

From: Robin Wright **Sent:** Fri, 16 Jul 2010 12:09:34 GMT
To: Jane Fillingim; Glenda Calvasina; Miriam Lane; Faye Westholm; Ardye Graham; Kimberly Eaton; Ana Eligio;
CC: Judge Terrell; Judge Bell; Judge Boles; Judge Geeker; Judge Nobles; Judge Rasmussen; Janet Gilbert;
Judge KL Williams; Brooke Jones;
Subject: Foreclosure and Economic Recovery Program

In order to set up the "W" foreclosure division for the Foreclosure and Economic Recovery Program, we need a list of cases that are already scheduled for hearing in your division. Please provide this list to Janet Gilbert no later than close of business on Wednesday, July 21st.

Thank you,

Robin

Robin M. Wright
Trial Court Administrator
1st Circuit
190 Governmental Center
Pensacola, FL 32502
850-595-4400
robin.wright@ficourts1.gov

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**JUDGE JOHN T. PARNHAM
FORECLOSURE DOCKET DATES**

Month	Escambia	Santa Rosa
July	Wednesday, July 21 Thursday, July 29	Friday, July 30
August	Thursday, August 12 Thursday, August 19	Friday, August 20
September	Thursday, September 2 Thursday, September 16	Friday, September 17
October	Thursday, October 7 Thursday, October 21	Friday, October 22
November	Thursday, November 4 Thursday, November 18	Friday, November 19
December	Thursday, December 2 Thursday, December 16	Friday, December 17
January	Thursday, January 6 Thursday, January 20	Friday, January 21
February	Thursday, February 10 Wednesday, February 23 Thursday, February 24	Friday, February 25
March	Thursday, March 10 Wednesday, March 23 Thursday, March 24	Friday, March 25
April	Thursday, April 7 Wednesday, April 20 Thursday, April 21	Friday, April 22
May	Thursday, May 5 Thursday, May 19	Wednesday, May 18 Friday, May 20
June	Thursday, June 2 Wednesday, June 15 Thursday, June 16	Tuesday, June 14 Friday, June 17

**JUDGE JOHN T. PARNHAM
FORECLOSURE DOCKET DATES**

Month	Escambia	Santa Rosa
July	Wednesday, July 21 Thursday, July 29	Friday, July 30
August	Thursday, August 12 Thursday, August 19	Friday, August 20
September	Thursday, September 2 Thursday, September 16	Friday, September 17
October	Thursday, October 7 Thursday, October 21	Friday, October 22
November	Thursday, November 4 Thursday, November 18	Friday, November 19
December	Thursday, December 2 Thursday, December 16	Friday, December 17
January	Thursday, January 6 Thursday, January 20	Friday, January 21
February	Thursday, February 10 Wednesday, February 23 Thursday, February 24	Friday, February 25
March	Thursday, March 10 Wednesday, March 23 Thursday, March 24	Friday, March 25
April	Thursday, April 7 Wednesday, April 20 Thursday, April 21	Friday, April 22
May	Thursday, May 5 Thursday, May 19	Wednesday, May 18 Friday, May 20
June	Thursday, June 2 Wednesday, June 15 Thursday, June 16	Tuesday, June 14 Friday, June 17



From: [Will Moore](#) **Sent:** Mon, 19 Jul 2010 12:20:49 GMT
To: [Janet Gilbert](#)
Subject: RE: Org Code for Foreclsoure Program

Yes, I believe OPS and Contractor are in the same line item (selection box). Thanks.

Will Moore
 Administrative Services Manager
 Trial Court Administrator's Office
 First Judicial Circuit
 190 Governmental Center
 Pensacola, Florida 32502
 Phone: 850.595.4400 Fax: 850.595.0360

From: Janet Gilbert
Sent: Monday, July 19, 2010 12:19 PM
To: Will Moore
Subject: RE: Org Code for Foreclsoure Program

Right and OPS for the case managers. Thanks

Janet E. Gilbert
 Family Court Manager
 Court Administration
 1st Judicial Circuit of Florida
 190 Governmental Center
 Pensacola, FL 32502
 Phone: 850-595-0379
 FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Will Moore
Sent: Monday, July 19, 2010 12:18 PM
To: Janet Gilbert
Cc: Tania Leon
Subject: RE: Org Code for Foreclsoure Program

Yes, the org code title is Foreclosure & Economic Recovery and the number is 22-20-01-00-375; however, I haven't received an allotment yet. And yes, the same travel forms apply; however, make sure they select contractor versus employee at the top right hand corner.

Thanks,

Will Moore
Administrative Services Manager
Trial Court Administrator's Office
First Judicial Circuit
190 Governmental Center
Pensacola, Florida 32502
Phone: 850.595.4400 Fax: 850.595.0360

From: Janet Gilbert
Sent: Monday, July 19, 2010 12:02 PM
To: Will Moore
Subject: Org Code for Foreclsoure Program

Hi Will, were you able to get the org code for the foreclosure program? Also, I'm assuming they will use regular state travel reimbursement form. Correct?

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
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janet.gilbert@flcourts1.gov

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From: Mark A. Lehmann

Sent: Mon, 19 Jul 2010 14:40:10 GMT

To: Janet Gilbert

Subject: RE: Docket you prepare

09-02-10.doc (56Kb)

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Janet Gilbert
Sent: Monday, July 19, 2010 2:12 PM
To: Mark A. Lehmann
Subject: Docket you prepare

Mark, could you please email me a copy of the docket you're typing, so I can give it to Amanda as a template? Thanks

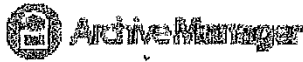
Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
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Pensacola, FL 32502
Phone: 850-595-0379
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janet.gilbert@flcourts1.gov

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**JUDGE JOHN T. PARNHAM FORECLOSURE DOCKET
 ESCAMBA COUNTY SEPTEMBER 2TH, 2010**

Time	Case #	Case Name	Attorney and Phone #	Plaintiff Case #	Notes
8:10	2009-CA-3753	USA VS. Taylor	Neil Young 863-299-6647		nealyoung@aol.com
8:20	2009-CA-3754	USA VS Williams	Neil Young 863-299-6647		
8:30	2009-CA-2735	Wells Fargo vs. Jonathan Clark	Patricia Haight/Enricho Gonzales 1-866-876-9870 850-477-3985		Ricolaw4@tampabay .rr.com
8:40	2009-CA-2530	Wells Fargo vs. Helen Bonifay	Patricia Haight		
8:50	2009-CA-2105	Wells Fargo vs. Steven Lynn	Patricia Haight/Enricho Gonzales 1-866-876-9870 850-477-3985		
9:00	2009-CA-2609	Wells Fargo vs. Jonathan Jones	Patricia Haight/Enricho Gonzales 1-866-876-9870 850-477-3985		
9:10	2009				
9:20					
9:30					
9:40					
9:50					
10:00					
10:10					
10:20					
10:30					
10:40					
10:50					
11:00					



From: Janet Gilbert
To: Mark A. Lehmann
Subject: RE: Docket you prepare
Sent: Mon, 19 Jul 2010 14:56:00 GMT

Thank you Mark, this is great – please check spelling on plaintiff.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
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FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Mark A. Lehmann
Sent: Monday, July 19, 2010 2:40 PM
To: Janet Gilbert
Subject: RE: Docket you prepare

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Janet Gilbert
Sent: Monday, July 19, 2010 2:12 PM
To: Mark A. Lehmann
Subject: Docket you prepare

Mark, could you please email me a copy of the docket you're typing, so I can give it to Amanda as a template? Thanks

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
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From: Janet Gilbert
To: Mark A. Lehmann
Subject: RE: Emailing: Disposition Form Escambia.doc

okay, great.
Janet E. Gilbert
Family Court Manager
First Judicial Circuit of Florida
190 Governmental Center Pensacola, FL 32502
(850) 595-4379 phone
(850) 595-3246 fax
janet.gilbert@flcourts1.gov
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-----Original Message-----
From: Mark A. Lehmann
Sent: Mon 7/19/2010 3:04 PM
To: Janet Gilbert
Subject: RE: Emailing: Disposition Form Escambia.doc

Connie, gave me copies of this form.
Thanks Mark

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

-----Original Message-----
From: Janet Gilbert
Sent: Monday, July 19, 2010 3:00 PM
To: Mark A. Lehmann
Subject: Emailing: Disposition Form Escambia.doc

Here is a dipc form Connie made for the LOP cases Judge Parnham heard. You may want to use it to develop one for the summary judgment hearings. I know we will need to coll



From: Janet Gilbert
To: Patt Ormerod
Subject: RE: Foreclosure and Economic Recovery Case Tracking System
Sent: Tue, 20 Jul 2010 10:32:08 GMT

Ok, I get it now. I will ask her. Thank you.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Patt Ormerod
Sent: Tuesday, July 20, 2010 10:22 AM
To: Janet Gilbert
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

No, those are the 2 files PJ Stockdale sent Robin at 10:02. If you read the first email, she states "Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit."

We need that attachment from Robin. It doesn't look as if she forwarded the first email, only the second with the installation and user's guide pdf's.

From: Janet Gilbert
Sent: Tuesday, July 20, 2010 9:47 AM
To: Patt Ormerod
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

I saved and attached. Does this work?

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida

190 Governmental Center
Pensacola, FL 32502
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FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Patt Ormerod
Sent: Tuesday, July 20, 2010 9:35 AM
To: Janet Gilbert
Cc: Mark A. Lehmann; Amanda Bailey; MIS
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

No "WorkBook" is attached to this email. We'll need Robin to forward it from the original email on 7/20 @ 9:53am before any installation can begin.

From: Janet Gilbert
Sent: Tuesday, July 20, 2010 9:19 AM
To: Patt Ormerod
Cc: Mark A. Lehmann; Amanda Bailey
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin has forwarded the tracking system send by OSCA for the Foreclosure Program. Per the email below, we will need installation assistance for both Mark and Amanda. Thank you.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: rwrightfjc@vzw.blackberry.net [mailto:rwrightfjc@vzw.blackberry.net]
Sent: Tuesday, July 20, 2010 9:10 AM
To: Janet Gilbert
Subject: Fw: Foreclosure and Economic Recovery Case Tracking System

Sent from my Verizon Wireless BlackBerry

From: "P.J. Stockdale" <stockdap@flcourts.org>
Date: Tue, 20 Jul 2010 10:02:35 -0400
To: Robin Wright <robin.wright@flcourts1.gov>
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

I've also attached the Users Guide and Installation Guide

PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

From: P.J. Stockdale
Sent: Tuesday, July 20, 2010 9:53 AM
To: Robin Wright
Subject: Foreclosure and Economic Recovery Case Tracking System

Robin,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation.

You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.**

Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

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From: Janet Gilbert **Sent:** Tue, 20 Jul 2010 10:33:00 GMT
To: Wright-Blackberry
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

Robin, we will need the first email that attached the workbook for each county for Patt to set up. Thank you.

Janet E. Gilbert
 Family Court Manager
 Court Administration
 1st Judicial Circuit of Florida
 190 Governmental Center
 Pensacola, FL 32502
 Phone: 850-595-0379
 FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: rwrightfjc@vzw.blackberry.net [mailto:rwrightfjc@vzw.blackberry.net]
Sent: Tuesday, July 20, 2010 9:10 AM
To: Janet Gilbert
Subject: Fw: Foreclosure and Economic Recovery Case Tracking System

Sent from my Verizon Wireless BlackBerry

From: "P.J. Stockdale" <stockdap@flcourts.org>
Date: Tue, 20 Jul 2010 10:02:35 -0400
To: Robin Wright<robin.wright@flcourts1.gov>
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

 I've also attached the Users Guide and Installation Guide

 PJ

 PJ Stockdale
 Senior Court Statistics Consultant
 OSCA - Court Services

Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

From: P.J. Stockdale
Sent: Tuesday, July 20, 2010 9:53 AM
To: Robin Wright
Subject: Foreclosure and Economic Recovery Case Tracking System

Robin,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

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Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

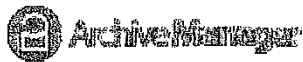
PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
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From: [Robin Wright](#) **Sent:** Tue, 20 Jul 2010 12:56:38 GMT
To: [Janet Gilbert](#)
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

sure

From: Janet Gilbert
Sent: Tuesday, July 20, 2010 12:42 PM
To: Robin Wright
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

May I ask Patt to follow up to OSCA so she can get this set up?

