

**KEATHAN B. FRINK**  
**ADMINISTRATIVE JUDGE**  
**CIRCUIT CIVIL DIVISION**  
 Seventeenth Judicial Circuit  
 of Florida



BROWARD COUNTY COURTHOUSE  
 201 S.E. 6TH STREET,  
 CHAMBERS –14135  
 COURTROOM - 14165  
 FORT LAUDERDALE, FL 33301  
[Div12@17th.flcourts.org](mailto:Div12@17th.flcourts.org)  
 (954) 831-7395

Karena Griffiths, Judicial Assistant

**\*Please review and comply with Administrative Order [2026-03-GEN \(Amendment 1\)](#) on Use of Artificial Intelligence in Court filings.**

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# PROCEDURES FOR CIVIL DIVISION 12

## JUDGE KEATHAN B. FRINK

### COMMUNICATIONS WITH THE JUDICIAL OFFICE

If you have any questions, please email us at [div12@17th.flcourts.org](mailto:div12@17th.flcourts.org) and remember to include the opposing party(ies). This will help ensure a prompt response. Before you send your email, please make sure to obtain the other party's email address as required by Florida law, the Florida Rules of Civil Procedure, and the Florida Rules for Judicial Administration. It is important to note that court personnel are not allowed to relay ex-parte information to the Court. You may reach Judge Frink's Judicial Assistant at (954) 831-7395. If you call and the inquiry is not urgent, and involves both parties, you will be instructed to correspond through email and copy the other side in the message

Do not ask the Judicial Assistant questions on how to proceed with the case, as she is not allowed to give any legal advice.

### **HEARINGS**

As of January 2025, all UMC hearings scheduled on Monday, Tuesday and Wednesdays shall be via Zoom only. In an effort to increase opportunities for attorneys to participate in in-person proceedings, all UMC hearings scheduled on Thursdays shall be in person only. If you or opposing counsel are unable to attend in person, then you must schedule your UMC hearing on a Monday, Tuesday or Wednesday.

**NO HYBRID HEARINGS shall be held on UMC.**

**UNIFORM MOTION CALENDAR, LOP/CASE MANAGEMENT and CALENDAR CALL ARE HELD THROUGH ZOOM VIDEO CONFERENCE**

**ALL SPECIAL SET HEARINGS, JURY and NON-JURY TRIALS ARE HELD IN PERSON IN COURTROOM WW14165**

### **NOTICE(S) OF HEARING:**

- 1.) For **uniform motion calendar**, you **MUST** include the Court's ZOOM video conference information as referenced below on the notice of hearing. ***Do not include the courthouse address in your notice of hearing for uniform motion calendar unless an in person hearing has been authorized by the Court.***
- 2.) For **special set hearings**, you **MUST** include the courthouse address on the notice of hearing. All special set hearings are IN PERSON.

**CLERK OF COURT:** For questions regarding any civil matters, please send an email to [circuitcivileclerk@browardclerk.org](mailto:circuitcivileclerk@browardclerk.org). Any questions will be answered through that email address.

***PLEASE FOLLOW THE INSTRUCTIONS BELOW.***

**JUDGE FRINK'S ZOOM LINK:**

**Judge Keathan Frink is inviting you to a scheduled Zoom meeting.**

Topic: Judge Frink Docket

Join Zoom Meeting

<https://17thflcourts.zoom.us/j/647324402>

Meeting ID: 647 324 402

(888)475-4499 US Toll-free, (833)548-0276 US Toll-free, (833)548-0282 US Toll-free,  
(877)853-5257 US Toll-free

**For Hearings Requiring Court Reporters:**

**Parties who desire a Court Reporter will make the necessary arrangements with the Court Reporter to appear by ZOOM at all ZOOM hearings.**

- **The Court Reporter will announce their presence.**
- **Any witness(es) or interpreter will announce their presence, the attorneys must ensure a person authorized to give oaths is present.**
- *See [Supreme Court of Florida, Administrative Order No. AOSC20-16](#).*

*ABSOLUTELY no Proposed Orders may be submitted in advance of any hearing or trial, any proposed Orders submitted in advance of a hearing WILL be considered EX PARTE communications and the party submitting such Order may be sanctioned.*

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**PAGE & OTHER LIMITATIONS**

(a) In a motion or other application for an order, the movant shall include a concise statement of the relief requested, a statement of the basis for the request and citation to legal authority in support of the request. Motions set on motion calendar shall not exceed five (5) pages double spaced and motions scheduled for special set hearing shall not exceed twelve (12) pages double spaced. Font shall be Arial, Bookman Old Style or Times New Roman not be less than 12 points.

(b) Each party opposing a motion or application may file a response that includes citation to legal authority in opposition to the request. A response to a motion calendar matter shall not exceed four (4) pages and a response to a special set matter shall not exceed nine (9) pages.

(c) No party shall file any reply or further memorandum directed to the motion or response allowed in (a) and (b) unless the Court grants leave.

(d) A motion requesting relief from the page limitation shall not exceed two (2) pages, specify what efforts have been made to comply with the page limitation, specify the length of the proposed filing and not include any attachments. Proposed orders on motions requesting leave to exceed the page limitation may be uploaded to CMS for the Court's consideration. Upload the motion as a supporting document for the Court's review. A hearing is not required on the Motion.

