pizarro
Sent: Monday, November 15, 2010 12:04 PM
To: Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: JACS calendar

Sure, here you go, it's done. Now you have to go into the tools and reset all the Judge's rules, make sure the calendar templates are correct, etc.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
[REDACTED]
Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Monday, November 15, 2010 11:57 AM
To: Jen Pizarro
Subject: RE: JACS calendar

Edwin P.B. Sanders

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]
407-665-4115

From: Jen Pizarro
Sent: Monday, November 15, 2010 11:55 AM
To: Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: JACS calendar

What's Judge Sander's full name?

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
[REDACTED]
Desk: (407) 665-4293

From: Janelle Hartzog

Sent: Monday, November 15, 2010 11:47 AM
To: Jen Pizarro
Cc: Wayne Fountain
Subject: JACS calendar

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

What's the status on updating the calendar drop down to Judge Sanders? It's causing a ton of confusion with scheduling.

Janelle Hartzog

[REDACTED]
407-665-4115

Janelle Hartzog

From: Jen Pizarro
Sent: Monday, November 15, 2010 1:47 PM
To: Janelle Hartzog
Subject: RE:
Go ahead, try it again.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court

████████████████████
Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Monday, November 15, 2010 12:49 PM
To: Jen Pizarro
Subject:

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

It's not allowing me to activate the attorney scheduling function.

Janelle Hartzog

████████████████████
407-665-4115

Janelle Hartzog

From: Jen Pizarro
Sent: Monday, November 15, 2010 2:10 PM
To: Janelle Hartzog
Subject: RE:

Did you activate it and hit save on the judge's rules?

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court

████████████████████
Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Monday, November 15, 2010 2:07 PM
To: Jen Pizarro
Subject: RE:

Judge Sanders is not showing up on the scheduling drop down.

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant

████████████████████
407-665-4115

From: Jen Pizarro
Sent: Monday, November 15, 2010 1:47 PM
To: Janelle Hartzog
Subject: RE:

Go ahead, try it again.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court

████████████████████
Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Monday, November 15, 2010 12:49 PM
To: Jen Pizarro
Subject:

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

It's not allowing me to activate the attorney scheduling function.

Janelle Hartzog


407-665-4115

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, November 17, 2010 9:03 AM
To: Janelle Hartzog
Subject: Confirm Week of 11.22.10

J;

Just wanted to confirm that you have the following set up for next week's foreclosure coverage:

Monday, November 22nd – Judge Sanders

Tuesday and Wednesday, November 23rd and 24th – Judge Pleus

Thanks lady...

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

Janelle Hartzog

From: Jen Pizarro
Sent: Thursday, November 18, 2010 9:27 AM
To: Wendy Whitsett
Cc: Wayne Fountain; Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010
Done, I put the finishing touches on it yesterday afternoon. It's in the usual place.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
[REDACTED]
Desk: (407) 665-4293

From: Wendy Whitsett
Sent: Thursday, November 18, 2010 8:38 AM
To: Jen Pizarro
Subject: FW: Foreclosure Report as of October 2010

Jen:
How are you doing on the attached import?

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Wendy Whitsett
Sent: Monday, November 08, 2010 11:42 AM
To: Jen Pizarro
Subject: FW: Foreclosure Report as of October 2010

Hi Jen:

**Attached please find the October foreclosure stats for importing into the FERCTS database...Please begin your thing!
Thanks...**

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard

Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, November 08, 2010 11:40 AM
To: Wendy Whitsett
Cc: Ceil Ekern
Subject: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for October 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
[REDACTED]

Janelle Hartzog

From: Wendy Whitsett
Sent: Thursday, November 18, 2010 9:39 AM
To: Janelle Hartzog
Subject: FW: Foreclosure Report as of October 2010

Janelle:

The October FERCTS report is ready to submit to the OSCA. Please send and copy me on same.

