

DIVISION PROCEDURES FOR UNIFIED FAMILY DIVISION 36

Updated on July 21, 2025

Judge: Kevin P. Tynan
Judicial Assistant: Alicia Ray
Office Hours: 8:30 a.m. to 5:00 p.m.
The office is closed for lunch from 12:00 p.m. to 1:30 p.m.
Courtroom: WW11-162
Chambers: WW11-138
Address: Broward County Courthouse
201 Southeast 6th Street
Fort Lauderdale, Florida 33301
Phone: (954) 831-7700
E-mail: Div36@17th.flcourts.org

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This Court permits in-person, zoom, and hybrid appearances for hearings and trials. All hearings set for one (1) hour or longer will be held in-person. All trials, including all Domestic Violence trials, regardless of length, will be held in-person.

All Uniform Motion Calendar, Case Management Conferences, Domestic Violence Return Hearings, and Special Set Hearings under one (1) hour will be held remotely via Zoom unless directed by the Court otherwise.

ANY REQUEST FOR VIRTUAL(ZOOM) HEARING (EITHER BY AGREEMENT OR UNILATERALLY) SHALL BE MADE BY FORMAL MOTION FILED AND ADDRESSED BY THE COURT.

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DAILY ZOOM HEARING LINKS FOR VIDEO CONFERENCING

This link and conference meeting number will work for all Division 36 hearings/trials.

Join the ZOOM Meeting at:

<https://17thflcourts.zoom.us/j/206-892-036>

Meeting ID: 206-892-036

Or if dial-in has been permitted by the Court

1 888 475 4499 US Toll-free

If you have any connection issues or issues logging into the Virtual Courtroom, please Contact the Court's chambers immediately (via email or phone).

Once you have logged in, you will be placed in a virtual waiting room until the Court calls your case for hearings/trials. **Please identify yourself by FIRST AND LAST NAME or you will not be admitted to the hearing.** **Your camera must be on** and you must remain on MUTE until your case is called. Proper attire and decorum is expected for all parties appearing via Zoom.

PROPER ATTIRE AND DECORUM ARE EXPECTED FOR ALL PARTIES APPEARING VIA ZOOM.

I. LOCATION

All in-person hearings for Division 36 are held in Courtroom WW11-162, located on the eleventh floor of the West Wing of the Broward County Courthouse. The drop-off mailbox for Judge Marra is located along the wall of the eleventh floor hallway.

II. COMMUNICATIONS WITH THE COURT

1. ALL correspondence with the Court shall be done in writing via the division e-mail: Div36@17th.flcourts.org. Please do not call the Court's chambers to schedule a hearing as you will be directed to make your request via e-mail. Please ensure your interactions and communications with the Court, Judicial Assistant, and Court staff remain cordial and professional.
2. All e-mails to the division e-mail must have the CASE NUMBER and CASE STYLE in the SUBJECT LINE.
3. **DO NOT send multiple e-mails** regarding the same case and please respond to the e-mails within the same e-mail thread so that your messages do not get lost or overlooked. Multiple e-mail requests on the same case may result in a delayed response to your requests.
4. Please ensure all parties are included in any e-mail communications with the Court. When requesting a hearing, the e-mail should include the amount of time needed and a copy of the relevant motion **date-stamped by the Clerk's Office**. **Please do not copy the Court with any e-mails that are not related to scheduling**. These include, but are not limited to, e-mails where attorneys are litigating with each other or disagreeing on dates/times.
5. **DO NOT SEND LETTERS, E-MAILS, OR NOTES TO THE COURT**. The Court acts on petitions and motions which have been properly e-filed and accepted by the Clerk's Office. The Court cannot act on letters, e-mails, or notes sent to the Court. Should you seek relief, please file the appropriate petition or motion with the Clerk of Courts, copy the opposing party, and send a courtesy copy to the Court. You must certify that any pleading provided to the Court as a courtesy was also simultaneously provided to the opposing party.
6. Judge Marra's office **MUST NOT** be the recipient of any *ex parte* or one-sided communications. If Judge Marra's office receives an *ex parte* communication or is inappropriately or improperly copied on communications, the correspondence or document will be returned without review. Please do not ask any of the Court's staff to communicate any message to Judge Marra.
7. All **emergency** motions **must** be e-filed with the Clerk's office. Once it has been e-filed, you must contact the Clerk's office with the electronic filing reference number so the Clerk's office may expeditiously process the filing. **For pro-se litigants**, upon physically filing the Motion in person with the Clerk's office, they will then bring a copy of the motion to the Court for review. **For attorney cases**, the Motion must be emailed to Division 36 only after it has been e-filed and proof of filing can be shown, and the email **MUST** be titled as "EMERGENCY MOTION" in order to ensure it is viewed expeditiously. It is important that this process is followed in order to ensure the Court sees the motion as expeditiously as possible.

III. PRO SE LITIGANTS (SELF-REPRESENTED PARTIES)

If you are a *pro se* litigant (which means you do not have an attorney) please do not contact the Judicial Assistant. Instead, all self-represented parties may seek assistance by contacting our Case Management Unit via e-mail at ufchelp@17th.flcourts.org or by phone at [954-831-8532](tel:954-831-8532) for all questions and guidance regarding your case. Please be advised that Case Management cannot provide legal advice, but can be very helpful to parties attempting to navigate the court system on their own. Forms are also available in

Room WW4-130 of the Clerk's Office, as well as online from the Florida Supreme Court: www.flcourts.org.

DO NOT SEND LETTERS, E-MAILS, OR NOTES TO THE COURT.

The Court acts on petitions and motions which have been properly e-filed and accepted by the Clerk's Office. The Court cannot act on letters, e-mails, or notes sent to the Court. Should you seek relief, please file the appropriate petition or motion with the Clerk of Courts, copy the opposing party and send a courtesy copy to the Court. You must certify that any pleading provided to the Court as a courtesy was also simultaneously provided to the opposing party.