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Robin Wright
Sent: Tuesday, July 20, 2010 12:26 PM
To: Janet Gilbert
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

This is the only email I have received

From: P.J. Stockdale [<mailto:stockdap@flcourts.org>]
Sent: Tuesday, July 20, 2010 9:03 AM
To: Robin Wright
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

I've also attached the Users Guide and Installation Guide

PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
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From: P.J. Stockdale
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To: Robin Wright
Subject: Foreclosure and Economic Recovery Case Tracking System

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Thanks
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(fax) 850.414.1342

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From: Janet Gilbert
Sent: Tue, 20 Jul 2010 13:07:00 GMT
To: Patt Ormerod
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

[FERCTS Users Guide 20100719 1722.pdf \(410Kb\)](#) [FERCTS Installation Guide.pdf \(842Kb\)](#)

Patt, Robin said I could ask if you would request the info from OSCA (PJ Stockdale) so we can get this set up. Thanks

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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Sent: Tuesday, July 20, 2010 12:26 PM
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Subject: FW: Foreclosure and Economic Recovery Case Tracking System

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From: P.J. Stockdale [mailto:stockdap@flcourts.org]
Sent: Tuesday, July 20, 2010 9:03 AM
To: Robin Wright
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

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Senior Court Statistics Consultant

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Robin,

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Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation. You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.**

Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

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From: Mark A. Lehmann
To: Janet Gilbert
Subject: RE: Hearing Days

Sent: Tue, 20 Jul 2010 14:10:00 GMT

No problem.
Mark

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Janet Gilbert
Sent: Tuesday, July 20, 2010 1:08 PM
To: Mark A. Lehmann
Subject: Hearing Days

Mark, I've been told to stick with full days only for Judge Parnham. Please schedule full days of hearings as much as possible. Thanks

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: [Mark A. Lehmann](#)

Sent: Wed, 21 Jul 2010 10:22:00 GMT

To: edish@powellpearson.com

CC: [Janet Gilbert](#)

Subject: Foreclosure checklist

 [CHECKLIST.rtf \(41Kb\)](#)

Ms. Gish,
Here is the checklist you requested.

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

FIRST JUDICIAL CIRCUIT, _____ COUNTY, FLORIDA

FORECLOSURE CHECKLIST FOR FINAL HEARING

PLAINTIFF _____

CASE NUMBER: _____

vs.

Please enter the docket entry # (DE#) if known; otherwise, insert date for the action.

DEFENDANT(S)	ANSWER (DATE FILED)	RETURN OF SERVICE FILED/ DATE SERVED	DEFAULT OR PUBLICATION DATE FILED	PARTIES DROPPED OR VOL. DISMISSED

Date Motion for Summary Judgment FILED: _____

Have the following documents been filed?

- 1. Original Promissory Note: YES NO N/A DATE FILED: _____
- 2. Substantial Copy of Note: YES NO N/A DATE FILED: _____
- 3. Original Mortgage: YES NO N/A DATE FILED: _____
- 4. Certified Copy of Mortgage: YES NO N/A DATE FILED: _____
- 5. Assignment (if any): YES NO N/A DATE FILED: _____
- 6. Affidavit of Lost Instrument:
 - a. Note YES NO N/A DATE FILED: _____
 - b. Mortgage YES NO N/A DATE FILED: _____

AFFIDAVITS

- 1) Amounts Due: YES NO N/A DATE FILED: _____
- 2) Costs: YES NO N/A DATE FILED: _____
- 3) Attorney's Fees: YES NO N/A DATE FILED: _____
 - a. Expert Affidavit: YES NO N/A DATE FILED: _____
 - b. Plaintiff's Attorney's YES NO N/A DATE FILED: _____
 Affidavit (time and fee arrangement with client)

I, the undersigned, certify that I have reviewed the file and verified the information provided herein to be true and correct.

Signature of Attorney for Plaintiff

Date Signed

Printed Name of Attorney



From: [Evelyn Gish](#) **Sent:** Wed, 21 Jul 2010 10:30:05 GMT
To: [Mark A. Lehmann](#)
CC: [Janet Gilbert](#); [Karl Pearson](#);
Subject: RE: Foreclosure checklist

Thank you!

From: Mark A. Lehmann [mailto:Mark.Lehmann@FLCOURTS1.GOV]
Sent: Wednesday, July 21, 2010 11:23 AM
To: egish@powellpearson.com
Cc: Janet Gilbert
Subject: Foreclosure checklist

Ms. Gish,
Here is the checklist you requested.

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

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From: [Janet Gilbert](#)

Sent: Thu, 22 Jul 2010 08:45:00 GMT

To: [Craig Vanbrussel](#)

Subject:

[FORECLOSURE CHECKLIST 1ST CIRCUIT .rtf \(41Kb\)](#) [Website Information.doc \(20Kb\)](#)

Craig, here is an updated information piece for the website and a checklist to put with the AO. Thank you.

Janet E. Gilbert

Family Court Manager

Court Administration

1st Judicial Circuit of Florida

190 Governmental Center

Pensacola, FL 32502

Phone: 850-595-0379

FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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FIRST JUDICIAL CIRCUIT, _____ COUNTY, FLORIDA

FORECLOSURE CHECKLIST FOR FINAL HEARING

PLAINTIFF _____

CASE NUMBER: _____

VS.

Please enter the docket entry # (DE#) if known; otherwise, insert date for the action.

DEFENDANT(S)	ANSWER (DATE FILED)	RETURN OF SERVICE FILED/ DATE SERVED	DEFAULT OR PUBLICATION DATE FILED	PARTIES DROPPED OR VOL. DISMISSED

Date Motion for Summary Judgment FILED: _____

Have the following documents been filed?

- 1. Original Promissory Note: YES NO N/A DATE FILED: _____
- 2. Substantial Copy of Note: YES NO N/A DATE FILED: _____
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- 6. Affidavit of Lost Instrument:
 - a. Note YES NO N/A DATE FILED: _____
 - b. Mortgage YES NO N/A DATE FILED: _____

AFFIDAVITS

- 1) Amounts Due: YES NO N/A DATE FILED: _____
- 2) Costs: YES NO N/A DATE FILED: _____
- 3) Attorney's Fees: YES NO N/A DATE FILED: _____
 - a. Expert Affidavit: YES NO N/A DATE FILED: _____
 - b. Plaintiff's Attorney's YES NO N/A DATE FILED: _____
 Affidavit (time and fee arrangement with client)

I, the undersigned, certify that I have reviewed the file and verified the information provided herein to be true and correct.

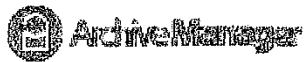
Signature of Attorney for Plaintiff

Date Signed

Printed Name of Attorney

The First Judicial Circuit is participating in the statewide Foreclosure and Economic Recovery Program, in an effort to substantially reduce the backlog of foreclosure cases in all four counties. **If your foreclosure case was filed before January 1, 2010 and is not already scheduled with the court, you may call one of the numbers listed below to schedule a hearing.** Please leave your contact information and case number(s) and a Court Program Specialist will return your call as soon as possible. We appreciate your patience during the first few months as we indoctrinate staff, develop forms and protocols, and set up court schedules for each of the four counties in the circuit.

ESCAMBIA AND SANTA ROSA COUNTIES: 850-595-4533
OKALOOSA AND WALTON COUNTIES: 850-689-7329



From: [Lisa Emmons](#) **Sent:** Thu, 22 Jul 2010 09:27:00 GMT
To: [Janet Gilbert](#)
Subject: RE: Foreclosure and Economic Recovery Project

Wow – I hope this is all these people have on their plate if they are taking all foreclosure phone calls for two counties for all divisions. That is a lot of phone traffic.

Lisa Emmons, Judicial Assistant
The Honorable T. Michael Jones, Circuit Judge
First Judicial Circuit of Florida
M.C. Blanchard Judicial Building
190 Governmental Center
Pensacola, Florida 32502

Office Telephone (850) 595-4445

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From: Janet Gilbert
Sent: Thursday, July 22, 2010 9:22 AM
To: ESC-JA's; OKA-JA's; WAL-JA's; SRA-JA's
Cc: Mark A. Lehmann; Amanda Bailey
Subject: Foreclosure and Economic Recovery Project

For those of you whose judges hear foreclosure cases, we now have the case managers and active phone lines for the foreclosure project (i.e., all cases filed before January 1, 2010 which are not already scheduled for hearing with the court). Judge Terrell suggested that you may wish to place information on your voice mail message, such as the example below, to help direct callers and save yourselves some time. You could also direct them to our website for the AO, required checklist and phone numbers, if you wish. Thank you for your assistance and patience during this transition period.

If you are calling to set a motion for summary judgment or other motion for hearing on any foreclosure case filed before January 1, 2010, please call 850-595-4533 or email mark.lehmann@flcourts1.gov (Escambia and Santa Rosa Counties)
850-689-7329 or email amanda.bailey@flcourts1.gov (Okaloosa and Walton Counties)

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379

FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Janet Gilbert
To: Keri Igney
Subject: RE: Web

Sent: Thu, 22 Jul 2010 09:45:00 GMT

Website Information.doc (20Kb) FORECLOSURE CHECKLIST 1ST CIRCUIT .rtf (41Kb)

I see now that I didn't catch the management misspelling they made. Robin had approved the information. Here is what I gave him to put on there today.

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Keri Igney
Sent: Thursday, July 22, 2010 9:33 AM
To: Janet Gilbert
Subject: Web

I found some grammatical errors and a spelling error on the Foreclosure webpage.

I sent the corrections to you by placing the page with my observations in the mediation mail folder. Just take a look. I think based upon the action that one page will get it should be correct.

Thanks!

Keri Igney
Administrative Office of the Chief Judge
First Judicial Circuit
850.595.4451
Keri.Igney@FLCourts1.gov



From: [Krista Adams](#) **Sent:** Thu, 22 Jul 2010 09:30:46 GMT
To: [Janet Gilbert](#)
Subject: RE: Foreclosure and Economic Recovery Project

FYI: There are 2 typographical errors on the website under the link regarding the creation of Division W.

See bolded words below...

Foreclosure and Economic Recovery Program

The First Judicial Circuit is participating in the statewide Foreclosure and Economic Recovery Program beginning July 1, 2010. The goal of this program is to substantially reduce the backlog of foreclosure cases in the circuit, through additional court docketing and case **managaement**. If you have a foreclosure case ready for hearing that was filed before December 31, 2009 and it is not already scheduled with the court, you **many** call (850) 595-4533 and leave your contact information, county and case number. A Court Program Specialist will return your call to schedule the hearing. Your patience is appreciated during the first month as we indoctrinate staff, develop forms and protocols, and set up court schedules for each of the four counties in the circuit.

~Krista Adams, Judicial Assistant to Circuit Judge Gary L. Bergosh

From: Janet Gilbert
Sent: Thursday, July 22, 2010 9:22 AM
To: ESC-JA's; OKA-JA's; WAL-JA's; SRA-JA's
Cc: Mark A. Lehmann; Amanda Bailey
Subject: Foreclosure and Economic Recovery Project

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From: Janet Gilbert

Sent: Thu, 22 Jul 2010 09:46:00 GMT

To: Krista Adams

Subject: RE: Foreclosure and Economic Recovery Project

Yes, IT should be replacing it.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Krista Adams
Sent: Thursday, July 22, 2010 9:31 AM
To: Janet Gilbert
Subject: RE: Foreclosure and Economic Recovery Project

FYI: There are 2 typographical errors on the website under the link regarding the creation of Division W.



See bolded words below...

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~Krista Adams, Judicial Assistant to Circuit Judge Gary L. Bergosh

From: Janet Gilbert
Sent: Thursday, July 22, 2010 9:22 AM
To: ESC-JA's; OKA-JA's; WAL-JA's; SRA-JA's
Cc: Mark A. Lehmann; Amanda Bailey
Subject: Foreclosure and Economic Recovery Project

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Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: Janet Gilbert
Sent: Fri, 23 Jul 2010 09:59:11 GMT
To: Mark A. Lehmann
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

Thanks Mark, in the future please let me coordinate with IT. They have to come to me for approval anyway.
Thanks

Janet E. Gilbert
Family Court Manager
First Judicial Circuit of Florida
190 Governmental Center Pensacola, FL 32502
(850) 595-0379 phone
(850) 595-3246 fax
janet.gilbert@flcourts1.gov

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From: Mark A. Lehmann
Sent: Fri 7/23/2010 9:36 AM
To: Janet Gilbert
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Janet, I will look over the user guide, but we never did receive the workbook to install. See below. Pat states she will install on Monday.

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Patt Ormerod [<mailto:patt.ormerod@flcourts1.gov>]
Sent: Friday, July 23, 2010 9:35 AM
To: Mark A. Lehmann
Cc: MIS
Subject: Re: Foreclosure and Economic Recovery Case Tracking System

I have to install the books for you. I'll be back in the office on Monday and will get with you then.
Have a good weekend.