Thanks and have a good day!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Jen Pizarro
Sent: Thursday, November 18, 2010 9:27 AM
To: Wendy Whitsett
Cc: Wayne Fountain; Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

Done, I put the finishing touches on it yesterday afternoon. It's in the usual place.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
████████████████████
Desk: (407) 665-4293

From: Wendy Whitsett
Sent: Thursday, November 18, 2010 8:38 AM
To: Jen Pizarro
Subject: FW: Foreclosure Report as of October 2010

Jen:
How are you doing on the attached import?

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County

101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Wendy Whitsett
Sent: Monday, November 08, 2010 11:42 AM
To: Jen Pizarro
Subject: FW: Foreclosure Report as of October 2010

Hi Jen:

Attached please find the October foreclosure stats for importing into the FERCTS database...Please begin your thing!
Thanks...

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, November 08, 2010 11:40 AM
To: Wendy Whitsett
Cc: Ceil Ekern
Subject: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for October 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
[REDACTED]

This site can only be accessed from your court workstation computer unless you also have access to your court computer from your home.

If you have any questions about the bench book, contact Susan Leseman, OSCA Publications Attorney, at (850) 922-5085 or [REDACTED]

Also attached to this email is a memo from Judge John Laurent, Chair of the Trial Court Budget Commission, which was sent to all chief judges regarding the foreclosure case backlog tracking initiative.

Finally, if you were not able to attend the Circuit Judges' Conference in Marco Island in July 2010, the foreclosure course which was taught at that event was recorded. **If you would like a DVD of that course, please contact Ann Luchini at [REDACTED] and she will send it to you.**

(This message has been sent to all Senior Judges with email addresses on file with OSCA.)

Janelle Hartzog

From: Wendy Whitsett
Sent: Friday, November 19, 2010 11:07 AM
To: Janelle Hartzog
Subject: RE: Foreclosure and Economic Recovery Report - 2010/10
TY... U2

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Friday, November 19, 2010 11:05 AM
To: Wendy Whitsett; Melissa Notaro; Jen Pizarro; Wayne Fountain
Subject: FW: Foreclosure and Economic Recovery Report - 2010/10

I forgot to copy you guys... ☺

Have a fantabulous weekend!!

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant

████████████████████
407-665-4115

From: Janelle Hartzog
Sent: Friday, November 19, 2010 11:04 AM
To: 'FERCTS@flcourts.org'
Subject: Foreclosure and Economic Recovery Report - 2010/10

State of Florida

Eighteenth Judicial Circuit

Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

Janelle Hartzog

[REDACTED]
407-665-4115

Janelle Hartzog

From: Wendy Whitsett
Sent: Friday, November 19, 2010 2:13 PM
To: Janelle Hartzog
Cc: Kelly Burnett
Subject: DCC Courtroom Schedule

J:

When you have time, could you please update the courtroom schedule in outlook for the first six months of 2011 with Judge Sanders schedule?

Thank you.

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

Janelle Hartzog

From: Wendy Whitsett
Sent: Friday, November 19, 2010 2:41 PM
To: Janelle Hartzog
Subject: RE: DCC Courtroom Schedule

Sure...No rush...Thkx..

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Friday, November 19, 2010 2:36 PM
To: Wendy Whitsett
Subject: RE: DCC Courtroom Schedule

I will, but most likely won't be able to get to it until Monday. I'm pretty slammed! But I will def put it on my "to do list."

Thank you,

Janelle Hartzog

Eighteenth Judicial Circuit

Foreclosure Assistant

[REDACTED]
407-665-4115

From: Wendy Whitsett
Sent: Friday, November 19, 2010 2:13 PM
To: Janelle Hartzog
Cc: Kelly Burnett
Subject: DCC Courtroom Schedule

J:

When you have time, could you please update the courtroom schedule in outlook for the first six months of 2011 with Judge Sanders schedule?

Thank you.