If e-mailing this office, you must include the opposing party in all e-mail correspondence to this office.

IV. STATUS QUO ORDERS

Division 36 has adopted the procedures described in Administrative Order No. 2019-015-UFC Adopting and Authorizing the Use of a Status Quo Temporary Order in Dissolution of Marriage and Paternity Actions in the Seventeenth Judicial Circuit of Florida.

See <https://www.17th.flcourts.org/wp-content/uploads/2019/02/2019-15-UFC.pdf>.

V. HEARINGS

A. CONFERRAL AND MANDATORY CERTIFICATIONS

In accordance with Local Rule 10A and this Court's required procedures, *all* motions scheduled for hearing shall contain the following language in the body of the notice of hearing: ***I hereby certify that a good faith conferral conference has occurred in advance of hearing on this motion and/or I have made a good faith attempt to resolve this matter by offering the following conferral dates and times: ... with no response or cooperation.*** In Division 36, direct communication means oral communication, which includes FaceTime, Zoom, telephone, and in person. Email correspondence alone is not sufficient.

Counsel with full authority to resolve the matter shall confer before scheduling the hearing on the motion to attempt to resolve or otherwise narrow the issues raised in the motion, and include the Certificate of Compliance (as noted above) that the conference has occurred in the Notice of Hearing filed with the Court. It shall be the responsibility of counsel who schedules the hearing to arrange the conference.

The term "confer" requires a substantive conversation in person or by telephone in a good faith effort to resolve the motion without the need to schedule a hearing, and does not envision an exchange of ultimatums by fax, email or letter. Counsel who merely attempt to confer have not conferred for purposes of complying with this Court's procedures.

Counsel must respond promptly to inquiries and communications from opposing counsel who notices the hearing and is attempting to schedule the conference. If counsel who notices the hearing is unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, counsel who notices the hearing must identify in the Certificate of Compliance the dates and times of the efforts made to contact opposing counsel.

Counsel shall include in the Notice of Hearing the Certificate of Compliance certifying that the meet and confer occurred (or did not occur and setting out the good faith attempts to schedule the conference) and identifying the date of the conference, the names of the participating attorneys, and the specific results obtained.

Counsel who notices the hearing shall ensure that the court and the court's judicial assistant are aware of any narrowing of the issues or other resolution because of the conference.

In addition to the certification above, each party scheduling any motion for a uniform motion calendar hearing shall also execute the following certification in the body of the notice of hearing: ***I hereby certify that the issues in the motion may be heard and resolved by the court within five (5) minutes.***

Additionally, as of January 1, 2025, pursuant to Fla. R. Civ. P. 1.202, ***before filing*** any non-dispositive motion, the movant must confer with the opposing party in a good-faith effort to resolve the issues raised in the motion.

All notices of hearing shall set forth the date and time of the hearing, the hearing location instructions, shall include every notice recipient by name and address/email in the certificate of service, and shall be filed with the Clerk of Courts. Failure to follow this procedure may preclude the matter from going forward and result in a cancellation of the hearing. ***If your hearing is by Zoom, you must include the Zoom instructions in your Notice of Hearing.***

Once a matter has been set on the Court's docket, any and all previously filed pleadings you would like for Judge Marra to review should be uploaded through the CMS portal under SUPPORTING DOCUMENTS ***prior to the hearing.***

B. UNILATERALLY SET HEARINGS - It is mandatory that all parties consult with one another regarding their availability. Good faith cooperation is expected from counsel, support staff, and self-represented litigants for scheduling hearings. If after three (3) attempts on separate days (at least 24 hours apart and during normal business hours) to coordinate a hearing with a minimum of three (3) separate date and time options, opposing party does not cooperate or respond, the requesting party may unilaterally set a hearing giving at least two weeks' notice to the opposing party who failed to cooperate or respond. Efforts to coordinate the hearing shall be noted on a "**Unilateral Notice of Hearing**"

C. EMERGENCY HEARINGS—All emergency hearings are governed by Administrative Order 2019-9-UFC establishing procedures for family division emergency matters.

<http://www.17th.flcourts.org/wp-content/uploads/2019/02/2019-9-UFC.pdf>

1. All emergency motions must be e-filed and accepted by the Clerk's Office prior to submitting to Judge Marra's office. *The Motion will not be considered until it has been filed with the Clerk's office.*
2. Once e-filed and accepted, if filed by a pro-se litigant, the Clerk's Office will present a copy to the Judge for review. If filed by an attorney, same must be emailed to Division 36.
3. Any e-mail to the Division **must** include the case number, party names, and **EMERGENCY** in the subject line.
4. Any e-mail to the Division **MUST** also include a courtesy copy of the, *already filed*, emergency motion.
5. *Note, if the Motion itself is not titled as "Emergency", same will not be considered an Emergency under AO 2019-9-UFC and will not be reviewed as such.*
6. The Court will then do one of the following:

- a) Enter a ruling on the motion without a hearing;
- b) Enter a ruling on the motion without a hearing and set a status hearing or case management conference on an expedited basis; or
- c) Set a hearing for the motion to be heard.

Prior to styling any motion or petition as an emergency, please review the following definitions provided in Administrative Orders No. 2019-9-UFC: “a matter of imminent or impending abuse, neglect or abandonment affecting the health, safety or welfare of a child;” and “it appears from the specific facts shown by affidavit or verified pleading that immediate and irreparable injury, loss, or damage will result to the movant before the adverse party can be heard in opposition.” See Fla. Civ. R. P. 1.610(a)(1)(A).

All emergency motions MUST include a certification by counsel or the party pro se that the motion qualifies under one of the above definitions AND is brought in good faith.