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### **COURTESY COPIES FOR HEARINGS**

This Court requires courtesy copies for each hearing noticed or re-noticed. This is a paperless division and **you must upload courtesy copies through the Court Management System (CMS) as a supporting document.** If courtesy copies of the supporting documents including the subject motion, response, etc. are not uploaded to CMS as a Supporting Document to CMS five (5 days) prior to your hearing, your argument may not be considered or the hearing MAY BE CANCELLED.

Please upload the following as individual documents when either setting the hearing, or after a hearing has been set:

- (1) notice of hearing;
- (2) motion together with exhibits;
- (3) supporting case law [please name each uploaded file by case law name];
- (4) any other attachments [responses, reply, etc.].

**\*However, if the motion is more than 25 pages along with attachments, the judge wants it in a binder and delivered at least 10 days before the hearing.**

- **ABSOLUTELY no Proposed Orders may be submitted in advance of any hearing or trial, any proposed Orders submitted in advance of a hearing WILL be considered EX PARTE communications and the party submitting such Order may be sanctioned.**
- **If pleadings or motions are not filed with the Clerk of Court and uploaded to the file via CMS your hearing will not proceed.**

**NO DOUBLE BOOKING, ADD-ON, or CROSS-NOTICE of any hearing is permitted at any time.** Sanctions may be imposed for non-compliance.

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**PROCEDURE FOR UPLOADING ORDERS VIA COURT MANAGEMENT SYSTEM**  
**(CMS)**

1. **AGREED OR UNOPPOSED ORDERS**

*The word “AGREED” or “UNOPPOSED” must be in the title and in the body of the Order being uploaded without the motion.*

**DO NOT upload:** (1) agreed order to continue a hearing and/or trial; (2) agreed order to withdraw as counsel of record; and (3) agreed order regarding any telephonic/ZOOM hearings. **Motions to continue and withdraw as attorney of record must be set for hearing on the Uniform Motion Calendar. Please use the form order granting motions to withdraw found below.**

2. **PROPOSED ORDERS**

Pursuant to division rules, PROPOSED ORDERS may be uploaded to the CMS system ONLY following a hearing and ruling by the Court on the motion at bar. The Proposed E-ORDER shall state the date the matter which is the subject of the Proposed Order was heard AND whether the opposing party will be submitting their own competing proposed order or are in agreement that the Order is an accurate representation of the ruling. [if the opposing party “will not” be submitting a proposed order, paragraph 1 must so state]. A misrepresentation by counsel or a party on whether a competing order will be submitted may be subject to sanctions.

3. **PROPOSED ORDERS AFTER HEARING WITH NO ORAL RULING BY THE COURT**

Pursuant to division rules, proposed ORDERS following a hearing where the Court made no oral ruling, may be submitted **only** with permission of the Court, through the Division 12 email address: [div12@17th.flcourts.org](mailto:div12@17th.flcourts.org)

4. **FINAL ORDER OF DISMISSAL ONLY** (no stipulation)

5. **STIPULATIONS**

Stipulations must be filed and a separate ORDER APPROVING STIPULATION (stipulation followed by Order) may be uploaded to CMS for the Courts consideration. Any Stipulation for Substitution of Counsel **must contain the client’s consent.** The Order Approving the Stipulation for Substitution of Counsel must contain the new attorney’s name, mailing address, e-mail address, and telephone number.

5. **EX-PARTE ORDER COMPELLING DISCOVERY**

Parties must file an ex-parte motion compelling discovery pursuant to Local Rule 10A followed by a proposed Order. **Please use the form order found below.**

The above orders **MUST** be submitted through the Court Management System (CMS). For further information please visit:

<http://www.17th.flcourts.org/agreed-and-proposed-orders/>

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## **DISAGREEMENT WITH LANGUAGE IN THE ORDER**

Please note that when you submit orders through CMS, the orders do not go to the Judicial Assistant, the orders go directly to the Judge. The Judge does not know that the parties disagree with the language.

1. The only time that orders should be uploaded to CMS is when the parties have agreed to the language in the order, and the order must contain the date of the hearing and type of motion (if applicable.)
2. If the opposing counsel disagrees with the language, do not upload the order to CMS, EACH PARTY must submit the Order by email to [DIV12@17TH.FLCOURTS.ORG](mailto:DIV12@17TH.FLCOURTS.ORG) advising the Court that the parties DO NOT AGREE.
3. If the parties do not agree with the language of the Order that indicates the Court's ruling, each party must submit the Order by email to [DIV12@17TH.FLCOURTS.ORG](mailto:DIV12@17TH.FLCOURTS.ORG) with a cover letter advising the Court when the hearing was held, that the parties DO NOT AGREE, and that each party will be submitting a separate Proposed Order.
  - Please ensure the Proposed Order is in Word.Doc Format and include all parties in the email.

**REMEMBER!** The Judge signs the order when the order is uploaded to CMS because the Judge presumes the parties have agreed on the language of the order.