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

✦ ✦

Janelle Hartzog

From: Jen Pizarro
Sent: Tuesday, November 23, 2010 10:17 AM
To: Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: drop down menu
Nope, that can't be changed.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
████████████████████
Desk: (407) 665-4293

From: Janelle Hartzog
Sent: Tuesday, November 23, 2010 10:15 AM
To: Jen Pizarro
Cc: Wayne Fountain
Subject: drop down menu

State of Florida
Eighteenth Judicial Circuit
Foreclosure Division
301 N. Park Avenue, Sanford, FL 32771

Hey!

Will you replace Sem. Co. Forecluse with Judge Sanders in the drop down in the Daily Docket link?

Janelle Hartzog

████████████████████
407-665-4115

Janelle Hartzog

From: Wendy Whitsett
Sent: Monday, November 29, 2010 11:20 AM
To: Janelle Hartzog
Subject: Time Records

Good Morning Janelle... Hope you and your family enjoyed the Thanksgiving holiday....

I don't show receiving the October time records for the judicial hours worked and as of tomorrow November's will be due....

When you get a chance, can you please send me each?

Thanks...

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 01, 2010 10:04 AM
To: Janelle Hartzog
Subject: Cancellations for November
Importance: High
Follow Up Flag: Reply
Due By: Wednesday, December 01, 2010 11:00 AM
Flag Status: Flagged

Good Morning Janelle:

I need the stats on the above before noon today please...

Thanks...

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 01, 2010 10:08 AM
To: Janelle Hartzog
Subject: Changes to 2011 Foreclosure Schedule
Follow Up Flag: Follow up
Due By: Monday, December 06, 2010 4:00 PM
Flag Status: Red

Janelle:

Please change the February 2011 calendar to reflect LOP's on Wednesday, February 23rd all day rather than Monday, February 7th...

February 7th will still be available for MSJ and regular hearings...

Thanks...

Wendy W. Whitsett

Court Operations Manager

18th Judicial Circuit Seminole County

101 Bush Boulevard

Sanford, FL 32773

407.665.4912 phone

407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 8:33 AM
To: Jen Pizarro; Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: Foreclosure Report as of October 2010

Thanks Jen.....

Janelle: Please forward same to the OSCA for the November submittal....Also, please don't forget, the October and November judicial time records need to be submitted to me....Thanks...

Have a great day!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Jen Pizarro
Sent: Tuesday, December 07, 2010 4:47 PM
To: Wendy Whitsett
Cc: Wayne Fountain; Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

The report is ready for sending to OSCA.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court
[REDACTED]

Desk: (407) 665-4293

From: Wendy Whitsett
Sent: Monday, December 06, 2010 11:06 AM
To: Jen Pizarro
Cc: Wayne Fountain
Subject: FW: Foreclosure Report as of October 2010

Hi Jen:

Attached please find the November foreclosure report from the Clerk. Please begin the monthly import process and let me know once completed.
Thanks and have a great day!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, December 06, 2010 11:04 AM
To: Wendy Whitsett
Cc: Cell Ekern
Subject: RE: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for November 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418

From: Wendy Whitsett [REDACTED]
Sent: Monday, December 06, 2010 08:41 AM
To: Shahid Khoja
Subject: RE: Foreclosure Report as of October 2010

Good Morning Shadid....

Hope you had a nice weekend...When you get a chance, could we please get the November foreclosure report? Thanks and have a good day!!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

12/20/2010

18TH CIR 00290

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [mailto:██]
Sent: Monday, November 08, 2010 11:40 AM
To: Wendy Whitsett
Cc: Cell Ekern
Subject: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for October 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
██

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 9:49 AM
To: Janelle Hartzog; Jen Pizarro
Cc: Wayne Fountain
Subject: RE: Foreclosure Report as of October 2010
November....

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax


"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Wednesday, December 08, 2010 9:27 AM
To: Jen Pizarro; Wendy Whitsett
Cc: Wayne Fountain
Subject: RE: Foreclosure Report as of October 2010

Is it for October or November? One email says Nov, but the subj says October...