Please Note: section 39.201, Florida Statutes, requires certain allegations regarding child abuse, neglect or abandonment be immediately reported to the Department of Children and Families. If the allegations in your motion allege abuse, neglect or abandonment of a minor child, you must immediately report the matter to the Abuse Hotline at: **1-800-96-ABUSE** (1-800-962-2873).

C. UNIFORM MOTION CALENDAR (UMC)

Mondays, Tuesdays, Wednesdays, Thursdays from 9:00 a.m. to 9:45 a.m.

1. UMC hearings are limited to matters which can be heard in five (5) minutes and do not require any testimony, such as uncontested final hearings, default final hearings, adoption hearings, name-change hearings, and non-evidentiary matters.
2. The Petitioner’s driver’s license must be uploaded into SUPPORTING DOCUMENTS for any uncontested final hearing of any sort that is scheduled for UMC.
3. Strict adherence to the 5-minute Motion Calendar will be observed.
4. **All UMC hearings are to occur by ZOOM video conference, unless otherwise specifically directed by the Court.**
5. UMC calendars are limited in amount and are populated on a first come, first serve basis.
6. Only ONE Motion may be scheduled for each 5-minute setting and no more than three (3) Motions on any given case may be set on the same UMC morning docket.
7. **No add on(s)** will be permitted to any 5-minute Motion Calendar setting.
8. Strict compliance with Local Rule 10A is required.
See https://www.17th.flcourts.org/wp-content/uploads/2018/03/Local-Rule-10A_final.pdf
9. All UMC hearings must be coordinated with the opposing counsel/party before setting the hearing. It is mandatory that all parties consult with one another regarding their availability. However, if after three (3) reasonable good faith attempts were unsuccessful, a party may unilaterally set a hearing. Once the hearing has been set, the Notice of Hearing must (1) indicate that it is a Unilaterally Set hearing (2) include as an attachment the correspondence supporting the attempts to coordinate the hearing, (3) and a copy must be sent to the opposing party.
10. Once the motion calendar hearing has concluded, please upload the proposed order (**after conferring with the opposing party**) to the Court’s CMS Workbench **within three (3) business days from the date of the hearing**. *If a proposed order is submitted beyond this period of time, the parties risk the need for this hearing to be held again.*

D. SPECIAL SET HEARINGS

1. Any hearing requiring more than 5 minutes or requiring evidence must be Special Set by the Court.
2. *After* the parties have orally conferred and a Motion has been filed, please e-mail your hearing request to the Judicial Assistant at Div36@17th.flcourts.org with the following information:
 - a) A copy of the Motion to be special set and the DATE IT WAS FILED WITH THE CLERK. This is required for every motion that either side wishes to schedule, even if multiple under one setting. *Note, your Motion **will not** be scheduled unless it has first been filed with the clerk and has been emailed to the Judicial Assistant. **Even if the Judicial Assistant has provided date options, your matter will not be set until this is complied with. This could result in losing your hearing date.***
 - b) The party to which each Motion pertains to. (eg. Wife's Motion for / Husband's Motion for)
 - c) The amount of time requested by the movant and the basis for the time requested, including whether any witnesses are anticipated, and if so, how many are anticipated.
 - d) The amount of time requested by the non-movant and the basis for the time requested, including whether any witnesses are anticipated, and if so, how many are anticipated.
 - e) Whether the Motion is entitled to any statutory preference;
 - f) Evidence of the parties conferral; and
 - g) Correct e-mail address for all parties.
3. Once reviewed, you will receive a list of available dates and times from the Judicial Assistant.
4. Once the parties agree on a date and time, **and confirm the date/time with the Judicial Assistant**, the movant shall file a Notice of Hearing. The Notice of Hearing should not be filed until the Judicial Assistant has confirmed the agreed date/time is confirmed on the docket.
5. **DO NOT INCLUDE THE DIVISION IN E-MAILS BETWEEN THE PARTIES DISCUSSING SCHEDULING.** This will result in delay in setting the hearing.
6. **DO NOT SEND MULTIPLE E-MAILS REGARDING THE SAME HEARING.** This will result in delay in setting the hearing.
7. Once a special set hearing has been scheduled, **there will be no add-ons or replacements without leave of court by way of a hearing.** If leave of Court is not sought, any add-ons or replacement motions will not be heard at your hearing and the hearing may be cancelled.
8. Once the special set hearing has concluded, please upload the proposed order (**after running it by the opposing party**) to the Court's CMS Workbench **within one (1) week from the date of the hearing** unless otherwise ordered by the Court. *If a proposed order is submitted beyond this period of time, the parties risk the need for this hearing to be held again.*

E. HEARINGS ON A MOTION TO VACATE GENERAL MAGISTRATE OR HEARING OFFICER RECOMMENDED ORDER

Please carefully review Fla. Fam. L. Rule 12.490 and 12.491, as applicable. In addition to the requirements under these rules, any party moving to vacate an underlying recommended order must do the following:

1. Upon filing a transcript and all other relevant documents in accordance with Rule 12.490 and 12.491 that a party wishes for the Court to consider at hearing, the moving party shall also provide the Court with a courtesy email to the Division 36 email address advising the Court of the date of hearing for said Motion to Vacate and as to the date of filing of said transcript and documents. Transcripts and all other relevant documents in accordance with Rule 12.490 and Rule 12.491 shall be filed in accordance with said rule and may be filed at any time prior to forty eight (48) hours prior to hearing. However, the courtesy email to Division 36 shall be sent no earlier nor any later than forty eight (48) hours prior to hearing.
2. At least forty eight (48) hours prior to hearing, the moving party shall file a page and line guide for the Court as to every portion of the transcript and/or any relevant documents filed in support of their Motion on which they intend to rely along with the argument within their Motion to which the page and line reference or other attached document corresponds to.
3. Failure to provide the above page and line guide may result in a denial of the Motion to Vacate or a cancellation of hearing on same.