Sent from my Verizon Wireless BlackBerry

From: "Mark A. Lehmann" <Mark.Lehmann@FLCOURTS1.GOV>
Date: Fri, 23 Jul 2010 09:33:25 -0500
To: Patt Ormerod <Patt.Ormerod@FLCOURTS1.GOV>
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

Patt,
I never received the workbook or the tracking program. I received the installation guide and the user guide, but no program.
Thanks

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Patt Ormerod
Sent: Tuesday, July 20, 2010 9:35 AM
To: Janet Gilbert
Cc: Mark A. Lehmann; Amanda Bailey; MIS
Subject: RE: Foreclosure and Economic Recovery Case Tracking System

No "WorkBook" is attached to this email. We'll need Robin to forward it from the original email on 7/20 @ 9:53am before any installation can begin.

From: Janet Gilbert
Sent: Tuesday, July 20, 2010 9:19 AM
To: Patt Ormerod
Cc: Mark A. Lehmann; Amanda Bailey
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin has forwarded the tracking system send by OSCA for the Foreclosure Program. Per the email below, we will need installation assistance for both Mark and Amanda. Thank you.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: rwrightfjc@vzw.blackberry.net [mailto:rwrightfjc@vzw.blackberry.net]
Sent: Tuesday, July 20, 2010 9:10 AM

To: Janet Gilbert
Subject: Fw: Foreclosure and Economic Recovery Case Tracking System

Sent from my Verizon Wireless BlackBerry

From: "P.J. Stockdale" <stockdap@flcourts.org>
Date: Tue, 20 Jul 2010 10:02:35 -0400
To: Robin Wright <robin.wright@flcourts1.gov>
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

I've also attached the Users Guide and Installation Guide

PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

From: P.J. Stockdale
Sent: Tuesday, July 20, 2010 9:53 AM
To: Robin Wright
Subject: Foreclosure and Economic Recovery Case Tracking System

Robin,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation. You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note**

that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.

Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

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From: Janet Gilbert
To: Amanda Bailey
Subject: FW: Foreclosure and Economic Recovery Case Tracking System
Sent: Mon, 26 Jul 2010 10:06:27 GMT

[FERCTS Users Guide 20100719 1722.pdf \(410Kb\)](#) [FERCTS Installation Guide.pdf \(842Kb\)](#)

Please look over this guide that will direct our data input to Tallahassee. Thanks

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: rwrightfjc@vzw.blackberry.net [mailto:rwrightfjc@vzw.blackberry.net]
Sent: Tuesday, July 20, 2010 9:10 AM
To: Janet Gilbert
Subject: Fw: Foreclosure and Economic Recovery Case Tracking System

Sent from my Verizon Wireless BlackBerry

From: "P.J. Stockdale" <stockdap@flcourts.org>
Date: Tue, 20 Jul 2010 10:02:35 -0400
To: Robin Wright <robin.wright@flcourts1.gov>
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

I've also attached the Users Guide and Installation Guide

PJ

PJ Stockdale

Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

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Subject: Foreclosure and Economic Recovery Case Tracking System

Robin,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation. You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.**

Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

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From: Mark A. Lehmann

Sent: Wed, 28 Jul 2010 14:06:00 GMT

To: Janet Gilbert

Subject: RE: Data Base for Foreclosures

No problem

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Janet Gilbert

Sent: Wednesday, July 28, 2010 2:00 PM

To: Mark A. Lehmann

Subject: Data Base for Foreclosures

Mark, please make sure you review the data base system Patt loaded and the input guide. Robin wants to see it and get an overview on Monday at the Chief Judges request. Thank you.

Janet E. Gilbert
Family Court Manager
First Judicial Circuit of Florida
190 Governmental Center Pensacola, FL 32502
(850) 595-0379 phone
(850) 595-3246 fax
janet.gilbert@flcourts1.gov

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From: Janet Gilbert
Sent: Thu, 29 Jul 2010 13:14:45 GMT
To: Amanda Bailey
Subject: RE: Judge Brace's Calendar Amended 7/28/10

I have the Walton County List, and will bring it. It was mailed, not emailed to me. I think it will be Tuesday, however, I'm waiting on my boss to coordinate a meeting with Judge Ketchel as well, so I'll let you know for certain as soon as I can. Thanks Amanda

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Amanda Bailey
Sent: Thursday, July 29, 2010 11:59 AM
To: Janet Gilbert
Subject: RE: Judge Brace's Calendar Amended 7/28/10

I don't have a list for Walton County like I do Okaloosa, but I do have the FERCTS program for Walton County. I'm not sure how much that will help me though.

Amanda Bailey
Court Program Specialist II
Foreclosure & Economic Recovery Program
Okaloosa & Walton Counties
101 E. James Lee Blvd.
Crestview, FL 32536
(850) 689-7329

From: Janet Gilbert
Sent: Thursday, July 29, 2010 10:50 AM
To: Amanda Bailey
Subject: RE: Judge Brace's Calendar Amended 7/28/10

I think you should plan to go to get some idea of what's out there. Did they get you the Walton Clerk records yet? Our IT said he would follow up on it last Monday.

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Amanda Bailey
Sent: Thursday, July 29, 2010 8:54 AM
To: Janet Gilbert
Subject: RE: Judge Brace's Calendar Amended 7/28/10

Tuesday would be fine. I think I need to determine one day a week that I can go to Walton County for case management over there. I have spoken with Doris and Dell and they said the files are piling up.

Amanda Bailey
Court Program Specialist II
Foreclosure & Economic Recovery Program
Okaloosa & Walton Counties
101 E. James Lee Blvd.
Crestview, FL 32536
(850) 689-7329

From: Janet Gilbert
Sent: Thursday, July 29, 2010 8:36 AM
To: Amanda Bailey
Subject: RE: Judge Brace's Calendar Amended 7/28/10

Okay great. I needed to let you know that I just found out from HR that your first 3 days timesheet missed the deadline for payment tomorrow so you will get the 3 weeks pay on the 13th. Sorry about that – I know I hand delivered it the next morning, but it has to go to Tallahassee. You should be on track from now on. Would Tuesday be a good day to come next week?

Janet E. Gilbert

Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Amanda Bailey
Sent: Thursday, July 29, 2010 8:09 AM
To: Janet Gilbert
Subject: RE: Judge Brace's Calendar Amended 7/28/10

It should be. I compared the email she sent me with Judge Brace's docket, and the dates match. Not all of the days are a Wednesday or Thursday, but we did the best we could with what we had.

Amanda Bailey
Court Program Specialist II
Foreclosure & Economic Recovery Program
Okaloosa & Walton Counties
101 E. James Lee Blvd.
Crestview, FL 32536
(850) 689-7329

From: Janet Gilbert
Sent: Thursday, July 29, 2010 7:51 AM
To: Amanda Bailey
Subject: RE: Judge Brace's Calendar Amended 7/28/10

So everything is cleared with Alicia?

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Amanda Bailey

Sent: Wednesday, July 28, 2010 4:53 PM
To: Janet Gilbert
Subject: Judge Brace's Calendar Amended 7/28/10

Hi Janet,

Attached is the amended version of Judge Brace's calendar. It should be safe to send to the Judge now. ☺

Thanks!

Amanda Bailey
Court Program Specialist II
Foreclosure & Economic Recovery Program
Okaloosa & Walton Counties
101 E. James Lee Blvd.
Crestview, FL 32536
(850) 689-7329

**Judge Keith Brace
Foreclosure Docket Dates
Amended 7/28/10**

Month	Okaloosa	Walton
July	July 21 – Admin Day	
August		August 12 – Meeting with Walton County Judges
September	Wednesday, September 15 Wednesday, September 22	Thursday, September 16 Thursday, September 23 Thursday, September 30
October	Tuesday, October 5 Wednesday, October 13 Wednesday, October 20 Wednesday, October 27	Thursday, October 14 Thursday, October 21 Thursday, October 28
November	Tuesday, November 2	Thursday, November 4
December	Wednesday, December 1 Wednesday, December 8 Wednesday, December 15	Thursday, December 2 Thursday, December 9 Thursday, December 16
January	Wednesday, January 5 Wednesday, January 12 Wednesday, January 19 Thursday, January 27	Thursday, January 6 Thursday, January 13 Thursday, January 20
February	Wednesday, February 2 Tuesday, February 8 Wednesday, February 16 Thursday, February 24	Thursday, February 3 Thursday, February 10 Thursday, February 17
March	Friday, March 4 Wednesday, March 9 Wednesday, March 16 Thursday, March 31	Thursday, March 3 Thursday, March 10 Thursday, March 17
April	Wednesday, April 6 Wednesday, April 13 Wednesday, April 20 Tuesday, April 26 Thursday, April 28	Thursday, April 7 Thursday, April 14
May	Wednesday, May 4 Wednesday, May 11 Wednesday, May 18 Thursday, May 26	Thursday, May 5 Thursday, May 12 Thursday, May 19
June	Wednesday, June 1 Wednesday, June 8 Wednesday, June 22 Thursday, June 23	Thursday, June 2 Thursday, June 9 Thursday, June 16



From: Mark A. Lehmann

Sent: Mon, 02 Aug 2010 13:48:00 GMT

To: Janet Gilbert

Subject:

 **01_46Okaloosa_FERCTS.xls (1376Kb)**

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533




From: Mark A. Lehmann

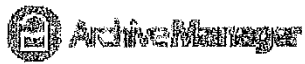
Sent: Mon, 02 Aug 2010 13:48:00 GMT

To: Janet Gilbert

Subject:

 01_46Okaloosa_FERCTS.xls (1376Kb)

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533



From: [Mark A. Lehmann](#)

Sent: Mon, 02 Aug 2010 13:48:00 GMT

To: [Janet Gilbert](#)

Subject:

 **01 66Walton FERCTS.xls (1137Kb)**

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533



From: [Mark A. Lehmann](#)
To: [Janet Gilbert](#)
Subject: RE: Data Base for Foreclosures

Sent: Wed, 28 Jul 2010 14:06:00 GMT

No problem

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Janet Gilbert
Sent: Wednesday, July 28, 2010 2:00 PM
To: Mark A. Lehmann
Subject: Data Base for Foreclosures

Mark, please make sure you review the data base system Patt loaded and the input guide. Robin wants to see it and get an overview on Monday at the Chief Judges request. Thank you.

Janet E. Gilbert
Family Court Manager
First Judicial Circuit of Florida
190 Governmental Center Pensacola, FL 32502
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This message was sent with High Importance.

From: Robln Wright **Sent:** Tue, 03 Aug 2010 15:45:31 GMT
To: Janet Gilbert; Keri Igney;
Subject: FW: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding

[2010 Supplemental Payroll Schedule.pdf \(7Kb\)](#) [INSTRUCTIONS FOR ENTERING SENIOR JUDGE DAYS OUT OF FORECLOSURE ALLOCATION.PDF \(786Kb\)](#) [sr. judge foreclosure administration.pdf \(654Kb\)](#)

From: Charlotte Jerrett [mailto:jerrettc@frcourts.org]
Sent: Tuesday, August 03, 2010 12:37 PM
To: Trial Court Administrators
Cc: Lisa Goodner; Blan Teagle; Gary Phillips; Dorothy Wilson; Delcynth Schloss; Michelle Ogletree; Denise Overstreet; Don Lubbers; Mandy Couch; Steven Hall; Kristine Slayden; Heather Thuotte-Pierson; Jackie Knight
Subject: Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding
Importance: High

Hi All –

Attached is the information I promised to send from yesterday’s call. The system is up and running and all circuit allocations have been input. See attached files:

- 1. General Policy Memorandum
- 2. Supplemental Payroll Schedule
- 3. Instructions to Input Requests for Payment

Thanks again for your patience and please feel free to call if you have any questions.
C.

