

DIVISION AD (Temporary Coverage)

SEE COURTROOM 10A DOOR FOR COVERAGE INFORMATION POSTED DAILY FOR UMC AND SPECIAL SETS

NOTICE RELATED TO CIRCUIT CIVIL DIVISION "AD"

Division "AD" is temporarily being covered by the Circuit Civil and Senior Judges located at the Main Courthouse while waiting for the Governor's appointment of the next Circuit Judge. Effective January 17, 2017, please send all Notice of Hearings, Motions, Memoranda of Law, and Proposed Orders to Division AD via MAIL addressed to the Presiding Judge in Circuit Civil Division AD with appropriate copies and envelopes with postage for those litigants that are not participating in electronic service. Division AD will serve all orders by electronic service. If you have a hearing scheduled, it will be covered by a Senior Judge or Circuit Civil Judge unless you have been notified otherwise. **PLEASE REPORT TO COURTROOM 10A FOR YOUR COURTROOM DESIGNATION FOR UMC AND SPECIAL SET HEARING.**

Any Uniform Motion Calendar Hearings set for January 23 or after must be set via the on-line scheduling program. If you have a hearing already noticed and filed with the Clerk's Office, please go on-line to Division AD Uniform Motion Calendar (UMC) Scheduling; and schedule that hearing. If the date is not available, please file a Notice of Cancellation; and re-notice the hearing, after coordinating with the other side, on a date available according to the on-line calendar. **ANY TELEPHONIC APPEARANCES REQUIRE A COURT ORDER AND ARE FOR THE NON-MOVING PARTY ONLY.** The proposed order must include the Date and Time Hearing, the Name of the Attorney and the Phone Number the Court will call at the time of hearing.

Special set hearing dates and times will be available via the on-line scheduling. A Notice of Hearing must be filed within 5 days of scheduling the hearing and a courtesy copy of the Notice and Motion should be submitted by U.S. mail to the Presiding Judge in Division AD. Any Response/Reply should be submitted 10 days prior to the hearing.

The trial dockets that were set for calendar call on December 16th, 2016 and February 3, 2017 have been reset. Please email CAD-DivisionAD@pbcgov.org if you have not received an Order Resetting the Trial.

Please continue to check the divisional website for updates. If you have questions about your "AD" case, please send an email to CAD-DivisionAD@pbcgov.org.

Division AD will accept the following proposed order via E-Mail in word format.

- **Ex-Parte Orders and include the Motion as an attachment**
- **Orders for Dismissal and include the Stipulation as an attachment**
- **Agreed Orders**
- **Orders for Stipulation of Counsel and include the Stipulation as an attachment**
- **Default Final Judgment with supporting documentation as an attachment**