F. EVIDENTIARY HEARINGS

1. Evidentiary hearings that require witness testimony or exhibits require the parties to file AND exchange such witness and exhibit lists no less than five (5) business days prior to the hearing, *unless*, this involves temporary relief of any sort and mediation is required in advance of hearing. In that circumstance, see exhibit exchange deadline below in F(2). Failure to object to any such witnesses or exhibits in writing in advance of said hearing constitutes a waiver of same. Failure to follow the above may result in the Court striking any witness or exhibit not filed and exchanged with the opposing party.
2. The parties' exhibit lists and pre-marked exhibits shall be submitted to the Court at least three (3) business days prior to the hearing through the CMS portal under SUPPORTING DOCUMENTS.
3. For in-person evidentiary hearings, the parties shall also bring with them **four** (4) *clean* copies of all intended exhibits – a copy for themselves, a copy for the opposing party, a copy for the Court, and a copy for the Clerk to enter into evidence. And all exhibits shall be pre-marked for identification.
4. Exhibits must be entered into evidence pursuant to Administrative Order 2022-37-Gen (Amendment 1).
5. Once a hearing has been scheduled, there will be no add-ons or replacements without leave of court by way of a hearing.

G. TEMPORARY RELIEF HEARINGS - Read carefully.

1. **The parties must schedule mediation on ANY temporary issue of any sort, whether it be financial, with respect to timesharing, or otherwise, before setting any temporary relief matter for an evidentiary hearing. See #4 below for further details and requirements.**
2. **All anticipated exhibits that either party would be entering into evidence at any temporary relief hearing shall be exchanged amongst the parties at least three (3) days prior to said mediation on same.**
3. **Where necessary, please upload the Order of Referral to Mediation (the parties may choose the Mediator) to the CMS Workbench. The parties' Financial Affidavits must be uploaded through the CMS portal under SUPPORTING DOCUMENTS.**
4. When requesting a hearing for ANY temporary issue, the parties MUST advise the Division if mediation *on that specific temporary issue(s)* has occurred, the date same occurred, each and every Motion (with date of filing) that was addressed at said mediation, the length of time the mediation lasted, and whether same led to an impasse. Said notification must take place by way of a “**Joint Verified Notice of Mediated Temporary Matters**” which must be filed on the docket and sent to Division 36 as an attachment within the email requesting a hearing date. Said Notice must be signed by counsel on both sides, or pro-se litigant where applicable, and must verify that the contents within said Notice are true and correct.

If mediation on the specific temporary issue to be set for hearing *has not* yet occurred, the matter must, at a minimum, already be fully scheduled for mediation and a “**Joint Verified Notice of Mediation of All Temporary Matters**” must be filed and included in the scheduling email in order to schedule any temporary relief hearing. Said Notice must include the date for mediation, each and every temporary Motion or issue (with date of filing) that will be addressed at said mediation, with whom mediation is to take place, the and the location where mediation is set to take place. Said Notice must be signed by counsel on both sides, or pro-se litigant where applicable, and must verify that the contents within said Notice are true and correct.

In the event that a temporary matter is inadvertently scheduled for hearing prior to either of the above Notices having been filed, sent to Division 36, and meeting all Division requirements, any scheduled hearing **will be cancelled**.

5. Where mediation is required, it **must** be completed prior to the hearing. If the temporary relief matter has not been *meaningfully* mediated prior to hearing and ALL other requirements above have not been met, **your hearing will be cancelled**.
6. Failure to attend mediation prior to your hearing on any temporary issue WILL RESULT IN YOUR HEARING BEING CANCELLED BY THE COURT.
7. Temporary Support hearings are **limited to ONE (1) hour unless leave of court is granted after having been sought by motion with specific bases to support why more time is necessary and a proffer of what relevant evidence will be offered to exceed this one (1) hour timeframe.**

8. A Preliminary Order establishing hearing guidelines will be issued upon the setting of the hearing date. The parties are expected to abide by the deadlines and all regulations in the Preliminary Order. Failure to comply may result in the cancellation of the hearing.

H. CASE MANAGEMENT CONFERENCES

1. A case management conference may be ordered by the Court at any time on the Court's initiative.
2. A case management conference may be requested by a party thirty (30) days after a petition or complaint.
3. Fla. R. Fam. L. R. P. 12.200 governs what can be heard and what the Court may do during a case management conference. Parties shall familiarize themselves with same, to include the new provisions within this rule, as of Jan 1, 2025 .
4. Where a case management conference is requested by a party in the case, the Notice of Hearing for same "must identify the specific issues to be addressed during the case management conference **AND must also provide a list of all pending motions.**" See Fam. L. R. P. 12.200. Parties must be prepared to address any motion on this list at case management conference.
5. **All parties** must appear at a case management conference.
6. A case management conference scheduled by the Court may not be cancelled or rescheduled without prior Court Order. If requesting a continuation of a Case Management Conference, please email this division a copy of a Motion for Continuance along with an Order in Word format to her Judicial Assistant.
7. Once the hearing has concluded, please upload any proposed order (**after running it by the opposing party**) to the Court's CMS Workbench **within three (3) business days from the date of the hearing.**

I. RELOCATION HEARINGS

1. **The Court is NOT automatically notified by the Clerk's Office of filed Petitions for Relocation.**
2. As such, in order to comply with § 61.1003(10), Florida Statutes, a copy of all properly filed Petitions for Relocation **must be IMMEDIATELY provided to the Court** through the Divisional e-mail.
3. Failure to provide a copy and comply with this requirement may result in a delay in setting the petition for hearing.
4. The e-mail must include the case number, party names, and RELOCATION in the subject line.