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant


407-665-4115

From: Jen Pizarro
Sent: Tuesday, December 07, 2010 4:47 PM
To: Wendy Whitsett
Cc: Wayne Fountain; Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

The report is ready for sending to OSCA.

Jen Pizarro

Good Morning Shadid....

Hope you had a nice weekend...When you get a chance, could we please get the November foreclosure report? Thanks and have a good day!!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, November 08, 2010 11:40 AM
To: Wendy Whitsett
Cc: Ceil Ekern
Subject: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for October 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
[REDACTED]

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 9:54 AM
To: Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

That will work, but from this point on, please keep up with their time daily....thanks...

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Wednesday, December 08, 2010 9:52 AM
To: Wendy Whitsett
Subject: RE: Foreclosure Report as of October 2010

I don't have the specific times for any of the months, my computer went dead in a power surge and random files are missing. That happens to be one of them...

The best I can do is report the scheduled days and the Judge...

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]
407-665-4115

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 8:33 AM
To: Jen Pizarro; Janelle Hartzog
Cc: Wayne Fountain
Subject: RE: Foreclosure Report as of October 2010

Thanks Jen.....

Janelle: Please forward same to the OSCA for the November submittal....Also,

please don't forget, the October and November judicial time records need to be submitted to me....Thanks...

Have a great day!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Jen Pizarro
Sent: Tuesday, December 07, 2010 4:47 PM
To: Wendy Whitsett
Cc: Wayne Fountain; Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

The report is ready for sending to OSCA.

Jen Pizarro

Technology Project Manager
Eighteenth Judicial Circuit Court

[REDACTED]

Desk: (407) 665-4293

From: Wendy Whitsett
Sent: Monday, December 06, 2010 11:06 AM
To: Jen Pizarro
Cc: Wayne Fountain
Subject: FW: Foreclosure Report as of October 2010

Hi Jen:

Attached please find the November foreclosure report from the Clerk. Please begin the monthly import process and let me know once completed.
Thanks and have a great day!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

12/20/2010

18TH CIR 00296

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, December 06, 2010 11:04 AM
To: Wendy Whitsett
Cc: Cell Ekern
Subject: RE: Foreclosure Report as of October 2010

Hi Wendy,

Foreclosure report for November 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
[REDACTED]

From: Wendy Whitsett [REDACTED]
Sent: Monday, December 06, 2010 08:41 AM
To: Shahid Khoja
Subject: RE: Foreclosure Report as of October 2010

Good Morning Shadid....

Hope you had a nice weekend...When you get a chance, could we please get the November foreclosure report? Thanks and have a good day!!

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Shahid Khoja [REDACTED]
Sent: Monday, November 08, 2010 11:40 AM
To: Wendy Whitsett
Cc: Cell Ekern
Subject: Foreclosure Report as of October 2010

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Foreclosure report for October 2010 is attached.

Thanks

Shahid S.Khoja

Seminole County Clerk of the Court
Information Services Division
301 North Park Avenue
Sanford, FL 32771
(407) 665-4418
[REDACTED]

Janelle Hartzog

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 10:32 AM
To: Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

I mean since your document was lost and now recreating same...

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone
407.665.4932 fax

"Early Understanding Makes for Everlasting Friendship" ~Lindsey Warner

From: Janelle Hartzog
Sent: Wednesday, December 08, 2010 10:01 AM
To: Wendy Whitsett
Subject: RE: Foreclosure Report as of October 2010

What do you mean from this point on? I always have kept account of the Judges time.

Thank you,

Janelle Hartzog
Eighteenth Judicial Circuit
Foreclosure Assistant
[REDACTED]
407-665-4115

From: Wendy Whitsett
Sent: Wednesday, December 08, 2010 9:54 AM
To: Janelle Hartzog
Subject: RE: Foreclosure Report as of October 2010

That will work, but from this point on, please keep up with their time daily....thanks...

Wendy W. Whitsett
Court Operations Manager
18th Judicial Circuit Seminole County
101 Bush Boulevard
Sanford, FL 32773
407.665.4912 phone