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## **UNIFORM MOTION CALENDAR** **Pursuant to LOCAL RULE 10A** **8:45 A.M. MONDAY through THURSDAY**

As of January 2025, all UMC hearings scheduled on Monday, Tuesday and Wednesdays shall be via Zoom only. In an effort to increase opportunities for attorneys to participate in in-person proceedings, all UMC hearings scheduled on Thursdays shall be in person only. If you or opposing counsel are unable to attend in person, then you must schedule your UMC hearing on a Monday, Tuesday or Wednesday.

**NO HYBRID HEARINGS shall be held on UMC.**

Uniform Motion Calendar starts promptly at 8:45 A.M. via ZOOM video conference until further notice from this Court Monday through Wednesday. Thursday is IN PERSON.

Courtesy copy **must** be uploaded through CMS as required by [Local Rule 10A](#) no later than five (5) working days prior to said hearing. *Failure to fully comply with [Local Rule 10A](#) may result in your case not being heard. All cancellations must be done on the Court Management System (CMS) immediately by the setting party. Please **DO NOT CALL** the Judicial Assistant to cancel or confirm your Uniform Motion Calendar hearing.* **NO ADD-ON OR CROSS-NOTICE OF HEARING PERMITTED.**

**If pleadings and motions are not filed with the Clerk of Court and uploaded to CMS your hearing will not proceed.**

### **AVAILABLE SPECIAL SET HEARING DATES FOR 2026/2027**

Parties will need to check CMS periodically for the Court's special set dates. It is suggested that you utilize the month view to see what is available.

### **SPECIAL SET HEARINGS - 15 AND 30 MINUTES**

**\*Special set hearings are held in person.**

Special Set hearings (15 and 30 minutes) must be set utilizing the Court Management System (CMS). **Please do not contact the Court's Judicial Assistant to set or cancel same as they should be canceled by the party who scheduled the hearing.** A courtesy copy must be uploaded through CMS no later than **five (5) working days** prior to said hearing. Failure to comply with [Local Rule 10A](#) may result in your case not being heard. *All cancellations must be done immediately on the Court Management System (CMS) by the setting party.* **NO ADD-ON OR CROSS-NOTICE OF HEARING PERMITTED.**

**IT IS MANDATORY** that all parties consult regarding availability of each attorney. Users may log on at the same time to see the Court's schedule of available times when selecting the date and time for a hearing.

**ALL parties utilizing the Court Management System (CMS) shall certify that they have consulted with all other parties in obtaining the hearing time in the notice of hearing pursuant to [Local Rule 10A](#) which governs the Uniform Motion Calendar, Ex Parte Motions to Compel Discovery and Special Set Hearings.**

Counsel, in good faith, shall secure the hearing time necessary to give all parties adequate time to argue the merits of the motion.

[If pleadings and motions are not filed with the Clerk of Court and uploaded to CMS your hearing will not proceed.](#)

### SPECIAL SET HEARING – OVER 30 MINUTES

#### **\*Special set hearings are held in person.**

The moving party must first e-file the motion and then send a courtesy copy along with a cover letter indicating the length of time sought for the hearing to the division email account. *This request for a hearing over 30 minutes MUST BE submitted electronically through e-mail to: [DIV12@17TH.FLCOURTS.ORG](mailto:DIV12@17TH.FLCOURTS.ORG). You MUST include all parties in email.* Once the Judge reviews your motion, the Judicial Assistant will contact the moving party to coordinate a hearing date and time. After confirmation of a special set date and time, the Judicial Assistant will enter an order specially setting the hearing. If a response is filed, a courtesy copy must be uploaded to CMS as a Supporting Document at least five (5) business days prior to the hearing.

**ANY SPECIAL SET HEARINGS OF MORE THAN 30 MINUTES CANNOT BE CANCELLED WITHOUT ORDER OF THE COURT UNLESS THE PARTIES HAVE AN AGREED ORDER RESOLVING THE MATTER PRIOR TO HEARING DATE.**

Counsel, in good faith, shall secure the hearing time necessary to give all parties adequate time to argue the merits of the motion.

[If pleadings and motions are not filed with the Clerk of Court and uploaded to CMS your hearing will not proceed.](#)

### CANCELLATION OF A HEARING

Should any scheduled hearing become unnecessary **the scheduling party shall immediately cancel said hearing using the Court Management System (CMS)**, notify all parties, and file the appropriate notice of cancellation. Special set scheduling is for the benefit of the users. Once you have secured hearing time, **please do not contact the Judicial Assistant to confirm any hearing**. If a hearing is cancelled by the Court, the Court Management System (CMS) will generate an *e-mail* notice to all parties registered with the e-portal.

**All hearings set by the Court can only be cancelled or reset by the Court.** To RESET a hearing, the moving party must motion the Court and set same on the Uniform Motion Calendar for hearing. To CANCEL a hearing, the moving party must provide the Court with **written notification** that the subject matter of the hearing has been resolved (by way of stipulation, agreed order, etc.).

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## **NOTICE TO ATTORNEY AND UNREPRESENTED PARTIES**

Uniform Motion Calendar begins promptly at 8:45 a.m. followed by Special Set Hearings and/or Trials. You must sign in and be present. You must telephone or email opposing counsel if he or she has not appeared for said hearing and find out the reason for the inability to attend. Otherwise, if opposing counsel does not appear the Court will hear the case.