J. NOTICES OF VOLUNTARY DISMISSALS IN DOMESTIC VIOLENCE CASES

1. If a Petitioner is represented by counsel and the attorney files a Notice of Voluntary Dismissal in a domestic violence case, the Notice of Voluntary Dismissal does not need to be set for hearing and an Order of Dismissal will be entered by the Court.

2. Notices of Voluntary Dismissals filed by a Pro Se Petitioner will need to be set for hearing.

K. TRIALS

1. Any matter that is in need of a FINAL judgment from this Court, meaning it requires a trial setting, **shall only be scheduled by this Court at Calendar Call. The parties are not permitted to request Final Hearing/Trial dates from the Judicial Assistant.** If a matter requiring a Final Judgment is inadvertently scheduled by anyone other than the Court, same *shall be cancelled* and will need to be scheduled for Calendar Call.
2. Division 36 conducts Calendar Call on Friday mornings from 9:00 – 9:30 AM.
3. This Court will not set a case for trial unless the matter has first appeared for Calendar Call.
4. Trial settings are only given at Calendar Call.
5. The Court will not set your case for trial unless and until a mediation impasse report is filed with the Clerk's Office.
6. If representation on either side has changed since the matter was mediated, the Court will require current counsel or pro-se litigant to mediate all matters once more before a trial date is given.
7. Where experts will be used, the Court expects that all experts are retained prior to attending Calendar Call and requesting a trial date.
8. Before giving a trial date, the Court will expect that all major discovery has been completed and only updated discovery will be needed or anticipated prior to trial.
9. Absent leave of Court and limited exceptions, Motion practice is suspended upon being given trial dates unless new information arises that was not previously known. Under that circumstance, leave of Court must still be sought and may be given.
10. **Absent pre-trial motions, motions will NOT be heard at trial. Any Motions that may exist at the time the parties request a trial date, that have not already been scheduled, will be considered abandoned.**
11. Dispositive Motions will not be heard or considered upon trial dates being given. Same will need to be filed *and heard* before the Court will provide trial dates.
12. A Notice of Readiness for Trial should be e-filed and accepted by the Clerk's Office before reaching out to the Judicial Assistant for a Calendar Call date.
13. In the Notice of Readiness for Trial, please include the following:
 - a) The approximate length of trial;
 - b) The approximate number of witnesses to be called at trial;
 - c) The approximate number of expert witnesses to be called at trial;
 - d) The remaining disputed issues; and
 - e) All necessary affidavits and certificates of compliance with mandatory disclosure have been filed.
4. Upon securing a trial date from the Court, the Court will issue a Trial Order. Parties are expected to read this order thoroughly and carefully to ensure all deadlines and pre-trial requirements are met. **Failure to do so will result in the cancellation of your trial.**
5. In accordance with the Trial Order, **all parties**, whether represented by counsel or appearing *pro se*, are **REQUIRED** to file a **Joint Pre-Trial Stipulation** within five (5) business days prior to the scheduled trial date. This Joint Pre-Trial Stipulation should include any factual stipulations possible, even if the large over-arching matters remain at issue and must be **SIGNED** by both sides prior to filing. The Joint

Pre-Trial Stipulation shall certify the following: “*The parties have made a good faith effort to issue this Joint Pre-Trial Stipulation and have included all factual assertions that will come before this Court and points of agreement that the parties have agreed to. The parties have also thoroughly addressed all issues to be decided by this Court and their respective positions on same.*” **Failure to file a Joint Pre-Trial Stipulation in a timely manner will result in a CANCELLATION of the trial.**

Pursuant to the Trial Order, where applicable, each party set for trial must complete the following Division 36 Equitable Distribution Worksheet and submit same to the Court through the Divisional email FIVE (5) days prior to trial. [Division 36 Equitable Distribution Worksheet](#)

6. Witness Lists and Exhibit Lists will need to be filed timely in accordance with the Trial Order. Failure to do so may result in the striking of a witness or evidence. Failure to object to any such witnesses or exhibits in writing within twenty (20) days of a *timely* filing constitutes a waiver of same.
7. Please pre-mark your trial exhibits using letter format (*i.e.*, Petitioner’s Exhibit A for identification XXX).
8. Please submit your exhibits for the Court in binder fashion with enumerated tabs.
9. Exhibits filed on the docket, if any, must be filed with a descriptive name (*i.e.*, Petitioner’s Exhibit A: Affidavit of (name)).
10. In Division 36, multiple day trials may not always be set consecutively.
11. Any motion to continue a scheduled trial, *must be made by a filed motion* and set on UMC at least five (5) business days prior to the scheduled trial date and must include the client’s consent. This time frame may be waived by exigent circumstances. In no circumstance should the parties reach out to the Judicial Assistant to request a continuance from this Court. Same **MUST** be made by a **filed** Motion for Continuance.
4. If the matter set for trial settles, please e-mail the Judicial Assistant **IMMEDIATELY**.
5. Parties **MUST** file a notice of settlement at least the day prior to trial date **AND** send a copy to the Division 36 email address in order for the trial to be cancelled. **Otherwise the parties must show up on the date of trial.**

VI. CANCELLATIONS/CONTINUANCES OF HEARINGS

1. UMC hearings must be cancelled through CMS by the attorney/party who set the hearing. Filing a notice of cancellation does not automatically cancel the hearing.
2. CMC hearings, other than those scheduled by the Court, may only be continued by agreement of the parties. If the parties agree to continue a case management conference, please upload the agreed order to the Court’s CMS Workbench. A motion to continue must be set on UMC or sent to the Judge along with a blank order in Word format.
3. Special Set hearings may only be cancelled by a) the Court; b) by agreement of all parties and submission of a proposed order (the Judicial Assistant must be notified if an order has been entered so that she can cancel the hearing); c) by agreement of all parties in a joint motion for continuance; or d) a showing of good cause or exigent circumstances in a properly filed motion for continuance to be heard on UMC. If your special set is cancelled, please e-mail the Judicial Assistant a Notice of Cancellation to div36@17th.flcourts.org. Please cancel as soon as is reasonably possible to allow other litigants to use that time. If submitting a Motion for Continuance to the Judicial Assistant via e-mail, please include a blank Order in Word format.
4. Emergency Hearings set by the Court cannot be unilaterally cancelled by the parties.