Charlotte Jerrett
Administrative Services Division
Office of the State Courts Administrator
(850) 488-9922
(850) 488-3744 fax

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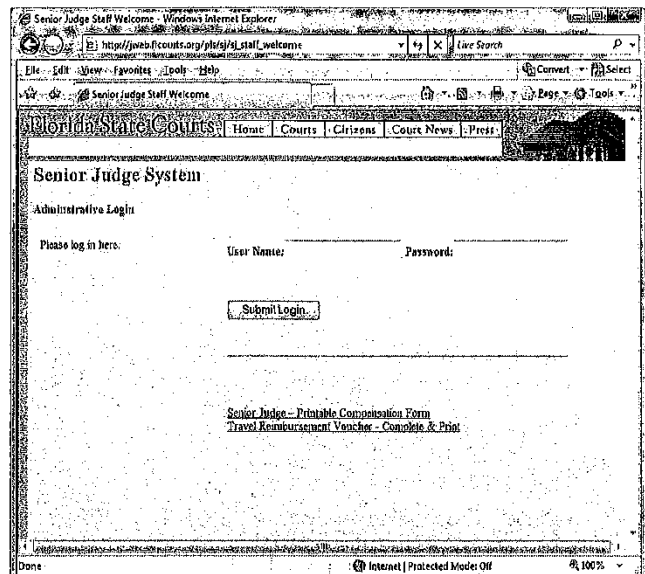
**2010 SUPPLEMENTAL PAYROLL DEADLINES FOR
PERSONNEL PROCESSING**

MONTH	PAYROLL DEADLINE	SUPPLEMENTAL PAY DATE
JANUARY	12/31/09	01/11/10
	01/14/10	01/25/10
FEBRUARY	01/28/10	02/08/10
	02/11/10	02/22/10
MARCH	02/25/10	03/08/10
	03/11/10	03/22/10
APRIL	03/25/10	04/05/10
	04/08/10	04/19/10
MAY	04/22/10	05/03/10
	05/06/10	05/17/10
JUNE	05/20/10	06/01/10
	06/03/10	06/14/10
	06/17/10	06/28/10
JULY	07/01/10	07/12/10
	07/15/10	07/26/10
AUGUST	07/29/10	08/09/10
	08/12/10	08/23/10
SEPTEMBER	08/26/10	09/07/10
	09/09/10	09/20/10
OCTOBER	09/23/10	10/04/10
	10/07/10	10/18/10
NOVEMBER	10/21/10	11/01/10
	11/04/10	11/16/10
	11/18/10	11/29/10
DECEMBER	12/02/10	12/13/10
	12/16/10	12/27/10
JANUARY	12/30/10	01/10/11
	01/13/11	01/24/11
	01/27/11	02/07/11

INSTRUCTIONS FOR ENTERING SENIOR JUDGE DAYS OUT OF THE FORECLOSURE ALLOCATION

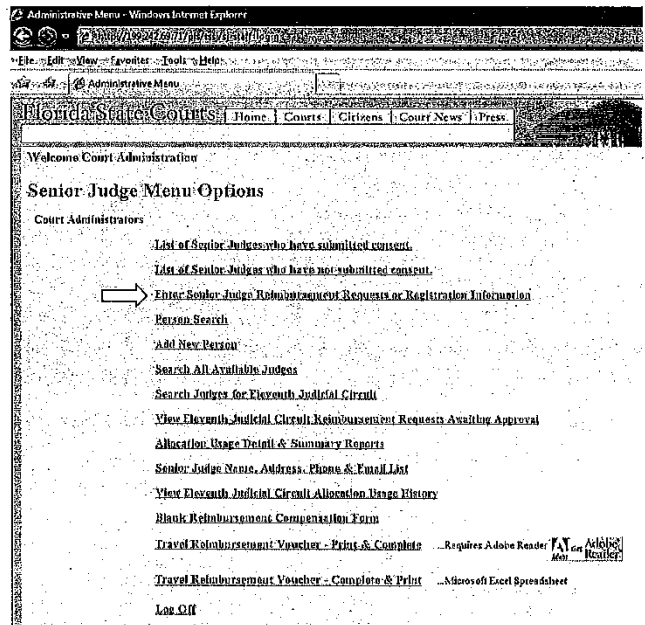
LOGGING IN

1. Open your internet browser and go to the Senior Judge System login page.
http://jweb.flcourts.org/pls/sj/sj_staff_welcome
2. Enter your user name and password and click **Submit Login**.
3. If you do not have a user name and password or have forgotten your user name or password, please request them at SrJudgeSystemHelp@flcourts.org.
4. If you only need to print a compensation form, click the **Senior Judge - Printable Compensation Form** link.
5. If you only need to complete and print a travel reimbursement voucher, click the **Travel Reimbursement Voucher - Complete & Print** link.



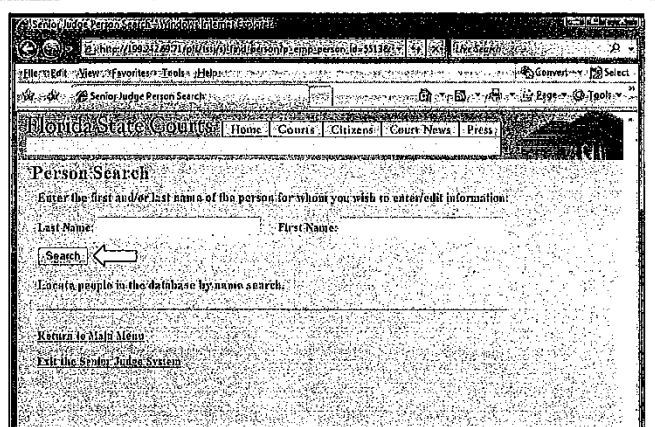
ENTER REQUEST FOR REIMBURSEMENT

1. Click on the **Enter Senior Judge Reimbursement Requests or Registration Information** link.



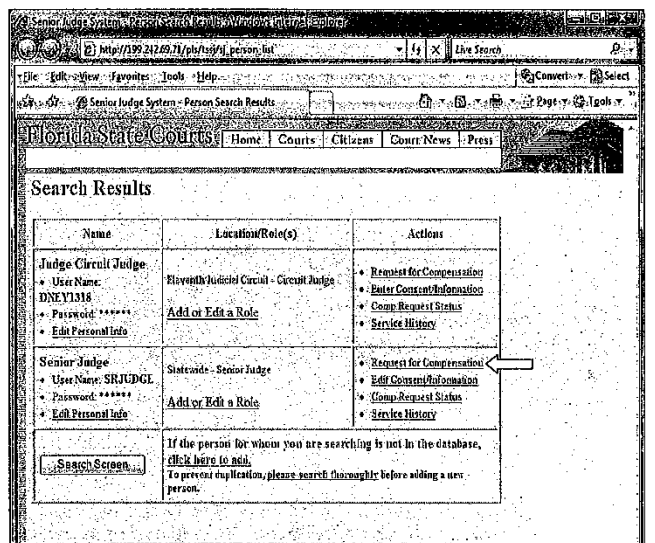
2. Type the senior judge's last name in the **Last Name** box and/or type the senior judge's first name in the **First Name** box.

3. Click **Search**.



4. Find the appropriate senior judge in the search results.
Note: Look under the second column (Location/Role(s)) for a "Statewide - Senior Judge" role.

5. Click the **Request for Compensation** link.



6. Select the appropriate fiscal year from the **Select Fiscal Year of Service** dropdown.

Note: The selection defaults to the current fiscal year.

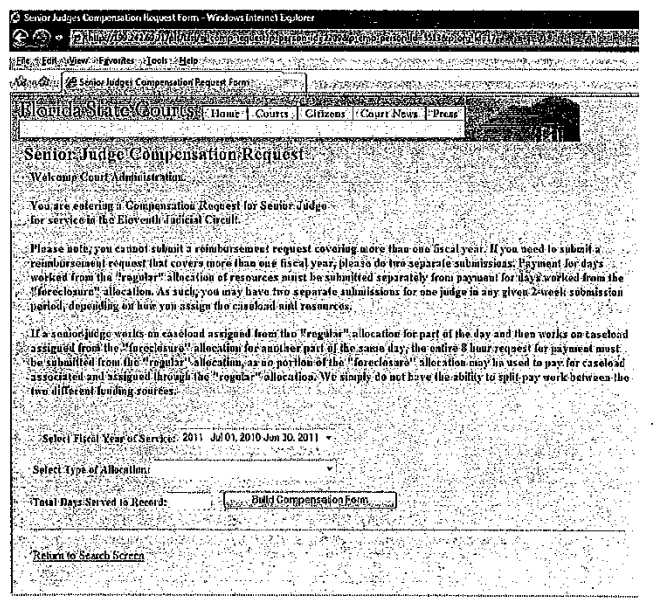
7. Select the appropriate allocation fund from the **Select Type of Allocation** dropdown.

Note: You must select either "Regular Senior Judge Allocation" or "Foreclosure Senior Judge Allocation." The selection cannot be blank.

8. Type the number of days served in the **Total Days Served to Record** box.

Note: You must enter at least one day to build the compensation form. This field cannot be blank. Payment for days worked from the "regular" allocation of resources must be submitted separately from payment for days worked from the "foreclosure" allocation.

9. Click **Build Compensation Form**



10. Select a county from the **Select a county if applicable** dropdown.

11. Enter the actual dates of service under the **Service Date** column.

Note: Dates must be entered in MM/DD/YYYY format.

12. Enter the number of hours worked for the appropriate division.

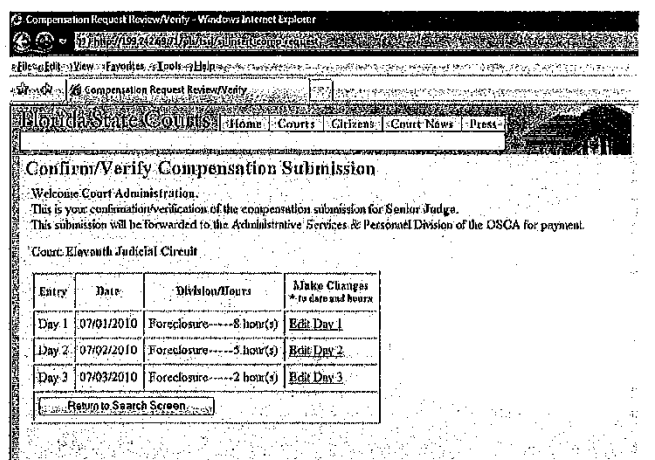
Note: If you are entering senior judge days for the "foreclosure" allocation, then you will only be able to submit hours for the foreclosure division. See the following screenshot for a view of the compensation form for "regular" allocation.

13. Click **Submit Compensation Form** once all days and hours have been entered.

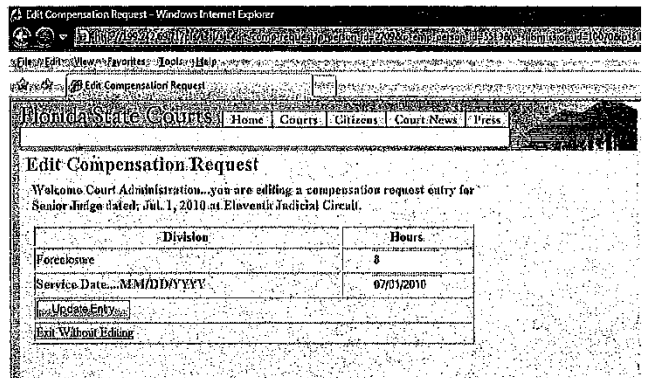
Foreclosure Allocation Compensation Form:

Regular Allocation Compensation Form:

14. Confirm your compensation submission and print for your records. Click **Return to Search Screen** to exit.
15. If you have entered an incorrect date or incorrect hours, click **Edit Day #** link to make corrections.

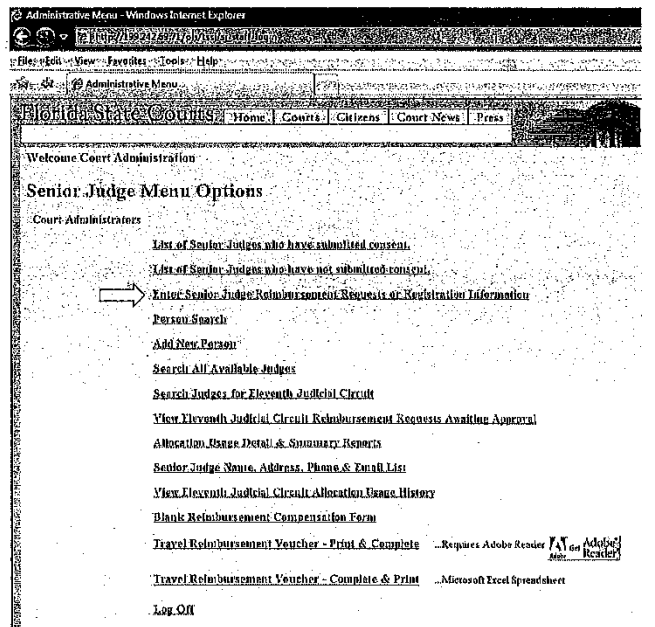


16. Make appropriate corrections and click Update Entry.
 Note: If you have submitted a compensation request from an incorrect allocation fund, please contact SrJudgeSystemHelp@flcourts.org.



