

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA**

**ADMINISTRATIVE MEMORANDUM
CIV 12-G 24 CA 01**

**IN RE: ESTABLISHMENT OF eSCHEDULING
FOR THE FORECLOSURE MASTER CALENDAR**

As of October 24, 2012, scheduling on the Foreclosure Master Calendar (FMC) of motions for summary final judgment hearings in residential mortgage foreclosure cases shall be conducted exclusively through eScheduling. This online service replaces the manual scheduling of cases by the Foreclosure Master Calendar Unit. eScheduling can be accessed at: <https://www.jud11.flcourts.org/eschedule/eschedule.aspx>

The features of eScheduling are limited to setting summary judgment cases on the Foreclosure Master Calendar. eScheduling is not equipped with eFiling capabilities. All original documents, with the exception of the note and mortgage, must be properly filed with the Clerk of the Courts to be part of the court record in a case.

The functions of eScheduling permit the movant to upload the required courtesy copies of the motion and documents for the hearing and secure a hearing date directly. The prerequisites to scheduling a motion for summary judgment remain unchanged as established in Administrative Memorandum 12-E, with the exception that parties are no longer required to submit hard copies of the summary final judgment packet. Electronic submission of the requisite documents replaces the packet requirement and the Foreclosure Master Calendar Unit will not accept packet submissions. Parties in opposition to the motion for summary judgment can utilize eScheduling to upload courtesy copies of responses and documents.

This Administrative Memorandum shall take effect immediately and shall remain in effect until further order of the Court.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this 16th day of October, 2012.

Judge Jennifer D. Bailey, Administrative Judge
Circuit Civil Division, Eleventh Judicial Circuit of Florida

10/15/12 JDB