5. Trials may be cancelled upon **finalized settlement filed on the docket**, with notice to the Court through the divisional e-mail. Any motion to continue a scheduled trial, must be set on UMC at least five (5) business days prior to the scheduled trial date and must include the client's consent. This time frame may be waived by exigent circumstances.

VII. PROPOSED ORDERS AND PROPOSED FINAL JUDGMENTS

A. GENERALLY

When uploading proposed orders to the CMS Workbench, please attach the motion and supporting documents through the CMS portal under SUPPORTING DOCUMENTS. Please do not submit duplicate orders by mail or e-mail unless otherwise directed by the Court.

All proposed orders should include:

1. A cover letter providing the Court with context as to the bases for the order and a verification **that the proposed order has been reviewed by the opposing party and the opposing party agrees that the language therein is an accurate reflection of the Court's ruling and/or that the language is agreed upon amongst the parties.** *Note, this must be attached to every order of ANY sort submitted to this Court whether proposed upon hearing or agreed. No matter the circumstance, a cover letter shall be attached to every order submitted to the Court's workbench. Failure to comply will result in rejection of your order.*
2. The **date of the hearing** before this Court (and any other pertinent dates such as Default where applicable).
3. The full name of the motion, and the date such motion was filed.

Failure to include such information may result in this Court rejecting the proposed order. If the order is rejected, you will receive a message through CMS Online Scheduling System advising you of the deficiency.

If you have a hearing set before the Court, **please do not submit proposed orders or proposed judgments until after the hearing has concluded** and the Court has directed the parties to submit said Orders, unless otherwise directed by the Court.

B. EXPARTE ORDERS

Properly filed *Ex Parte* Orders on Motions to Compel Discovery may be submitted through the CMS portal, however, the motion must be uploaded through the CMS portal under SUPPORTING DOCUMENTS. Strict compliance with Local Rule 10A is required.

A proposed order on an *Ex Parte* Motion to Compel **must include** all relevant dates including date of requests, due date of responses, date(s) of good faith efforts made to communicate with the opposing party or counsel to obtain responses prior to filing the Motion to Compel and an affirmation that no response received or compliance.

Failure to include the above will result in a **DENIAL** of the *Ex Parte* Motion.

C. AGREED ORDERS

1. Division 36 accepts Agreed Orders through online submission on the CMS Portal.
2. ALL proposed orders must contain the hearing date (if held), the title of the motion, and the date the motion was filed.
3. **All AGREED proposed orders must include a verification that the proposed agreed order has been reviewed by the opposing party and the opposing party agrees with the proposed order or the proposed order shall be rejected.**
4. The verification may be in the body of the proposed order or attached by way of cover letter through the CMS portal under SUPPORTING DOCUMENTS. *Failure to include such verification will result in a rejection of the proposed agreed order.*
5. Please Note: Any Income Deduction/Withholding Orders (IWO/IDO) and/or QDRO orders that are submitted to the Court's workbench, as addressed in section (A) above, shall likewise include a cover letter providing the Court with context for the order to include any mediation settlement agreement (MSA) that exists to support the order and where in the MSA language can be found to support the request for this additional order. Additionally, any relevant MSA shall be attached in SUPPORTING DOCUMENTS to the proposed IDO/IWO/QDRO. Failure to follow this procedure will result in rejection of the order.
6. Do not mail or e-mail copies of Agreed Orders to the Court.

C. PROPOSED ORDERS

1. Division 36 accepts Proposed Orders through online submission on the CMS Portal following an oral pronouncement of the Court's ruling.
2. ALL proposed orders must contain all information and items listed under section (A) above.
3. If the Court has deferred issuing a ruling and requests the parties to submit competing proposed orders, only then it should be e-mailed to Div36@17th.flcourts.org.

D. COMPETING PROPOSED ORDERS

1. If the parties/counsel are unable to agree on the language of a proposed order, the proposed order shall be submitted VIA EMAIL ONLY to Div36@17th.flcourts.org, including all parties on said email.
- 2.
3. If a competing order exists from the other party, same shall also be emailed in the same email chain.
4. Both competing orders MUST have every distinction between the orders HIGHLIGHTED for the Court's review and both must be submitted in WORD format so the Court can make changes where necessary. Additionally, a cover letter shall be attached to each party's competing order and, pursuant to Fla. R. Civ. P. 1.200, and thereby Fla. Fam. L. R. 12.200, the parties shall notify the court of bases for any and all objections, one by one, enumerated to match the corresponding paragraph to which the contested language may be found.
5. If no competing order yet exists from the other party at the time the Division is emailed with a disputed proposed order, the other party shall have three (3) days to submit a competing order to the Division in this same email chain. Failure to do so will result in waiver of any argument this party may have as to the language in the proposed order already submitted and the Court will work off of the proposed order already submitted.

6. Please do not contact the Judicial Assistant to see if your order has been signed, the Court will review, enter, and conform orders as promptly as possible.
7. *Unless otherwise directed by the Court, competing orders will NOT be accepted through the CMS Portal and must be e-mailed to the division e-mail at Div36@17th.flcourts.org.*

E. PROPOSED FINAL JUDGMENTS

1. If you have a final hearing set before the Court, please do not submit proposed orders or proposed judgments *until after the hearing has concluded and the Court has directed the parties to submit said Final Orders.*
2. Once the hearing on an uncontested final hearing is concluded, please submit the Final Judgment through CMS.
3. *The proposed final judgment must include the date of the final hearing or it will be rejected.*

PROPOSED FINAL ORDERS UPLOADED PRIOR TO THE HEARING WILL BE REJECTED.