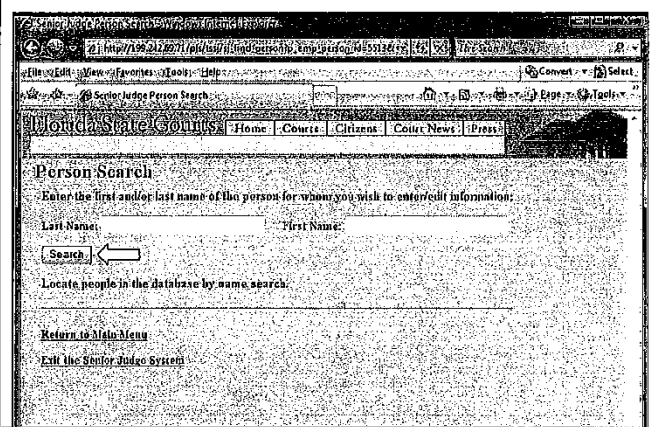
CHECK STATUS OF COMPENSATION REQUEST

1. Click on the **Enter Senior Judge Reimbursement Requests or Registration Information** link.



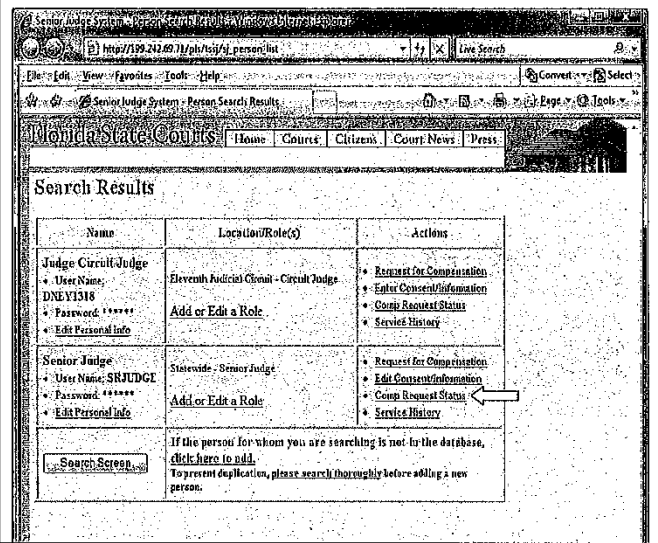
2. Type the senior judge's last name in the **Last Name** box and/or type the senior judge's first name in the **First Name** box.

3. Click **Search**.



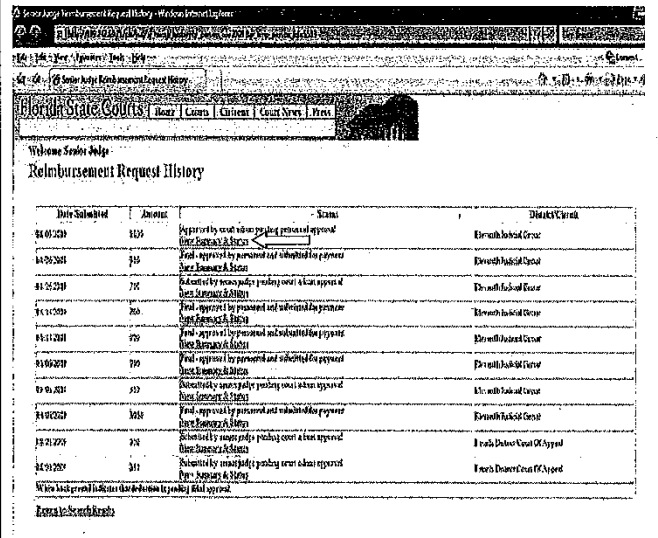
4. Find the appropriate senior judge in the search results.
Note: Look under the second column (Location/Role(s)) for a "Statewide - Senior Judge" role.

5. Click the **Comp Request Status** link.



6. Click **View Summary & Status** to see more specific information regarding the request for compensation.

7. Click **Return to Search Results** to exit screen.



Office of the State Courts Administrator

Charlotte Jerrett
Director of Administrative Services
Phone: (850) 488-9922 Fax: (850) 488-3744
e-mail: jerrette@flcourts.org

M E M O R A N D U M

TO: Trial Court Administrators

FROM: Charlotte Jerrett *Charlotte*

DATE: August 3, 2010

SUBJECT: Policy Guidelines for the Administration of Resources and Use of the Sr. Judge Web-based System for FY 2010/11 Economic Recovery Funding

This information is provided to you in follow-up to our conference call yesterday regarding payment request processing for sr. judges who work on real property/mortgage foreclosure cases for the special initiative targeted to dispose of 62% of backlogged cases. It is critical that these resources are only used for this purpose and remain segregated from payment and reporting of your regular allotment of sr. judge days. Listed below is a summary of the main points we discussed on the call:

- ✓ Sr. Judges will no longer have the ability to request payment directly in the web-based system. This change is necessary to prohibit potential errors or miscalculation in keeping the resources and funds separately accounted for. All payment requests must be submitted through Court Administration with the appropriate documentation. A "timesheet" form has been provided on the system log-in page for this purpose, or circuits may use their own system of documentation. This documentation is necessary for prudent resource management and audit tracking purposes.
- ✓ Upon log-in to the payment processing screen, you will see the addition of a drop-down menu and must now choose between the "regular" and "foreclosure" allocation when processing requests for payment. Accordingly, you will make the selection based on the type of payment request you are processing.

Memorandum
August 2, 2010
Page Two

- ✓ If a sr. judge works on caseload assigned from the “regular” allocation for part of the day and then works on caseload assigned from the “foreclosure” allocation for another part of the same day, the entire eight hour request for payment must be submitted from the “regular” allocation, as no portion of the “foreclosure” allocation may be used to pay for caseload associated with and assigned through the “regular” allocation. We simply do not have the ability to split-pay for hours worked between the two different funding sources.
- ✓ Payment for days worked from the “regular” allocation of resources must be submitted separately from payment for days worked from the “foreclosure” allocation. As such, you may have two separate submissions for one judge in any given 2-week submission period, depending on how you assign the caseload and resources.
- ✓ If a sr. judge works on “foreclosure” cases and also works on cases assigned through the “regular” allocation, the judge will receive two separate payment vouchers – one for hours worked from the “foreclosure” allocation and one for hours worked from the “regular” allocation.
- ✓ Travel expenses associated with days worked from the “foreclosure” allocation must be paid from the 22 20 XX 00 375 Organization Code, while travel expenses associated with days worked from the “regular” allocation of resources will continue to be paid from your local circuit expense budget. Forms for travel reimbursement requests have been updated and are available on the log-in screen.
- ✓ Attached are the TCBC approved allocations of both “regular” and “foreclosure” sr. judge days – Cost Centers 630 and 375, respectively.

Thank you again for your patience while we worked through the necessary administrative changes to the web-based system. If you or your judges have any questions, please do not hesitate to contact me directly at (850) 488-9922.

Attachments

cc: Lisa Goodner
Blan Teagle
Dorothy Wilson
Jackie Knight
Gary Phillips
Delcynth Schloss
Michelle Ogletree
Denise Overstreet
Mandy Couch
Don Lubbers

**Trial Court Budget Allocations
FY 2010-2011**

Senior Judge Days (Cost Center - 630)	
Circuit	FY 2010-11 Allotment
0	100
1	249
2	162
3	89
4	359
5	298
6	440
7	281
8	151
9	442
10	263
11	761
12	196
13	398
14	138
15	348
16	47
17	549
18	276
19	197
20	343
Total	6,087

Foreclosure and Economic Recovery Funding Proposal (Cost Center - 675)	
Circuit	FY 2010-11 Allotment
0	0
1	106
2	60
3	0
4	493
5	206
6	237
7	260
8	50
9	705
10	52
11	490
12	270
13	557
14	92
15	716
16	142
17	250
18	744
19	240
20	438
Total	6,108



From: Mark A. Lehmann
To: Janet Gilbert
Subject: Cases set for MSJ

Sent: Tue, 03 Aug 2010 16:52:04 GMT

Janet,
Most of these are MSJ's uncontested, but there is some other type of hearings included: Motions to compel, contested, motions for partial summary judgment, ect;

Escambia County	
August 19, 2010	46 cases set for hearing
September 2, 2010	46 cases set for hearing plus Approx. 60 cases set for LOP also
September 16, 2010	19 cases set for hearing so far
October 7, 2010	20 cases set for hearing so far
October 21, 2010	01 case set for hearing so far

Total: 132 plus approximately 60 LOP cases

Santa Rosa County	
August 20, 2010	32 cases set for hearing
September 17, 2010	30 cases set for hearing so far
October 8, 2010	07 cases set for hearing so far
October 22, 2010	01 case set for hearing so far plus Approx. 30 cases set for LOP

Total: 70 plus approximately 30 LOP cases

Grand Total: 202 plus approximately 90 LOP's

Mark A Lehmann
Court Program Specialist II
Forclosures and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533



From: Janet Gilbert
 To: Mark A. Lehmann
 Subject: RE: Cases set for MSJ

Great, thanks Mark.

Janet S. Gilbert
 Family Court Manager
 First Judicial Circuit of Florida
 190 Governmental Center Pensacola, FL 32502
 (850) 595-0379 phone
 (850) 595-3246 fax
 janet.gilbert@flcourts1.gov

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-----Original Message-----
 From: Mark A. Lehmann
 Sent: Tue 9/13/2010 4:52 PM
 To: Janet Gilbert
 Subject: Cases set for MSJ

Janet,

Most of these are MSJ's uncontested, but there is some other type of hearings included: Motions to compel, contested, motions for partial summary judgment, ect,

Escambia County

August 19, 2010	46 cases set for hearing	
September 2, 2010	46 cases set for hearing	plus Approx. 60 cases set for LOP also
September 16, 2010	19 cases set for hearing so far	
October 7, 2010	20 cases set for hearing so far	
October 21, 2010	01 case set for hearing so far	

Total: 132 plus approximately 60 LOP cases

Santa Rosa County

August 20, 2010	32 cases set for hearing	
September 17, 2010	30 cases set for hearing so far	
October 8, 2010	07 cases set for hearing so far	
October 22, 2010	01 case set for hearing so far	plus Approx. 30 cases set for LOP

Total: 70 plus approximately 30 LOP cases

Grand Total: 202 plus approximately 90 LOP's

Mark A Lehmann
 Court Program Specialist II
 Foreclosure and Economic Recovery Program
 Escambia and Santa Rosa Counties
 850-595-4833



From: Janet Gilbert
Sent: Wed, 04 Aug 2010 08:55:42 GMT
To: Amanda Bailey
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

[FERCTS Users Guide 20100719_1722.pdf \(410Kb\)](#) [FERCTS Installation Guide.pdf \(842Kb\)](#)

Amanda, here is the email I said I would forward regarding data submission. I enjoyed spending the morning with you yesterday. Thanks for your hard work!!

Janet E. Gilbert

Family Court Manager
 Court Administration
 1st Judicial Circuit of Florida
 190 Governmental Center
 Pensacola, FL 32502
 Phone: 850-595-0379
 FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: rwrightfjc@vzw.blackberry.net [mailto:rwrightfjc@vzw.blackberry.net]
Sent: Tuesday, July 20, 2010 9:10 AM
To: Janet Gilbert
Subject: Fw: Foreclosure and Economic Recovery Case Tracking System

Sent from my Verizon Wireless BlackBerry

From: "P.J. Stockdale" <stockdap@flcourts.org>
Date: Tue, 20 Jul 2010 10:02:35 -0400
To: Robin Wright<robin.wright@flcourts1.gov>
Subject: FW: Foreclosure and Economic Recovery Case Tracking System

Robin,

I've also attached the Users Guide and Installation Guide

PJ

PJ Stockdale
Senior Court Statistics Consultant
OSCA - Court Services
Supreme Court Building Annex
500 S Duval St
Tallahassee FL 32301-1900
(ph) 850.410.1523
(fax) 850.414.1342

From: P.J. Stockdale
Sent: Tuesday, July 20, 2010 9:53 AM
To: Robin Wright
Subject: Foreclosure and Economic Recovery Case Tracking System

Robin,

Please find attached the Foreclosure and Economic Recovery Case Tracking System (FERCTS) workbook for each county in your circuit. These workbooks have been pre-loaded with all non-disposed, reopened and pending cases as of June 30, 2010 as provided by the Clerks of Court for that county. We apologize for the delay in completing these workbooks for you. Since the Foreclosure Initiative began July 1, 2010, please update these workbooks to include all initiative activity beginning on July 1, 2010. Please email a copy of these workbooks to the OSCA on the 10th of each month. **Since we are late getting this to you and there is probably a lot of work being done initially, we are going to skip the first reporting cycle and ask that you provide your first submission on September 10, 2010.** Please see the attached FERCTS Users Guide for more information.

Since this tracking application is based upon VBA macros, there are a few steps that need to be taken to get it installed and running. I've attached a set of installations instructions to this email. However, each circuit has established different security procedures that could affect installation. You may want to have one of your IT people set the application up to ensure it works properly. Please have your IT folks give me a call, if needed, and I'll go through it with them. **Please note that if you only see a spreadsheet and not a data entry screen, the application may not have installed properly.**

Please do not hesitate to contact Court Services, Kris Slayden (slaydenk@flcourts.org), or PJ Stockdale (stockdap@flcourts.org) if you have any questions or if we can be of any assistance.