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### **NOTICE FOR TRIAL** ***(Cases Ready for Trial)***

Parties can no longer schedule their own calendar call(s). Jury trials and bench trials will generally be set by the Court during a court ordered Case Management Conference.

Your options are:

1. Attend the court ordered case management conference;
2. Set the matter on UMC yourselves for a case management conference/notice of readiness for trial: OR
3. Email the Court ([div12@17th.flcourts.org](mailto:div12@17th.flcourts.org)) indicating what calendar call the parties agree to. Calendar call dates/trial periods are listed below for your convenience. The email MUST contain the case number, case style and the other side will need to be included in that email.

*Be advised that when case is set for calendar call that CMS generates a trial order that is sent to the Judge. There is no need for you to upload trial order to CMS. Calendar Call starts promptly at 10:00 A.M. via ZOOM video conference until further notice from the Court. **Trial counsel MUST appear at calendar call.***

**You must upload to CMS the pretrial stipulation prior to calendar call and also once the matter is set for trial. If the Court schedules your matter for an in-person pre-trial conference, counsel for the parties shall complete a pre-trial conference checklist form found below.**

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## **CASE MANAGEMENT**

\*Please see and review [Administrative Order 2024-26-CIV](#), in reference to the establishment and implementation of civil case management plan issued pursuant to Florida Supreme Court Administrative Orders: AOSC23-0837 (March 21, 2024), AOSC-0962 (December 5, 2024) and AOSC24-0662 (December 5, 2024).

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**CALENDAR CALL/TRIAL PERIOD DATES:**

<b><u>Calendar Call @ 10 AM</u></b>	<b><u>Trial Period</u></b>
<b><u>February 2, 2026</u></b>	<b><u>02/09/2026 – 02/27/2026</u></b>
<b><u>March 2, 2026</u></b>	<b><u>03/16/2026 – 04/02/2026</u></b>
<b><u>April 6, 2026</u></b>	<b><u>04/13/2026 – 05/01/2026</u></b>
<b><u>May 4, 2026</u></b>	<b><u>05/11/2026 – 05/29/2026</u></b>
<b><u>June 1, 2026</u></b>	<b><u>06/08/2026 - 06/26/2026</u></b>
<b><u>June 29, 2026</u></b>	<b><u>07/06/2026 – 07/24/2026</u></b>
<b><u>August 3, 2026</u></b>	<b><u>08/10/2026 – 08/28/2026</u></b>
<b><u>August 31, 2026</u></b>	<b><u>09/08/2026 – 09/25/2026</u></b>
<b><u>September 28, 2026</u></b>	<b><u>10/05/2026 – 10/23/2026</u></b>
<b><u>October 26, 2026</u></b>	<b><u>11/02/2026 – 11/24/2026</u></b>
<b><u>November 30, 2026</u></b>	<b><u>12/07/2026 – 12/22/2026</u></b>
<b><u>January 4, 2027</u></b>	<b><u>01/11/2027 – 01/29/2027</u></b>
<b><u>February 1, 2027</u></b>	<b><u>02/08/2027 – 02/26/2027</u></b>
<b><u>March 1, 2027</u></b>	<b><u>03/08/2027 – 03/26/2027</u></b>
<b><u>March 29, 2027</u></b>	<b><u>04/05/2027 – 04/23/2027</u></b>
<b><u>April 26, 2027</u></b>	<b><u>05/03/2027 – 05/21/2027</u></b>
<b><u>May 24, 2027</u></b>	<b><u>06/01/2027 – 06/18/2027</u></b>
<b><u>June 21, 2027</u></b>	<b><u>06/28/2027 – 07/16/2027</u></b>
<b><u>July 19, 2027</u></b>	<b><u>07/26/2027 – 08/13/2027</u></b>
<b><u>August 16, 2027</u></b>	<b><u>08/23/2027 – 09/10/2027</u></b>
<b><u>September 13, 2027</u></b>	<b><u>09/20/2027 – 10/08/2027</u></b>
<b><u>*October 12, 2027 (TUESDAY)</u></b>	<b><u>10/18/2027 – 11/05/2027</u></b>
<b><u>November 8, 2027</u></b>	<b><u>11/15/2027 – 12/10/2027</u></b>
<b><u>December 13, 2027</u></b>	<b><u>JANUARY 2028 (DATES TBD)</u></b>

**TRIAL CONTINUANCE / CANCELLATION**

**All jury and non-jury trial continuances require a hearing** on the Uniform Motion Calendar **including** agreed continuances.

If a case is settled prior to the calendar call or trial date, the Plaintiff and Counter-Plaintiff **MUST** immediately notify the Court by in writing via email to: [div12@17th.flcourts.org](mailto:div12@17th.flcourts.org) and file a Notice of Settlement. A copy of the filed Notice of Settlement must be attached to the written notification. When providing written notification please advise that the trial set for calendar call (date) with the trial period of (date) is settled.

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**EMERGENCY MOTIONS**

The moving party must comply with Administrative Order [2021-50-Civ](#) “CIRCUIT AND COUNTY CIVIL AND PROBATE EMERGENCY MATTERS.” The filed emergency motion, request form, along with a proposed Order, MUST BE submitted electronically through e-mail to: [DIV12@17TH.FLCOURTS.ORG](mailto:DIV12@17TH.FLCOURTS.ORG) for the Court’s consideration and someone will contact you thereafter. You MUST include all parties in your email to the Court.