E. MEDIATION ORDERS

1. If you are requesting an order for Court Mediation, please upload the Standard Mediation Order AND it must be accompanied by a cover letter proffering the combined income of the parties along with copies of the financial affidavits of both parties through the CMS portal under SUPPORTING DOCUMENTS for the Order of Referral to be issued by this Court.
2. If the parties do not qualify for Court Mediation, and the parties agree on a mediator, an Order for Mediation may be uploaded through CMS for referral to mediation.
3. If the parties do not qualify for Court Mediation, and the parties do not agree on a mediator, a hearing must be set on Motion Calendar for the Court to appoint a mediator. Subsequently, an Order for Mediation reflecting the appointment shall be uploaded by the parties to CMS after the hearing.

F. PROPOSED FINAL ORDERS AFTER TRIAL

1. Following the conclusion of trial, both sides are DIRECTED to submit proposed findings of facts and proposed conclusions of law by e-mail to div36@17th.flcourts.org within fourteen (14) days of the trial UNLESS OTHERWISE ORDERED BY THE COURT.
2. ALL proposed orders must contain the hearing date, the title of the petition/motion heard, and the date the petition/motion was filed.
3. Any proposed final order must outline all matters at issue, all evidence heard including each exhibit entered into evidence (properly identified for the Court), all stipulations entered into the record, and must include all statutory factors with analysis of same based on the evidence, where applicable.

VIII. SUBSTITUTION OR WITHDRAWAL OF COUNSEL

1. **Substitution of Counsel:** If the attorneys have agreed to a substitution of counsel, the proposed order may be submitted as an Agreed Order through the CMS Workbench.
2. The proposed order must include: (1) the name of the law firm and/or attorney that is to be substituted as counsel of record, (2) the name of the party (Plaintiff/Defendant), and (3) the

- name of the law firm and/or attorney that is to be withdrawn as counsel and shall bear no further responsibility in the matter.
3. The stipulation of counsel must be uploaded through the CMS portal under SUPPORTING DOCUMENTS.
 2. **Withdrawal of Counsel with Consent:** If the attorney has obtained written consent from the client, it is not necessary to set or attend a hearing to withdraw. The proposed order may be submitted as an Agreed Order through the CMS Workbench.
 - a) The proposed order granting withdrawal must include: (1) the client's name; (2) the client's most recent physical and mailing addresses, e-mail address, and phone number; (3) advise the client they may retain new counsel at any time or proceed *pro se*; (4) advise the client they have a continuing obligation to keep their contact information up-to-date with the Clerk of Court, and (5) advise the client of any scheduled hearings and the client's obligation to appear whether with counsel or appearing *pro se*.
 - b) The client's verification of consent must be uploaded through the CMS portal under SUPPORTING DOCUMENTS.
 - c) **The attorney MUST also register the client's e-mail with the State's e-Portal in order to receive notices, orders, and e-mail notifications and be included on the e-Service List within two (2) days of the Order being signed.**
<https://www.myflcourtaccess.com/default.aspx>
 3. **Withdrawal of Counsel without Consent:** If the attorney has not obtained written consent from the client pursuant to Fla. R. Jud. Adm. 2.505, the client should be noticed on the Notice of Hearing and provided a copy of the motion to withdraw.
 - a) The motion to withdraw may be set on the Court's UMC.
 - b) The proposed order may be uploaded to the CMS Workbench only after an oral pronouncement from the Court.
 - c) **The attorney MUST also register the client's e-mail with the State's e-Portal in order to receive notices, orders, and e-mail notifications and be included on the e-Service List within two (2) days of the Order being signed.**
<https://www.myflcourtaccess.com/default.aspx>

IX. REFERRALS TO GENERAL MAGISTRATE OR HEARING OFFICER

1. After a pleading is reviewed, the Court may enter an Order of Referral to: (1) a Hearing Officer for child support matters, *see* Fla. Fam. L. R. P. 12.491; or (2) to a General Magistrate for other matters, *see* Fla. Fam. L. R. P. 12.490.
2. If a party timely objects to referral to the General Magistrate, a copy of the Objection, along with the filed motion, and hearing request, shall be submitted to the Court via the divisional e-mail. *See* SPECIAL-SET HEARINGS.
3. Please Note: child support issues are usually referred to the Hearing Officer and objections are generally prohibited. *See* Fla. Fam. L. R. P. 12.491.

X. COURT REPORTERS AND RECORDINGS

The Court does not record any proceedings, except in Domestic Violence cases, as required by statute. As such, if you want a record of the proceedings, it is your responsibility to secure the services of a court reporter.

XI. INTERPRETERS

The Court will provide an interpreter for Domestic Violence cases only. **The parties are responsible for obtaining their own interpreters for all other matters.** For Domestic Violence cases, please notify the Judicial Assistant by phone or e-mail you require the services of an interpreter **at least seven (7) days prior to your hearing.**

If you appear for a hearing without first securing the services of an interpreter, your hearing will be cancelled. Do not wait until the day of your hearing to seek the services of an interpreter. *Your hearing will have to be reset.*

XII. REQUESTS FOR REHEARING/RECONSIDERATION

Any motion for rehearing/reconsideration must be e-filed and accepted by the Clerk's Office within the time prescribed by Rules, Statute, or Law. Once the Clerk has accepted the motion, a copy of the motion must be sent to Judge Marra, through the Division 36 email, by e-mail for consideration. The e-mail must include the case number, party names, and REHEARING/RELOCATION in the subject line. **The Clerk's Office does not serve a copy of the motion to Judge Marra or her chambers.** The Court will either enter a ruling on the motion without a hearing, or set a hearing prior to entering a ruling.