Thanks
PJ

PJ Stockdale
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(ph) 850.410.1523
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Foreclosure and Economic Recovery – Case Tracking System

This document provides guidance on procedures to be used when completing the Foreclosure and Economic Recovery – Case Reporting System (FERCTS). For ease of use, this document is divided into three (3) major sections: 1) Instructions for use, 2) Definitions, and 3) Instructions for reporting to the OSCA.

FERCTS is an Excel based case tracking system that is intended to capture essential case activity data over the life of the initiative. The FERCTS provides one workbook for each county in a circuit. The workbooks have been preloaded with a list of non-disposed and reopened cases for a specific county. This list was provided by the Clerk of Courts and includes all non-disposed, reopened and pending cases outstanding as of close of business June 30, 2010. New cases, filed or reopened after June 30, 2010, that are transferred to the initiative will need to be entered into the tracking application by court administration staff either individually or in bulk.

WARNING! To provide maximum flexibility for all jurisdictions, this Excel application is provided with basic capabilities only. It is not provided as a case management tool.

Please keep in mind that it is an Excel application.
Save your work! And save often!

1. INSTRUCTIONS FOR USE

General

FERCTS is an Excel based case tracking system that is intended to capture certain essential case activity data over the life of the initiative. FERCTS is not intended to provide case management capabilities. Nor is it intended to capture every event, reopen or status change in the life of the case. Instead, this application will provide a mechanism to capture and report, to the OSCA, specific and limited case information. This information will then be used as part of the final report to the Legislature describing the outcomes of the Foreclosure and Economic Recovery Initiative.

The TCBC has directed that each circuit be given the maximum latitude possible in accomplishing the goals of this Initiative. Consequently, the FERCTS was designed to provide basic data reporting capabilities as part of a programmed application while making available the full data management capabilities inherent in Excel. The application provides basic data entry and search capabilities. More advanced data manipulation should be accomplished through Excel search, sort and filter functions.

Installation

The case tracking application is almost entirely driven by macro computer code written specifically for this initiative. Most Microsoft Office installations are installed with a high level of security set by default which prevents most macros from running correctly. To ensure that macros can run for this workbook, there are a few installation steps you must take before you open the workbook. Please see the separate FERCTS Installation Guide for detailed installation instructions.

If the installation was successful, the user should see the following case tracking screen after opening the workbook:

CAUTION

If you do not see the above user form, see only the underlying spreadsheet or receive an error message, please contact Court Services, PJ Stockdale, 850-410-1523, stockdap@flcourts.org for assistance.

Workbooks

The FERCTS provides one workbook for each county in a circuit. The workbooks have been preloaded with a list of non-disposed and reopened cases for a specific county. This list was provided by the Clerk of Courts and includes all non-disposed, reopened and pending cases outstanding as of close of business June 30, 2010. New cases, filed or reopened after June 30, 2010, that are transferred to the initiative will need to be entered into the tracking application by court administration staff either individually or in bulk.

To accommodate all jurisdictions and users, workbook compatibility has been set to Excel 2003. However, this limits the number of cases that can be recorded in any one workbook to approximately 65,000. For the larger circuits, workbooks can be split into county and year (e.g. 11_13MiamiDade_CY2009_FERCTS.xls). If a jurisdiction has Excel 2007 available, the workbook can be converted to Excel 2007 format with the increased capabilities associated with that format. Please contact PJ Stockdale (850-410-1523, stockdap@flcourts.org) for assistance.

Unfortunately, Excel does not have multi-user capabilities in any version. This means that a single workbook cannot be updated by two different persons at the same time. However, it is possible to make copies of the workbooks for different individuals. If multiple persons will be performing data entry, it is recommended that the workbooks be divided into calendar years or case number blocks for each individual so that each case appears in only one workbook. This practice will reduce duplication of effort and will greatly simplify updating. We ask that you save these workbooks using a standard naming format. Some examples of workbook names are

01_17Escambia_0001-4999_FERCTS.xls
01_17Escambia_5000-9999_FERCTS.xls
01_17Escambia_CY2009_FERCTS.xls

WARNING

To provide maximum flexibility for all jurisdictions, this Excel application is provided with basic capabilities. It is not provided as case management tool.

NOTE

To ensure the SAVE feature of the workbook is operational, please be sure to enter the exact, full name of the workbook in the App Workbook cell of the TABLES worksheet. (cell reference TABLES!B7)

Please contact PJ Stockdale (850-410-1523, stockdap@flcourts.org) for assistance

If you choose to bulk load data directly into the spreadsheet, it is imperative that the user use the SRS case category, case disposition category and the Type of Event category exactly as they are listed on the worksheet Tables for SRS Case Category (column D), Case Disposition (column E) and Type of Status (Column F). If these values are not entered exactly, the data entry user form will not recognize the value and will not display the record on the form. Additionally, these case records will be not be considered valid when the data is sent to the OSCA as they cannot be cross referenced to one of these categories.

CAUTION

Please keep in mind that it is an Excel application.

Save your work! And save often!

Data Entry Screen

The application provides a one page data entry and display user form with a second search tab. New cases can be added through the main user form or directly into the spreadsheet. The underlying Excel spreadsheet does allow for basic bulk loading of data to make this task easier for larger circuits. However, care must be taken to ensure the correct format and field order is maintained. Please see the Definitions section for a more detailed description of these fields.

**Foreclosure and Economic Recovery Initiative
Case Tracking Form**

Case Data | Search | About | Glossary

Case Identification
 UCN: 582009CA005172AXXXNC Filing Date: 3/26/2009
 SRS Case Category: Real Property/Mortgage Foreclosure

Disposition/Status
 Date Disposed: 11/20/2009
 Disposition Type: Summary/Final Judgement
 Date Status Change: 7/1/2010
 Case Status: Inactivity - Other (see Case Comments)
 Case Closed for Court Action Date Case Closed: _____

Post-Judgement
 Open Date: 7/6/2010 Closed Date: _____

Case Comments

Case Age: 13
 New
 Update
 Previous
 Next
 Exclude

Record 24 of 12264 Save FERCTS Close FERCTS

NOTE:

All pre-loaded backlogged cases assigned to this initiative have been assigned a default status of "Inactivity – Other". Please ensure that this status is changed to "Active" when either the judicial officer or support staff begins work on the case.

How to update a case record

The FERCTS is designed to capture essential case activity data. Consequently, it will be necessary for staff to update case records. For example, assume that the court is ready to take action on the case represented by the data entry screen above.

- The first action required is to reset the case status from “Inactive – Other” to “Active”. Since it is unlikely that every record to be updated will be the first record in the spreadsheet, the user will need to search for the record by UCN. See the section [How to search for a record](#) for more information on searching.

Foreclosure and Economic Recovery Initiative Case Tracking Form

Case Data | Search | About | Glossary

Case Identification
 UCN: 582009CA008325A000NC Filing Date: 5/15/2009
 SRS Case Category: Real Property/Mortgage Foreclosure

Disposition/Status
 Date Disposed: [] Case Age: 430
 Disposition Type: []
 Date Status Change: 7/16/2010
 Case Status: Inactive
 Case Closed for Court Action: Date Case Closed: []

Post-judgement
 Open Date: [] Closed Date: []
 Case Comments: []

Record 31 of 12264 Save FERCTS Close FERCTS

Foreclosure and Economic Recovery Initiative Case Tracking Form

Case Data | Search | About | Glossary

Case Identification
 UCN: 582009CA008325A000NC Filing Date: 5/15/2009
 SRS Case Category: Real Property/Mortgage Foreclosure

Disposition/Status
 Date Disposed: 7/19/2010 Case Age: 430
 Disposition Type: []
 Date Status Change: 7/16/2010
 Case Status: Active
 Case Closed for Court Action: Date Case Closed: 7/19/2010

Post-judgement
 Open Date: [] Closed Date: []
 Case Comments: []

Record 31 of 12264 Save FERCTS Close FERCTS

Additional status changes may occur as this action proceeds and staff should update the status as required.

- When a case is finally disposed for judicial action whether by disposition or resolution of a post-judgment action (see [Definitions](#)), the user should enter the date of the disposition along with the appropriate disposition type. Please note that for a post-judgment case, the user need only supply the date of re-opening or of closing. The “Case Closed for Court Action” checkbox and the “Date Case Closed” fields will be completed automatically whenever a valid disposition date or a valid post-judgment closed date is entered.
- To reduce the amount of data entry, the case status may be left as “Active” since it is redundant to require a status change of “Disposed”

How to search for a record

The tracking application provides basic search capabilities via the Search tab. Since the user has ready access to the full searching capabilities of Excel, the search function provides search capability on the three fields determined most useful during field tests; 1) Uniform case number, 2) Case status and 3) Case age. For this

initiative, case age is calculated to be the number of days from filing to the current date or from the reopen date (whichever is later) to current date.

The application search function will then allow the user to move through all of items meeting the search criteria using the “Find Next” and “Find Previous” buttons. The search function allows wildcards so that more than one case can be identified such as all cases with a UCN in 2008 (172008*) or with a case age greater than 180 days (>180). Please use the “Tips” button located on the Search tab for additional information on using wildcards.

TIP:

For more advanced data manipulation, please use the inherent processing capabilities of Excel. The user form may be closed by clicking on the red X in the top right corner of the form. The user form may be reactivated by pressing the shortcut key, CTRL-m, or from the menu by clicking the Developer option, then selecting Macros. Select the ShowDataForm macro and click the “run” button. The initial splash screen will not display but after a few moments, the user form will appear.

How to exclude case records

Due to limitations in some Clerk of Court systems, the initial set of cases pre-loaded into these workbooks may include cases that are not appropriate candidates for this initiative. The FERCTS provides an “Exclude” button on in the bottom right corner of the data entry screen which will allow the user to mark these record as ineligible. The record will not be deleted from the spreadsheet but will appear as grayed out on the data entry form.

How to add a new case record

New records may be added by clicking on the “Add” button. This will place the application in insert mode which will blank the data entry screen and will position the cursor on the first blank row at the end of the spreadsheet that is visible behind the data entry form. The user must enter, at a minimum, a Uniform Case Number, filing date and case status. The application will enter the SRS case type automatically. When initially entering a case into the tracking system, please assign the appropriate case status from the list provided.

Once the appropriate data is entered, the user must click the “Update” button to commit the record to the spreadsheet. Most buttons will not work in insert mode. To cancel the new record, click the “Cancel New” button. This will delete the new data and return the cursor to the record that was active before the “New” button was selected. Clicking the “New” button while in insert mode will save the current record and advance the cursor to the next blank record.

The Search and the Insert modes are complimentary in that the user can enter insert mode while search criteria are active. However, the reverse is not true; the user cannot enter search mode while in insert mode.

How to save your work

There are three methods for saving a FERCTS workbook: 1) Click on the “Save FERCTS” on the data entry screen. This will save the workbook and return the user to the data entry screen. 2) Click on the “Close FERCTS” button on the data entry screen. This will save and close the FERCTS workbook. It will not affect other Excel workbooks that may be open. 3) use the SAVE (CTRL-S) option from Excel

CAUTION

Please keep in mind that it is an Excel application.

Save your work! And save often!

Automatic Validity Checks

The FERCTS will perform a variety of data entry validity checks both when the data is entered and when an update is applied. Certain fields such as the UCN and date fields are checked for validity as the data is entered. The user will not be able to advance until the errors are corrected. In the case of a new record, all date errors must be corrected before the "Update" (add record) or "Cancel New" button will work. In addition to field level checks, the entire record is also checked for consistency before it is committed to the spreadsheet. At this stage, the FERCTS will check that the case record is consistent by looking at each field and ensuring that together, the information makes sense. For example, the application will check that a valid disposition category is associated with a valid disposition date.

WARNING:

Please take care if you are bulk loading data directly into the underlying spreadsheet.

It is possible to enter invalid data when entering bulk data directly into the spreadsheet (for example entering a UCN without a filing date). These records will be displayed by the data entry form. However, the application will not allow the user to leave the record until the errors are corrected. A large number of erroneous records could significantly reduce the usability of the FERCTS.

Notes on Specific Data Fields

Case Status:

Case Status captures information on the state of a case as it relates to judicial activity. Status is subdivided into three broad categories which identify whether the court is actively working to resolve a case or whether the case cannot be concluded due to extenuating circumstances and just what those circumstances are. The primary purpose of the tracking application is to identify why cases are not moving through the system

All cases transferred into the initiative have been assigned a default status of “Inactivity – Other (see Case Comments)”. When there is activity on these cases, please change the status from “Inactivity – Other” to “Active”.

NOTE:

When changing a case status to “Inactivity – Other”, please include a brief description of the reason in the case comments field of the record. In particular, if the case is inactive due to loss mitigation review, please add the notation “**loss mitigation review**” to the case comments. Comments are not required for those cases that were pre-loaded into these workbooks.