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### **MOTIONS FOR RE-HEARING/RECONSIDERATION**

The moving party must comply with Administrative Order [2022-5-GEN](#) “Administrative Order Regarding Motions for Rehearing.” The filed motion along with a proposed order MUST BE submitted electronically through e-mail to: [DIV12@17TH.FLCOURTS.ORG](mailto:DIV12@17TH.FLCOURTS.ORG) for the Court’s consideration. You MUST include all parties in your email to the Court. **DO NOT SCHEDULE A HEARING ON THE MOTION UNLESS ORDERED BY THE COURT.**

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### **SUMMARY JUDGMENT MOTIONS**

Pursuant to the Florida Supreme Court’s [amendment to Florida Rule of Civil Procedure 1.510 effective May 1, 2021](#), parties moving for summary judgment must support or oppose the motion with a statement of material facts. In the interest of judicial economy, in the interest of proper and careful consideration of each party’s statement of material facts, and in the interest of determining matters on summary judgment on the merits, the Court orders the parties to file any statements of material facts as follows:

1. The moving party shall file a statement of material facts as a separate filing from a motion for summary judgment.
2. The statement shall not exceed twelve (12) pages.
3. Each material fact in the statement that requires evidentiary support shall be set forth in an individually numbered paragraph and supported by a specific citation. This specific citation shall reference pages (and paragraph or line numbers, if applicable) of the cited exhibit(s). When a material fact requires evidentiary support, a general citation to an exhibit, without a page number or pin-cite, is not permitted.
4. Each exhibit referenced in the motion for summary judgment and/or in the statement of material facts must be filed on the docket. Exhibits which have already been filed on the docket need not be refiled. If a deposition transcript is referenced, a complete copy must be filed which includes all exhibits. Within twenty-four (24) hours of filing a motion for summary judgment, the movant shall separately file an index of the cited exhibits which names each exhibit and references the docket entry at which that exhibit may be found. (\*Show name of document and date filed.)
5. The responding party may file an opposing statement of material facts which responds to the moving party’s statement of material facts. Failure to respond may result in the court considering the moving party’s facts as undisputed.
6. The opposing statement of material facts shall not exceed twelve (12) pages.

7. A responding party's opposing statement of material facts must specifically respond to each statement in the movant's statement by setting forth each of the individually numbered paragraphs contained in the movant's statement and after each paragraph, detail respondent's response or opposition.

By way of example:

Movant's Statement of Material Facts

1. Blackacre is a vacant property located at 123 Main Street. Exhibit A 1.
2. Sarah Jones owns Blackacre. Exhibit B 12.

Respondent's Opposing Statement of Material Facts

1. Blackacre is a vacant property located at 123 Main Street. Exhibit A 1.  
Admitted that Blackacre is located at 123 Main Street. Exhibit A 1.  
Denied that the property is vacant. Exhibit C at 5.
2. Sarah Jones owns Blackacre. Exhibit B 12.  
Denied as phrased.  
Admitted that the last recorded deed to Blackacre names Sarah Jones.  
Exhibit B 12.

8. Each exhibit referenced in the response to the motion for summary judgment and/or in the opposing statement of material facts must be filed on the docket. Exhibits which have already been filed on the docket need not be refiled. If a deposition transcript is relied upon, a complete copy must be filed which includes all exhibits. Within twenty-four (24) hours of filing a response to the motion for summary judgment, the responding party shall separately file an index of the cited exhibits which names each exhibit and references the docket entry at which that exhibit may be found. (\*Show name of document and date filed.)

9. In the event that cross motions for summary judgment are filed, the Court may order the parties to submit a consolidated statement of material facts and responses as appropriate. If cross motions are anticipated, the parties may jointly move for an order to file consolidated statements prior to filing the motions for summary judgment.

10. A reply statement of facts is not permitted.

11. In the event the movant is unable to secure a hearing date consistent with the requirements set forth in the Uniform Trial Order, the Court will hear the motion during the week of calendar call. The responding party must submit a response no later than twenty (20) days prior to calendar call.

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Please, **DO NOT CALL** the Judicial Assistant to confirm these procedures, hearings, to see if your documents have been received or signed by the Judge and/or for technical support using the Court Management System (CMS).

You can confirm your hearing by calling the scheduling party. When a hearing is set or cancelled, the Court Management System (CMS) will notify all parties registered with the E-Portal via email.

If you are having technical difficulties using the Court Management System (CMS) or uploading your order, please email the help desk at [calendar@17th.flcourts.org](mailto:calendar@17th.flcourts.org).

Please visit the following for additional assistance with the Case Management System (CMS):

- <http://www.17th.flcourts.org/cms-manuals/>
  - <http://www.17th.flcourts.org/cms-faq/>
- 

To view videos on the Courtroom Evidence Presentation System in the courtroom, please visit the following:

- <http://www.17th.flcourts.org/evidence-presentation-system/>

Thank you for your cooperation.