See <https://www.17th.flcourts.org/wp-content/uploads/2022/01/2022-5-Gen.pdf>

Except where explicitly authorized by the Court, no motions for rehearing or reconsideration shall be set for hearing.

XIII. DISSOLUTION OF MARRIAGE BY AFFIDAVIT ("RUCD")

If you would like to submit a Final Judgment of Dissolution by Affidavit please comply with the following procedures:

1. Upload a proposed Final Judgment into the CMS workbench. It must be properly labeled as "Final Judgment of Dissolution by Affidavit".
2. In SUPPORTING DOCUMENTS you must include the following:
 - a. A copy of the Petition or Counter Petition;
 - b. A copy of the Answer or Answer & Waiver;
 - c. Any Marital Settlement Agreement and/or Parenting Plan (with worksheets). If there are no division of assets or debts and/or no children please indicate the same;
 - d. If there are children, upload a UCCJEA Affidavit;
 - e. A copy of each party's most recent Financial Affidavits;
 - f. If the parties have chosen to exchange Financial Affidavits but do not wish to file same on the docket, then include a Waiver of Filing Financial Affidavit (Form 12.902(k)). The language on this form may not be adjusted and must follow the Supreme Court language. See link in section XIV below.
 - g. A copy of the Petitioner's and/or Counter Petitioner's valid Driver's License, Florida State ID, or Voter's Registration Card; and
 - h. A copy of the Supplemental Sworn Affidavits for Dissolution Affidavit, ***to be notarized and executed by each party*** unless Respondent has filed an Answer **and Waiver**. See sample form below.
3. Once the required documents are submitted, please upload a proposed final order of dissolution into the Division's CMS Workbench via CMS Online Scheduling System.
4. Failure to follow these procedures will result in the proposed Order being rejected by the Court and may require a hearing if not corrected.

Note: Division 36 does not permit Dissolution of Marriage by Affidavit where a party has been Defaulted. Same must be set for hearing.

Note: Division 36 does not permit pro-se parties to submit Final Judgments by Affidavit. They must schedule themselves for final hearing.

Failure to follow these procedures may result in the proposed Order being Rejected by the Court and will require a hearing.

(ATTACHED AFFIDAVIT)
IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
IN AND FOR BROWARD COUNTY, FLORIDA

IN RE: THE MARRIAGE OF _____ CASE NUMBER:
PETITIONER, FAMILY DIVISION:
AND
RESPONDENT.

**SUPPLEMENTAL AFFIDAVIT FOR REMOTE UNCONTESTED
DISSOLUTION OF MARRIAGE "RUCD"**

I _____ being sworn, certify that the following statements are true.
(Parties Name)

1. I am before this Court for an uncontested dissolution of marriage.
2. I have submitted my valid Driver's License/Florida Identification/Florida Voter Registration with this affidavit.
3. My marriage is irretrievably broken.
4. I or my spouse has lived in the State of Florida for six months prior to the filing of the Petition for Dissolution of Marriage.
5. If applicable:
 - a. _____ I have entered into a Marital Settlement Agreement (MSA) and/or Parenting Plan, I have exchanged full and complete financial disclosure, I have signed the MSA and/or Parenting Plan freely and voluntarily.
 - b. _____ The Parenting Plan is in the best interest of the minor child(ren).

Under penalties of perjury, I declare that I have read this document and the facts stated in it are true.

Date

Signature of Wife

Name of Party Printed

STATE OF FLORIDA
COUNTY OF _____
SWORN TO OR AFFIRMED and signed before me on _____ by
_____, who is personally known to me or who has produced valid identification.

Date

NOTARY PUBLIC

Date

Signature of Husband

Name of Party Printed
STATE OF FLORIDA
COUNTY OF _____

SWORN TO OR AFFIRMED and signed before me on _____ by _____, who is personally known to me or who has produced valid identification.

Date

NOTARY PUBLIC

This AFFIDAVIT must be signed and notarized. Failure to follow these procedures for Dissolution by Affidavit will result in the proposed order being rejected by the Court AND may result in the requirement of a final hearing.

XIV. FORMS

1. Parties shall use, *or directly and verbatim model*, all Supreme Court Approved Family law forms where applicable including, but not limited to:
 - a. Form 12.995 (a-c) – Parenting Plan (as a ***minimum*** baseline in addition to significantly more detail specific to your client and family as needed on a case by case basis)
https://www.flcourts.gov/content/download/686031/file_pdf/995a.pdf
 - b. Form 12.902(k) – Joint Waiver of ***Filing*** Affidavits
https://www.flcourts.gov/content/download/896441/file_pdf/12.902k.pdf?inLanguage=eng-US&version=4

XV. ADDITIONAL INFORMATION

1. If you have technical questions or need assistance with the CMS Online Scheduling System or with the submission of e-orders, please e-mail the JIS Department at: calendar@17th.flcourts.org
2. Court Management System (CMS) User Manual:
<http://www.17th.flcourts.org/agreed-and-proposed-orders/>

3. Court Management System Frequently Asked Questions:
<http://www.17th.flcourts.org/cms-faq/>
4. For instructions on how to utilize the CMS supporting documents, please visit the following: <https://www.youtube.com/watch?v=04eIG0CDPJs&feature=youtu.be>
5. Please refer to <https://www.17th.flcourts.org/court-closures-2/> for Court Holidays and closures.
6. The Florida Bar has emphasized professionalism in its Oath of Admission and in the Rules of Professional Responsibility and Guidelines for Professional Conduct. The Court demands that counsel act in accord with each and every applicable rule. Furthermore, the Court has the highest expectations that matters which do not need court intervention will be addressed between the parties and will not require the Court's time.

Please continue to review the Division Procedures as they may change periodically. Thank you