Case Closed For Court Action (checkbox and date):

These fields provide a convenient way of flagging a case record when no additional court action is required. They are set automatically when a case is disposed or when a reopened case is closed. Since it is not possible to predict all of the ways a case may move through the court system, the user may manually change the Date Case Closed for Court Action field or may override the status by un-checking the "Case Closed for Court Action" check box. If this box is unchecked, then the case will be considered to require additional court action before the case can be moved to sale so, please, be sure that action is required.

Date Reopen and Reopen Closed:

If the Reopen Date and the Reopen Closed date are both filled in, changing the Reopen date to a value that is greater than the current Reopen Closed date will cause the application to assume a new reopen action is pending. The application will blank out the Reopen Closed date and clear the "Case Closed for Court Action Status."

2. DEFINITIONS

Definitions for this initiative come primarily from the Summary Reporting System Manual (January 2002) with the exception of Case Status and Date Reopen Closed.

For purposes of this initiative, case status captures information on the state of a case as it relates to judicial activity and date reopen closed captures the date that a previously reopened case was closed.

Definitions for these fields are provided below.

- Circuit
- County
- Uniform Case Number – full 20 character UCN as defined by the Supreme Court
- Filing Date – initial document stamp date per the SRS Manual
- SRS Case Category – ‘Real Property/Mortgage Foreclosure’
- Date of Case Status Change – captures the date case status changed from one category to another.
- Current Case Status – captures information on the state of a case as it relates to judicial activity. Over broad categories, it identifies whether the court is actively working to resolve a case or whether the judicial action cannot be concluded due to extenuating circumstances.
 - Active
 - Stayed – Bankruptcy
 - Stayed - Pending resolution of another case
 - Stayed - by Agreement of the parties
 - Stayed - Appeal pending
 - Inactivity - Attorney inactivity
 - Inactivity - Insufficient pleadings or documentation
 - Inactivity - Mediation/Settlement negotiations
 - Inactivity - Other (see Case Comments). Please include a brief description of the reason in the case comments field of the record. In particular, if the case is inactive due to loss mitigation review, please add the notation “loss mitigation review” to the case comments
- Date of Disposition – Per the SRS Manual, report cases as disposed after the final judicial decision which terminates a civil proceeding by a summary/final judgment or ordered entered by the court.
- Disposition Type – Summary/Final Judgment, Trial, and Dismissed
- Date of Reopen Event – Report the date that a post-judgment motion is filed and the \$50 fee is paid.
- Date Reopen Event Closed – Report the date on which the reopened case is closed after the motion which reopened the case has been resolved by judicial decision/order which completes court proceedings on the issue raised by the motion (ex. Motion to reschedule foreclosure sale, Order rescheduling sale)

3. INSTRUCTIONS FOR REPORTING TO OSCA

These instructions establish the reporting standards to be followed when entering and submitting FERCTS information. The FERCTS workbook encapsulates all real property/mortgage foreclosure cases that are non-disposed or reopened (i.e. pending) as of June 30, 2010. The data from this tracking system will be used to provide the Supreme Court with information on the number of dispositions, average age and clearance rate of backlogged real property/mortgage foreclosure cases. Trial court administrators are to submit a copy of the tracking system workbook on a monthly basis to the Office of the State Courts Administrator (OSCA.) OSCA is to receive the copy no more than the 10th of the month following the end of the monthly period.

Following are the procedures to use when submitting a copy of the tracking system workbook to the OSCA.

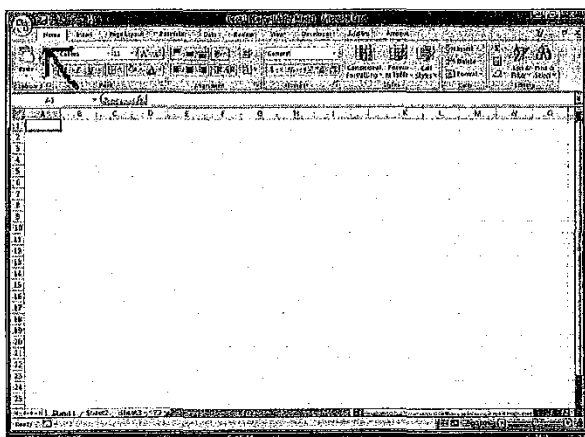
- ✓ This workbook is almost entirely macro driven. Most Microsoft Office installations are installed with a high level of security set by default. To ensure that macros can run for this workbook, there are a few installation steps you must take before you open the workbook. Please see the separate FERCTS Installation Guide for installation instructions.
- ✓ The first transmission of the FERCTS workbook should include updates through July 30, 2010.
- ✓ A copy of the FERCTS workbook must be submitted to the OSCA by the 10th of the month following the end of the month being reported. For example, a copy of the workbook updating information through July 30, 2010 is to be sent to the OSCA by August 10, 2010.
- ✓ The workbook copy must be submitted via e-mail to FERCTS@flcourts.org. When submitting, the e-mail, the subject line must contain the following words: "foreclosure and economic recovery" and the date the workbook is submitted for. For example, a workbook submitted on August 9, 2010 for the July 2010 period would contain the subject line "Foreclosure and Economic Recovery Report – 2010/07".
- ✓ The workbook must be submitted in the Excel form provided by the OSCA. To ensure proper operation of the application, the file name is fixed as circuit number, underscore followed by county number and name ending with FERCTS.xls. An example file name is 01_17Escambia_FERCTS.XLS.
- ✓ Once the trial court administrators submit a report to OSCA, an error check process will be performed by the OSCA. If reporting errors are identified, the circuit will be notified and errors must be corrected. Corrections will be verified on the next monthly submission.

Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

This workbook is almost entirely macro driven. Most Microsoft Office installations are installed with a high level of security set by default. To ensure that macros can run for this workbook, there are a few steps you must take before you open the workbook. If you are using Excel 2007,

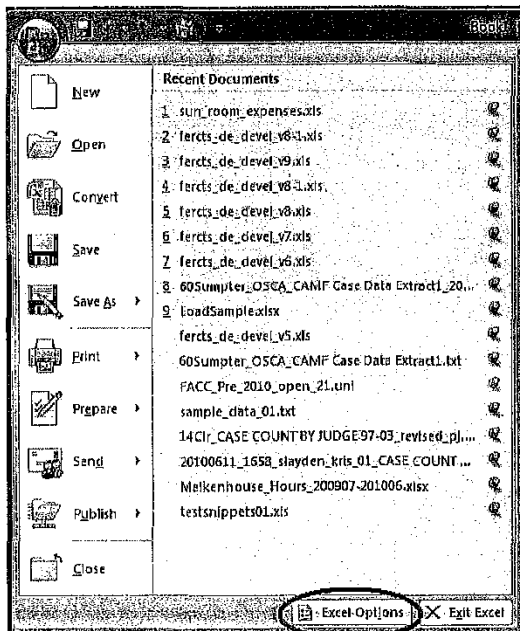
1. Save the FERCTS workbook to a directory to the directory where it will be used and note the location (for example C:\Foreclosure\FERCTS)

2. Open a blank Excel workbook



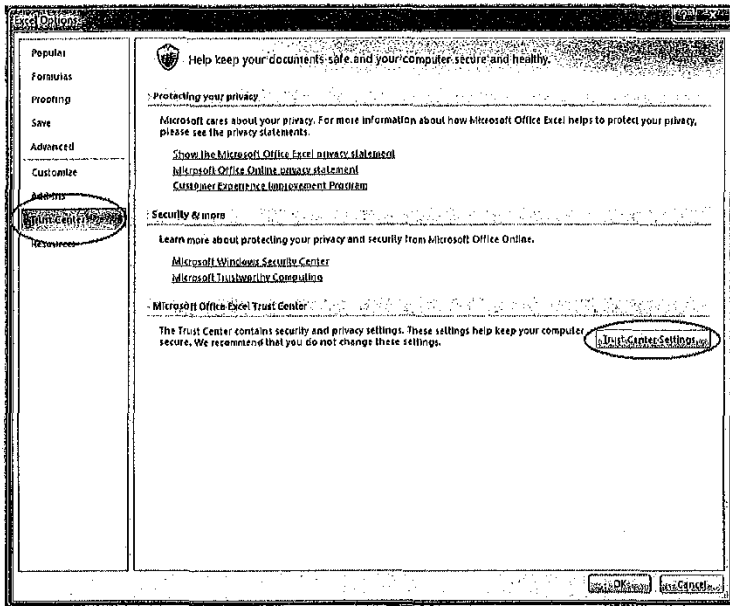
3. Click on the Windows "Office Button" in the upper left corner of the workbook

4. Click on the "Excel Options" button on the bottom right corner of the menu

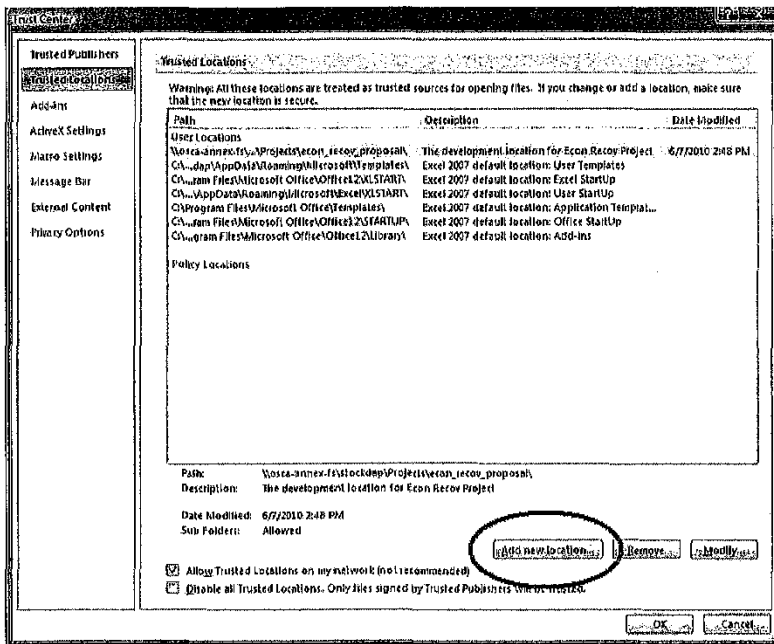


Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

5. From this menu, select "Trust Center" and then click on the "Trust Center Settings" button



6. From the Trust Center Settings, Select "Trusted Locations" from the menu along the left side, you should see something similar to the image below:



Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

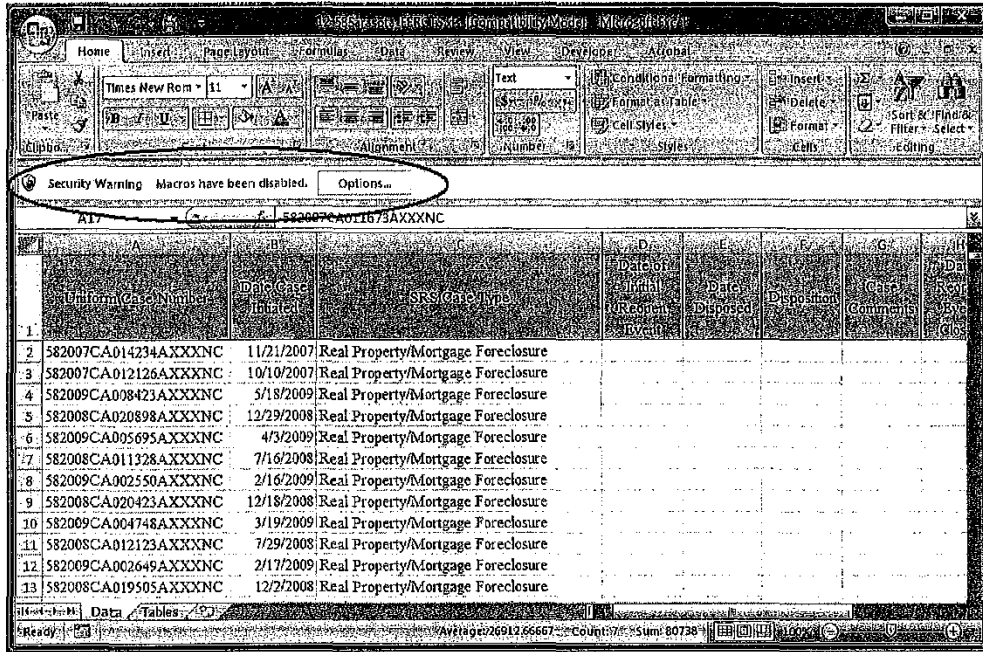
7. Click on the “Add new location” button which will bring up a dialog box to enter a location. You are going to enter the location of the FERCTS workbook that you noted in step 1 above. You can type it directly into the text box or you can use the “Browse” button to navigate to the location. Once you have found the location, click OK. This will add the location to your trust center which will allow you to enable macros without compromising security on your machine.