PRETRIAL CONFERENCE CHECKLIST  
DIVISION 12 – JUDGE KEATHAN B. FRINK  
*(Pursuant to Fla. R. Civ. P. 1.200(d))*

**Bring (do not file) completed checklist to Pre-Trial Conference (“PTC”)**

CASE NO. \_\_\_\_\_ PTC DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_.

CASE STYLE \_\_\_\_\_, Plaintiff(s)  
vs. \_\_\_\_\_, Defendant(s)

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**Estimated Length of Trial** \_\_\_\_\_ Hours/Days **Jury Trial:**  Yes  No

Attorney(s) for Plaintiff(s)

\_\_\_\_\_ for \_\_\_\_\_ (1)  
\_\_\_\_\_ for \_\_\_\_\_ (1)  
\_\_\_\_\_ for \_\_\_\_\_ (2)  
\_\_\_\_\_ for \_\_\_\_\_ (2)

Attorney(s) for Defendant(s)

\_\_\_\_\_ for \_\_\_\_\_ (1)  
\_\_\_\_\_ for \_\_\_\_\_ (2)  
\_\_\_\_\_ for \_\_\_\_\_ (3)  
\_\_\_\_\_ for \_\_\_\_\_ (4)  
\_\_\_\_\_ for \_\_\_\_\_ (5)

1. Who will provide the **Court Reporter** (if any?)

Pltf. or Def. # \_\_\_\_\_

Will the cost be shared/not shared? (circle one)

2. Is an **Interpreter** needed?  Yes  No

If yes, who will provide the **Interpreter**?

Pltf. or Def. # \_\_\_\_\_

If yes, will the cost be shared/not shared? (circle one)

3. Has the **Pretrial Meeting of Counsel** been completed?  Yes  No

If no, when is it scheduled? \_\_\_\_\_

4. Has the **Joint Pretrial Stipulation (“JPTS”)** been filed?  Yes  No

If not yet filed, it will be filed by: \_\_\_\_\_

**Jury Trials Only:** Statement of the case to be read to venire:  Yes  No

In JPTS?  Yes  No

	Witness List Filed?	Exhibit List Filed?	Expert List Filed?	All Lists in JPTS?
Plaintiff (1):	Y / N	Y / N	Y / N	Y / N
Plaintiff (2):	Y / N	Y / N	Y / N	Y / N
Defendant (1):	Y / N	Y / N	Y / N	Y / N
Defendant (2):	Y / N	Y / N	Y / N	Y / N
Defendant (3):	Y / N	Y / N	Y / N	Y / N
Defendant (4):	Y / N	Y / N	Y / N	Y / N
Defendant (5):	Y / N	Y / N	Y / N	Y / N

5. Are all **Exhibits** to be introduced and offered into evidence during trial pre-marked for identification with letters, or numbers for admission into evidence by stipulation, corresponding to the Exhibit List given to the Trial Clerk?

- Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_
- Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_
- Defendant (1):  Yes  No If no, when? \_\_\_\_\_
- Defendant (2):  Yes  No If no, when? \_\_\_\_\_
- Defendant (3):  Yes  No If no, when? \_\_\_\_\_
- Defendant (4):  Yes  No If no, when? \_\_\_\_\_
- Defendant (5):  Yes  No If no, when? \_\_\_\_\_

6. Have all **Demonstrative Aids**, charts, boards, illustrations, maps, diagrams and PowerPoint slides or presentations (to be used during Opening Statement or Trial) been pre-marked for identification only with letters corresponding to the Exhibit List given to the Trial Clerk, exchanged or otherwise made available to opposing counsel to evaluate and review to allow for objections to be noted, brought to the Court’s attention and ruled on **PRIOR** to the first day of trial?

**NOTE: DEMONSTRATIVE AIDS MAY NOT BE USED DURING OPENING STATEMENT WITHOUT AGREEMENT OR PRIOR COURT ORDER.**

- Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_
- Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_

Defendant (1):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (2):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (3):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (4):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (5):  Yes  No If no, when? \_\_\_\_\_

7. Has **Mediation** been held?  Yes  No If no, when is it scheduled?  
 \_\_\_\_\_  
 Is **Settlement** still a possibility?  Yes  No  Maybe

8. Have all **Deposition Transcripts, Answers to Interrogatories, and Responses to Request(s) for Admissions** been filed to the Court file if they are to be published during the case in chief or used for impeachment?

Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_  
 Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (1):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (2):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (3):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (4):  Yes  No If no, when? \_\_\_\_\_  
 Defendant (5):  Yes  No If no, when? \_\_\_\_\_

9. Have all **Stipulations, Admissions, Agreements and Waivers** been reduced to writing and incorporated in the Joint Pretrial Stipulation?  Yes  No If no, when will they be prepared and filed?  
 \_\_\_\_\_

***NOTE: STIPULATIONS, ADMISSIONS, AGREEMENTS AND WAIVERS MUST BE IN WRITING IF SEEKING COURT ENFORCEMENT.***

10. Has all **fact discovery** been completed?  Yes  No  
 If no, describe generally what **discovery** is pending and when it will be completed?  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Has all **expert discovery** been completed?  Yes  No  
 If no, describe generally what **expert discovery** is pending and when it will be completed?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Have all **Daubert** or other **Expert Witness Related Motions** been filed and heard?  
 ● Yes  No  
 If no, identify any such pending motion(s) and whether they were timely filed:

- |          | <u>Timely Filed?</u> |
|----------|----------------------|
| 1. _____ | Y / N                |
| 2. _____ | Y / N                |
| 3. _____ | Y / N                |
| 4. _____ | Y / N                |
| 5. _____ | Y / N                |

13. Have all **Northrup Impeachment Materials** been identified, disclosed and exchanged?  
 Yes  No If no, when will such materials be identified, disclosed and exchanged?

