

THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA

CASE NO. 09-1  
(Court Administration)

ADMINISTRATIVE ORDER  
NO. 09-13

IN RE: ESTABLISHMENT OF PILOT  
PROJECT FOR ELECTRONIC  
SUBMISSIONS OF COURTESY  
COPIES FOR UNIFORM MOTION  
CALENDAR AND REQUESTS FOR  
SPECIAL SET HEARINGS

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**WHEREAS**, in an effort to enhance the efficiency of judicial review of motions, exhibits, submitted case law and other hearing specific documents of motion calendar and special set hearings (collectively "Motions") by reducing the quantity of paper work involved in such review in the General Jurisdiction Division of the Circuit Court in the Eleventh Judicial Circuit, a proposal was proffered whereby courtesy copies of the Motions would be electronically transmitted by attorneys to the court; and

**WHEREAS**, the Court Information Technology Services Application Group ("CITeS"), utilizing a web-based collaboration tool called Windows SharePoint Services created by Microsoft ("SharePoint"), developed a computer application for the automation for saving and filing courtesy copy documents emailed by attorneys to the court; and

**WHEREAS**, so as to determine the effectiveness of SharePoint, the Honorable Israel Reyes has volunteered to implement its usage within Section CA 15 of the General Jurisdiction Division regarding the electronic transmission of the Motions as a pilot project, prior to utilizing SharePoint for transmission of such Motions in all Sections of the General Jurisdiction Division of the Circuit Court;

**NOW, THEREFORE**, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215 of the Rules of Judicial Administration, it is hereby **ORDERED**:

1. **Establishment**. The pilot project requiring the electronic submission of courtesy copies of motions, exhibits, submitted case law, and other hearing specific documents for motion calendar special set hearings, (collectively "Motions"), utilizing SharePoint, is hereby established in Section CA 15 of the General Jurisdiction Division of the Circuit Court in

the Eleventh Judicial Circuit ("Pilot Project").

2. **Effective Date.** The Pilot Project shall commence on Monday, September 28, 2009 and continue for a six month period.
3. **Participants.** With the exception of pro se litigants who are unable to electronically furnish the subject items, all attorneys of record shall be required to follow the protocol set forth in paragraph 4 herein below. Pro se litigants who are unable to electronically furnish the subject documents may continue to follow the same procedures regarding submission of courtesy copies for Uniform Motion Calendar requests and requests for Special Set Hearing, that were in effect prior to the effective date of this Administrative Order.
4. **Protocol.** The following protocol shall be followed for the electronic submission of Motions:
  - a. **Uniform Motion Calendar.** Except for Final Judgments of Foreclosure:
    - i. Courtesy copies of documents for the Uniform Motion Calendar (e.g., Notice of Hearing, Motions, Exhibits, submitted case law, and other hearing specific documents) must be electronically attached in Microsoft Word or WordPerfect format (not as a PDF document) to an email sent to the following email address: [CA15MotionCalendar@jud11.flcourts.org](mailto:CA15MotionCalendar@jud11.flcourts.org)
    - ii. The subject line of the email must contain only the numeric motion calendar hearing date using the following format: mm/dd/yy (two digit month forward slash; two digit day forward slash; two digit year).
    - iii. The above referenced email address is to be exclusively utilized to electronically submit the Motions for the Uniform Motion Calendar. The court will not respond to any emails sent to the above address nor is the email to contain any explanations, arguments, or messages to the court.
    - iv. Hyperlinks in the attachments, (not in the body of the email) are encouraged as are submissions in Microsoft Word format. Electronic versions submitted in WordPerfect will be converted by the court to Microsoft Word and there is no guarantee that the document will be converted without error.

**b. Special Set Hearing.**

- i. A courtesy copy of the motion(s) must be attached and emailed to [CA15SpecialSets@jud11.flcourts.org](mailto:CA15SpecialSets@jud11.flcourts.org) along with the request for the Special Set Hearing, available for download at [www.jud11.flcourts.org](http://www.jud11.flcourts.org) at Judge Reyes's webpage.
- ii. The subject line of the email must contain only the Court Case Number using the following format: two digit year followed by a hyphen with the sequential case number (e.g., 09-1; 91-12; 08-123; 07-1234; or 09-12345). Do not use zeros after the hyphen to fill in the sequential case number.
- iii. The above referenced email address is to be exclusively utilized to electronically submit the courtesy copy of the special set motion along with the request for the Special Set Hearing. The court will not respond to any emails sent to the above address nor is the email to contain any explanations, arguments, or messages to the court.
- iv. Upon receipt of the above items, the judicial assistant will, via email, contact the parties to provide three available dates and times.
- v. Thereafter, the movant shall consult with the other parties to determine their mutual availability. In so doing, the movant, in good faith, shall schedule the hearing so as to give all parties adequate time to argue the merits of the motion(s).
- vi. Once an agreement has been reached amongst the parties regarding the date and time, the movant shall email to the judicial assistant and courtesy copy email the other parties, the notice of hearing with a certification stating therein that all parties were consulted and agreed to the scheduled hearing.
- vii. No double booking of any hearing shall be permitted.
- viii. Should any scheduled hearing become unnecessary or has to be cancelled, the movant shall immediately, via email contact the judicial assistant to so advise.

5. **Judicial Discretion.** It shall be within the discretion of the court to waive the requirements set forth herein or to impose sanctions for failure to

comply with such requirements.

6. **Compliance with Rules.** All notice and time provisions of the Florida Rules of Civil Procedure and this Circuit's local rules and Administrative Orders, as applicable, must continue to be followed.

**DONE AND ORDERED** in Chambers at Miami-Dade, Florida, this 21<sup>st</sup> day of September, 2009.

**JOEL H. BROWN, CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**