

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA**

SPECIAL ORDER

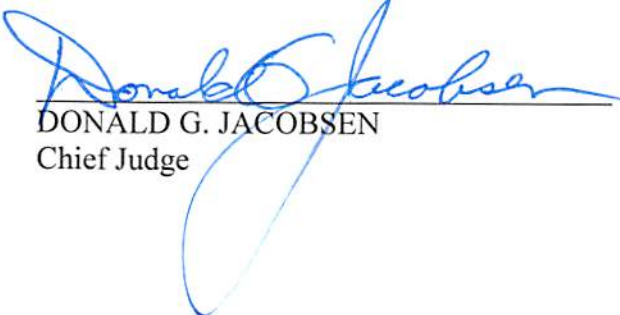
MODIFYING ATTACHMENT B TO ADMINISTRATIVE ORDER NO. 3-5.5

WHEREAS, Administrative Order No. 3-5.5 provides form orders used for case management and pretrial conferences, and

WHEREAS, Administrative Order No. 3-5.5 provides for modification of these form orders by further order of this Court, it is therefore,

ORDERED and DIRECTED that, effective immediately, the form *Order Setting Case Management Conference* (the current Attachment B to Administrative Order No. 3-5.5), is modified and superseded by the attached *Order Setting Case Management Conference* (revised February 4, 2016), which shall become the new Attachment B to Administrative Order No. 3-5.5.

DONE AND ORDERED in Bartow, Polk County, Florida, on this 4th day of February, 2016.


DONALD G. JACOBSEN
Chief Judge

Original:
Polk County Clerk of the Court

Copies:
All Judges
Hardee County Clerk of the Court
Highlands County Clerk of the Court
Electronic Bar Mailing

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR COUNTY, FLORIDA - CIVIL DIVISION

Plaintiff(s),

v.

Defendant(s).

CASE NO:

SECTION: _____

ORDER SETTING CASE MANAGEMENT CONFERENCE

THIS CASE is assigned to the Civil Division, and all parties are directed to appear at a Case Management Conference ("CMC"), pursuant to Rule 1.200(a), Florida Rules of Civil Procedure, and Rule 2.545, Florida Rules of Judicial Administration. The parties shall be prepared to report on such matters set forth in Rule 1.200(a) (1)-(13), including, but not limited to:

1. Pleading status;
2. Summary Judgment status;
3. Loss Mitigation status;
4. Discovery status;
5. Possibility of Settlement; and
6. Trial status.

The CMC shall be held on _____, 20____, at _____ .m. for 15 minutes at the _____ County Courthouse, _____, Florida. **ALL PARTIES ARE REQUIRED TO APPEAR IN PERSON.** If the party is represented by an attorney, appearance shall be made by an attorney with knowledge of the case. Any party seeking affirmative relief must appear. Individual borrowers must appear if they are not represented by an attorney. The purpose of this conference is to determine the status of the case and the next appropriate step in case management. **Plaintiff must bring stamped addressed envelopes for all parties on the service list to the CMC.**

The CMC may be cancelled or continued upon a showing of any of the following action being taken at least five (5) days before the CMC:*

- a. Scheduling the case for final hearing with the Judge's judicial assistant;
- b. Filing a "Notice That Cause Is At Issue" and obtaining pretrial and trial dates from the Judge's judicial assistant;
- c. Filing, scheduling, and noticing for hearing a dispositive motion for summary judgment to be heard prior to the CMC, or filing a motion for continuance of the CMC if there are no hearing times available prior to the CMC;
- d. Filing a Notice of Voluntary Dismissal;
- e. Obtaining an Order of Dismissal of the case;
- f. Filing a Joint Scheduling Stipulation for the timely progression of the case and obtaining an Order approving the Stipulation; or
- g. Filing a motion setting forth "good cause" for cancellation or continuation of the CMC and submitting a copy of the motion to the Judge with a proposed order.

***IMPORTANT: Requests to cancel or continue the CMC, filed within the five (5) day period before the CMC, will not be considered by the Court.**

FAILURE TO APPEAR AT THE CMC MAY RESULT IN DISMISSAL OF THE CASE, STRIKING OF PLEADINGS, LIMITING PROOF OR WITNESSES, OR SUCH OTHER APPROPRIATE ACTION BY THE COURT. See Fla. R. Civ. P. 1.200(c).

YOU MUST DRESS APPROPRIATELY FOR COURT. ANYONE WEARING NON-BUSINESS LIKE APPAREL WILL NOT BE ALLOWED INSIDE THE COURTROOM. DO NOT WEAR SHORTS.

DONE AND ORDERED at County, Florida on _____.

, Circuit Judge

Copies furnished to: All counsel/parties of record

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 Office of the Court Administrator, 255 N. Broadway Ave., Bartow, Florida, 33830, (863) 534-4686, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.