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14. Have all **Dispositive Motions and Summary Judgment Motions** been filed and heard including but not limited to, the defense of “failure to state a cause of action” pursuant to Rule 1.140(h)(2)?

Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

- |          | <u>Timely Filed?</u> |
|----------|----------------------|
| 1. _____ | Y / N                |
| 2. _____ | Y / N                |
| 3. _____ | Y / N                |

15. Have all **Motions to Amend Pleadings** been filed and heard?  Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

- |          | <u>Timely Filed?</u> |
|----------|----------------------|
| 1. _____ | Y / N                |
| 2. _____ | Y / N                |
| 3. _____ | Y / N                |

16. Have all case specific **Motion in Limine** been filed and heard?  Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

- |          | <u>Timely Filed?</u> |
|----------|----------------------|
| 1. _____ | Y / N                |
| 2. _____ | Y / N                |
| 3. _____ | Y / N                |
| 4. _____ | Y / N                |
| 5. _____ | Y / N                |
| 6. _____ | Y / N                |
| 7. _____ | Y / N                |

17. Are there any **other pending motion(s), special provisions, accommodations, or concerns** not previously identified above?  Yes  No

If yes, identify any such **pending motion(s), special provisions, accommodations, or concerns**:

	<u>Timely Filed?</u>
1. _____	Y / N
2. _____	Y / N
3. _____	Y / N
4. _____	Y / N
5. _____	Y / N

18. Have all **Rule 1.360 Examinations** been completed?  Yes  No

If no, describe generally what examination(s) are pending and the anticipated completion date?

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19. Have all **Deposition Designations, Counter Designations, objections and completeness concerns** been timely exchanged in writing?  Yes  No

If no, when will such **deposition designations, objections, and completeness concerns** be exchanged? \_\_\_\_\_

20. Will typed proposed **Jury Instructions** and **Verdict Forms** be filed with the Clerk and submitted to the Court in hard copy form at the Pre-Trial Conference?  Yes  No

If no, when will the **jury instructions** and **verdict forms** be filed with the Clerk and submitted to the Court? \_\_\_\_\_

21. Will early **Substantive Jury Instructions**, including the law be given **prior to Opening Statement**?  Yes  No

22. If Jury Trial, how many prospective **Jurors** are requested for the **Venire**? \_\_\_\_\_

- Number of **Peremptory Challenges** for Plaintiff (1)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Plaintiff (2)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Defendant (1)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Defendant (2)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Defendant (3)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Defendant (4)? \_\_\_\_\_
- Number of **Peremptory Challenges** for Defendant (5)? \_\_\_\_\_
- Number of **Alternate Jurors** to be impaneled? \_\_\_\_\_

Number of **Peremptory Challenges** each party is entitled to in the selection of the Alternate Juror(s):

Plaintiff (1) \_\_\_\_\_  
 Plaintiff (2) \_\_\_\_\_  
 Defendant (1) \_\_\_\_\_  
 Defendant (2) \_\_\_\_\_  
 Defendant (3) \_\_\_\_\_  
 Defendant (4) \_\_\_\_\_  
 Defendant (5) \_\_\_\_\_

23. Are there any objections or concerns to **Jurors** taking **notes** and asking **questions** of witnesses (See Section 40.50, Florida Statutes and Rule 1.452, Fl. R. Civ. Pr.)?

- Yes  No

24. Time Estimates:

<b>Time Estimates</b>	<b><i>Voir Dire</i> (If Jury Trial)</b>	<b>Opening Statement</b>	<b>Closing Argument</b>
Plaintiff (1)	min/hr.	min/hr.	min/hr.
Plaintiff (2)	min/hr.	min/hr.	min/hr.
Defendant (1)	min/hr.	min/hr.	min/hr.
Defendant (2)	min/hr.	min/hr.	min/hr.
Defendant (3)	min/hr.	min/hr.	min/hr.
Defendant (4)	min/hr.	min/hr.	min/hr.
Defendant (5)	min/hr.	min/hr.	min/hr.

25. When is the **Rule of Sequestration** invoked?

- Before *voir dire*  Before opening  Not invoked

26. Do you intend to use the Court’s **Courtroom Technology** and/or **Audio/Video** equipment during the trial?  Yes  No

- If yes, have you reviewed the online videos on the Courtroom Evidence Presentation System on the Court’s website <http://www.17th.flcourts.org/evidence-presentation-system/>?   
 Yes  No

If no, when will you review this Technology Page? \_\_\_\_\_

If you intend to use the Court’s **Courtroom Technology** and/or **Audio/Video** equipment have you:

Met and conferred to identify any fact and/or expert witnesses who will be testifying via Zoom?

