

IN THE CIRCUIT COURT OF THE  
SIXTEENTH JUDICIAL CIRCUIT, IN  
AND FOR MONROE COUNTY, FLORIDA

ADMINISTRATIVE ORDER 3.009

IN RE:

CASE STATUS REPORTING REQUIREMENTS  
FOR REAL PROPERTY MORTGAGE  
FORECLOSURE CASES

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WHEREAS, Florida Supreme Court Administrative Order AOSC13-15, *In Re: Case Status Reporting Requirements for Real Property Mortgage Foreclosure Cases* finds it beneficial to require the chief judge of every circuit court to issue a local administrative order establishing an effective communication mechanism by which courts and clerks are notified of status changes in real property mortgage foreclosure cases in a timely manner, and;

WHEREAS, the status of a foreclosure case and related definitions have been adopted by the Florida Supreme Court and are published in the Foreclosure Data Collection Plan promulgated by the Office of the State Courts Administrator; and

WHEREAS, Florida Supreme Court Administrative Order AOSC13-15, *In Re: Case Status Reporting Requirements for Real Property Mortgage Foreclosure Cases* further requires the chief judge of every circuit court to provide direction for designating the status of cases as active or inactive;

IT IS THEREFORE ORDERED THAT:

1. The Clerk of Court for Monroe County and the Sixteenth Judicial Circuit is directed to comply with the requirements of the Foreclosure Initiative Data Collection Plan as promulgated by the Office of the State Courts Administrator.
2. When the clerk's office becomes aware of events initiating a change in the status of a case from active to inactive or inactive to active, the clerk's office shall notify the court for further review.
3. When the court becomes aware of events initiating a change in the status of a case, or when the clerk notifies the court of events initiating a change in the status of a case, the court shall issue an order directing the change in case status, using one of the sample orders hereby attached.

This order shall be effective on the date of execution.

DONE AND ORDERED at Key West, Monroe County, Florida this 7th day November, 2013.



Honorable David J. Audlin, Jr.  
Chief Judge

IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT,  
IN AND FOR MONROE COUNTY, FLORIDA

Plaintiff,

Case No.:

Vs.

Defendant

\_\_\_\_\_ /

**ORDER PLACING CASE ON INACTIVE STATUS**

This cause came before the Court to place the case on INACTIVE status due to:

- Bankruptcy stay, Case No. \_\_\_\_\_ [BKST]
- Case pending resolution of another case, Case No. \_\_\_\_\_ [CPRC]
- Written agreement of the parties [BWAP]
- Appeal pending [AP]
- Motion to stay or abate due to Department of Justice/Attorney General settlement [DOJ/AG]
- Other (a reason must be provided in writing by the presiding judge or designee) [OTH]

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The Clerk of Court is therefore directed to remove this case from ACTIVE status and designate it as an INACTIVE case based on the reason checked above. The parties must move to return the case to active status, with notice to all parties, within thirty (30) days of the termination of grounds for inactive status, and obtain an order from the court to return it to active status.

DONE AND ORDERED in Monroe County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Circuit Judge

IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT,  
IN AND FOR MONROE COUNTY, FLORIDA

Plaintiff,

Case No.:

Vs.

Defendant  
\_\_\_\_\_ /

**ORDER RESTORING CASE TO ACTIVE STATUS**

This cause came before the Court to restore the case to ACTIVE status due to:

- Bankruptcy stay having been lifted, Case No. \_\_\_\_\_ [BKST]
- Related case having been resolved or disposed, Case No. \_\_\_\_\_ [CPRC]
- Written agreement of the parties [BWAP]
- Appeal disposed [AP]
- Department of Justice/Attorney General settlement review has been completed [DOJ/AG]
- Other (a reason must be provided in writing by the presiding judge or designee) [OTH]

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The Clerk of Court is therefore directed to remove this case from INACTIVE status and designate it as an ACTIVE case based on the reason checked above.

DONE AND ORDERED in Monroe County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Circuit Judge