- Yes  No

If yes, are there any Motions(s)/Objection(s) to be heard related to such Zoom testimony (“No” constitutes a stipulation/consent to the same)?  Yes  No

If no, when will you read these guidelines? \_\_\_\_\_

27. Are there any pending written **Request(s) for Judicial Notice** with timely notice to adverse parties, proof of which is filed with the Court?  Yes  No

If yes, identify any such pending Request(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

***NOTE: ANY PARTY REQUESTING JUDICIAL NOTICE MUST FOLLOW THE EVIDENCE CODE, Section 90.201-90.207, Florida Statutes.***

28. Do the Parties understand that the Court expects them to **disclose** the next day's **witnesses** at the end of each court day?  Yes  No

**By our signatures below, we have read and acknowledge the foregoing and understand duties, responsibilities and obligations related to preparing for and conducting the trial of the above-styled cause. We understand that we must notify the Court immediately upon settlement of the case.**

Signatures:

Attorney(s) for Plaintiff(s)

Signature \_\_\_\_\_ for \_\_\_\_\_ (1)  
Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ for \_\_\_\_\_ (2)  
Printed Name \_\_\_\_\_

Attorney(s) for Defendant(s)

Signature \_\_\_\_\_ for \_\_\_\_\_ (1)  
Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ for \_\_\_\_\_ (2)  
Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ for \_\_\_\_\_ (3)  
Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ for \_\_\_\_\_ (4)  
Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ for \_\_\_\_\_ (5)  
Printed Name \_\_\_\_\_

IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT  
IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO.: CACE  
DIVISION: 12

Plaintiff(s),

v.

Defendant(s).

**ORDER GRANTING MOTION TO WITHDRAW**

**THIS CAUSE HAVING** come before this Court on \_\_\_\_\_ Motion to Withdraw as Counsel for \_\_\_\_\_, [hereinafter “CLIENT”], and appropriate notice having been given, it is hereby,

**ORDERED AND ADJUDGED** as follows:

1. The Motion to Withdraw is **GRANTED**.
2. Movant shall serve a copy of this order to CLIENT by United States Postal Service and email, and file a certificate of service confirming the same for the Court.
3. Within \_\_\_\_ days from the date of this Order, CLIENT shall either:
  - a. Retain new counsel and have that counsel file a written appearance with the Clerk of the Court; OR
  - b. File a written notice with the Clerk of the Court advising that CLIENT will represent himself/herself. [Note: If CLIENT is a corporation, trustee or a trust, personal representative of an estate, or otherwise named in a representative capacity, CLIENT must retain counsel.]
4. Failure to comply with the preceding paragraph will create a presumption that CLIENT no longer wishes to participate in this lawsuit and the Court may sua sponte or on motion of opposing party impose sanctions against CLIENT. Sanctions may include the imposition of fees and costs, striking of pleadings, entry of default, and dismissal with prejudice.
5. In the interim, this cause shall be stayed until the time period set forth in paragraph 3 above expires.
6. CLIENT may be served at the following address: \_\_\_\_\_, and contacted via telephone at the following number(s) \_\_\_\_\_, and via email at: \_\_\_\_\_.

7. During the time period set forth in paragraph 3 above or in the event the client elects to represent himself/herself by filing the written notice referenced in paragraph 3 above, CLIENT is responsible for notifying the Clerk of the Court of any change in mailing address, or designated email address(es), within FIVE (5) days of the change. All further papers and pleadings shall be served by mail to CLIENT'S last known mailing address OR by email to CLIENT'S designated email address(es). Service shall be complete upon mailing or emailing. CLIENT'S failure to update the address(es) shall constitute a waiver of any defenses due to lack of notice.

8. Self-represented parties, as well as new counsel, are responsible for registering an email with the State of Florida's e-portal in order to receive notices, orders, and email notifications with hearing information, such as Zoom log-in links. (<https://www.myfloridaaccess.com/default.aspx>)

**9. THIS ORDER DOES NOT CHANGE ANY CURRENT TRIAL SETTING OR SCHEDULED HEARING IN THIS CASE.**

**DONE AND ORDERED** in Chambers at Fort Lauderdale, Broward County, Florida this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
KEATHAN B. FRINK  
CIRCUIT COURT JUDGE

Copies to:

All parties and counsel of record.

IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT  
IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO.: CACE  
DIVISION: 12

Plaintiff(s),

v.

Defendant(s).

**ORDER GRANTING PLAINTIFF'S/DEFENDANT'S MOTION  
TO COMPEL DISCOVERY**

THIS CAUSE came before the Court for consideration of the Plaintiff's/Defendant's Motion to Compel *[insert discovery sought]*, and the Court having reviewed the Motion, having considered Local Rule 10A, and having been sufficiently advised in the premises, the Court finds as follows:

The moving party has alleged a complete failure of the opposing party to respond or object to discovery, and has further alleged that the opposing party has not requested an extension of time. Pursuant to Local Rule 10A, it is hereby

ORDERED that the Motion is GRANTED. The Plaintiff/Defendant shall comply with the original discovery demand within ten (10) days of the entry of this Order, failing which sanctions may be imposed.

DONE AND ORDERED in Chambers at Fort Lauderdale, Broward County, Florida this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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THE HONORABLE KEATHAN B. FRINK  
CIRCUIT COURT JUDGE

Copies to:

All parties and counsel of record.