Please note, if the location that you saved your file to is not local to your workstation such as a network drive, then you must also check the box “Allow Trusted Locations on my network (not recommended). While checking this box is not always the best practice, it is acceptable in this instance. If your local security policy prohibits you from checking this box, then you will have to save the workbook in a location local to your workstation.

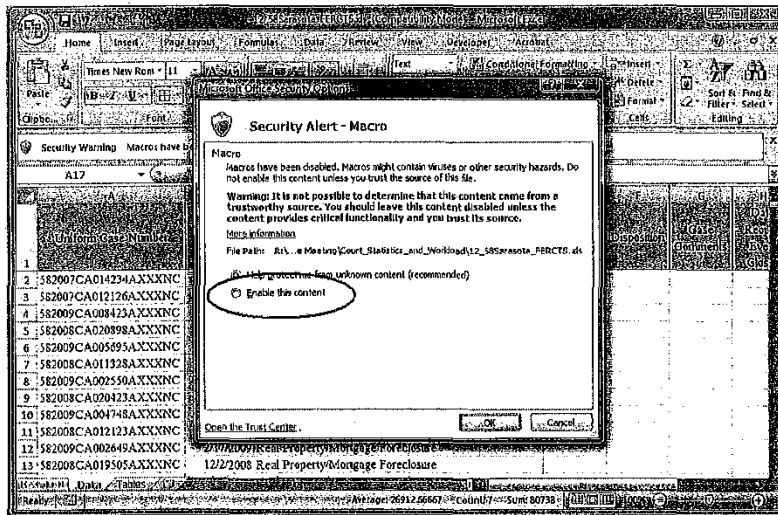
Now you should be able to open the workbook with macros enabled. When you double click on the workbook, you should see something like the following:

Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

If you have completed these installation instructions and you do not receive the Data Entry Screen above but, instead, see the following, then the installation may not have completed successfully or your system has enabled more stringent security restrictions than is standard.



To check installation, click on the box labeled “Options” and click the radio button “Enable this content”



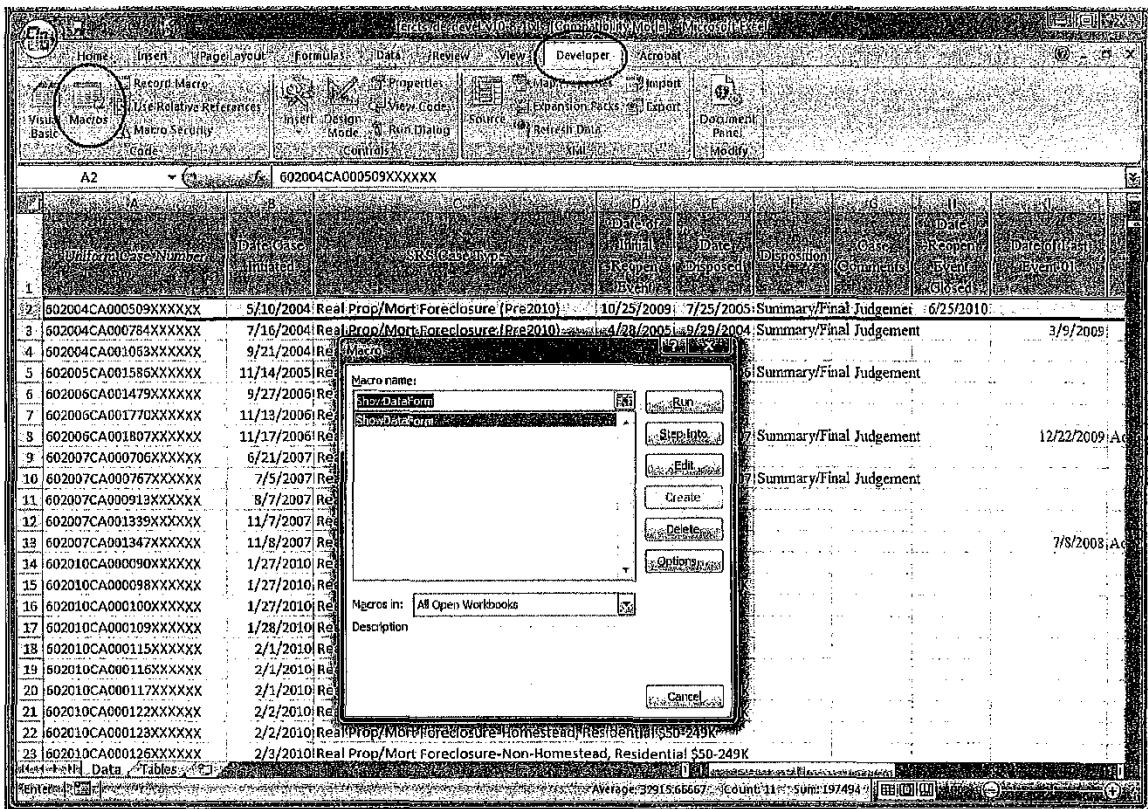
Foreclosure and Economic Recover Initiative Case Tracking System Installation Instructions

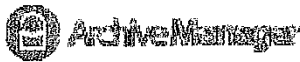
If the FERCTS initialized and then displays the data entry screen then the installation did not complete properly. If the data entry screen does not display, please contact your systems administrator for assistance in enabling macro content for these workbooks.

Note: If you are using Excel 2003, there is no solution except to lower your security level to medium or lower.

Running the Data Entry Screen directly from the spreadsheet

The user form may be run directly from the spreadsheet by pressing the shortcut key, CTRL-m or by selecting the Developer -> Macros -> ShowDataForm from the macro menu. Then select Run





From: Mark A. Lehmann

Sent: Wed, 04 Aug 2010 09:24:38 GMT

To: Janet Gilbert

Subject: FW: August 19th, 2010 Escambia County Division W docket

 **8-19-10.doc** (96Kb)

FYI

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Mark A. Lehmann
Sent: Wednesday, August 04, 2010 9:24 AM
To: Cheri High; Judge John T Parnham ([REDACTED])
Subject: August 19th, 2010 Escambia County Division W docket

Cheri,
Here is the Judge's docket for the 19th. I would like to start reviewing these files asap. I will look at most of them online. There are 46 cases on the docket. How soon will you pull this docket and do I need to come down there to review or can they be brought up here. Just trying to work out logistics.

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

**JUDGE JOHN T. PARNHAM FORECLOSURE DOCKET
 ESCAMBIA COUNTY AUGUST 19TH, 2010**

Time	Case #	Case Name	Attorney and Phone #	Plaintiff Case #	Notes
8:15	08-CA-2345	Country Wide Homes vs. Crystal Viator	Adorno & Yoss LLP Marc Granger1-305-460-1000		
8:30	08-CA-2091	Deutsche Bk. vs. Trami Truong	Adorno & Yoss LLP Marc Granger1-305-460-1000		
8:40	2008-CA-1590	Deutsche Bk. vs. Jeanine Shinstine	Roger Rathbun 1-954-453-0365 x 1790		Selma/ Selma.charles@mars hallwatson.com
8:50	2008-CA-4030	Amtrust Bk vs. Brian Sutton	Deanne Torres 1-954-233-8000		
9:00	2008-CA-2179	Deutsche Bk. vs. Tony Ndah	Kelly Williams 1-954-233-8000		
9:10	2009-CA-1023	Citi Mortgage vs. Preston Minton	Vivian Lurlene 1-954-233-8000		
9:20	2008-CA-3806	US Bk. National Association vs. Rose Fraser	FLDefault Law Group 1-813-342-2200		TeriHarwood/tharwo od@defaultlawfl.com
9:30	2009-CA-1782	Wells Fargo vs. Johnny James		F09056268	
9:40	2009-CA-1775	Wells Fargo vs. Adrian Howell		F09053163	
9:50	2009-CA-2725	BAC Home Loans Servicing vs. Wilma Barker		F09076146	
10:00	2009-CA-3478	GMAC Mortgage vs. Timothy Cristofolletti		F09053385	
10:10	2009-CA-3240	US BK. National Association vs. Deborah Moser		F09092540	
10:20	2009-CA-3464	Residential Funding Real Estate vs. Deangela Wiggins		F09075358	
10:30	2009-CA-4194	Suntrust Mortgage vs. Raymond Boyer		F09117642	
10:40	2009-CA-4309	Wells Fargo Bk. Vs. Amanda Alexander		F09120331	
10:50	2008-CA-1693	PHH Mortgage Corp. vs. Marc Shapiro		F08041905	

11:00	2009-CA-4421	PPH Mortgage Pass-Through Cert. vs. Tammy L. Stacey		F09123392	
11:10	2008-CA-2123	Deutsche Bank National vs. Demetrius Dudley		F08056163	
11:20	2008-CA-2522	Bk. Of America vs. Aubrey Apple		F08064436	
11:30	2009-CA-1820	Deutsche Bk. Vs. Mary Thomas		F09047815	
11:40	2009-CA-3671	Bk. Of NY. Vs. Thomas Fine IV			
11:50	2008-CA-3130	Deutsche Bk. Vs. Douglas Dodd		F08071455	
12:00	To 1:00 Lunch				
01:00	2009-CA-0450	Bk. Of NY. Mellon vs. Renee Davenport		F09010498	
01:10	2009-CA-1900	Chase Home Finance vs. Edward Cope		F09049651	
01:20	2009-CA-3144	Chase Home Finance vs. Matthew Goodwin		F09087736	
01:30	2009-CA-2781	Chase Home Finance vs. Michael Greene		F09038074	
01:40	2009-CA-2746	Chase Home Finance vs. Thomas McClammy		F09081658	
01:50	2007-CA-1417	Wells Fargo Bk. Vs. Kimberly Wheeler		F07020033	
02:00	2009-CA-4184	Financial Freedom vs. unknown heirs of Robert Lee Bryans		F09034597	
02:10	2009-CA-1638	Wells Fargo Bk. Vs. John A Murphy		F09040157	
02:20	2009-CA-1789	BAC Home Loans vs. Keith Rodgers		F09050123	
02:30	2009-CA-2117	Suntrust Mortgage vs. Gloria Dees		F09064346	
02:40	2009-CA-3528	Wells Fargo vs. David Barfield		F09085583	
02:50	2009-CA-3811	U.S. Bk. National Assoc. vs. Matthew Stanley		F09098607	
03:00	2008-CA-0423	Bk. Of America vs. Jay Forrest Fromm		F08005991	
03:10	2009-CA-0839	Wells Fargo vs. James Abney		F09023745	
03:20	2009-CA-3477	GMAC Mortgage vs. Jamie Pileggi		F09087258	

03:30	2009-CA-4419	GMAC Mortgage vs. Jason Allgyer		F09120568	
03:40	2009-CA-4449	PHH Mortgage Corp. vs. unknown heirs of Raymond Qualls		F09124022	
03:50	2009-CA-3604	Wells Fargo vs. Thomas Sanborn		F09093529	
04:00	2009-CA-4303	Wells Fargo vs. Cornelious Barge		F09120611	
04:10	2008-CA-2370	Chase Home Finance vs. Ronald Timbes		F08060926	
04:20	2009-CA-2856	Wells Fargo Bk. Vs. Keith Snuffin		F09085340	
04:30	2009-CA-3995	U.S. Bank National vs. Joan P. Kozelka		F09110891	
04:40	2009-CA-4392	PHH Mortgage Corp. vs. Russell Brock		F09121308	
04:50	2009-CA-0444	Chase Home Finance vs. Martha Anthony		F09122797	




From: Mark A. Lehmann

Sent: Thu, 05 Aug 2010 13:56:00 GMT

To: Janet Gilbert

Subject: Judge's Input form for FERCTS

 Judge input form.xls (18Kb)

Janet,
We can change this anyway you want. I just reflected the input form with FERCTS

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

Foreclosure and Economic Recovery Case Tracking Form

1st Judicial Circuit

Escambia County

Real Property/Mortgage Foreclosure

Case Number

Filing Date

Disposition/Status

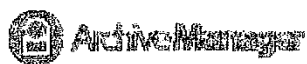
Date Disposed		
Disposition Type		
Check one	Summary/Final Judgment	
	Trial	
	Dismissed	
	unknown	

Date Status Change

Case Status:	Active	
Check one	Stayed-Bankruptcy	
	Stayed-Pending resolution of another case	
	Stayed-by agreement of parties	
	Stayed- Appeal Pending	
	Inactivity- Attorney Inactivity	
	Inactivity- Insufficient pleading or documentation	
	Inactivity- Mediation/Settlement negotiations	
	Inactivity-other(see coments below)	

Comments:

- Filing date- Initial document stamp date per the SRS Manuel
- Date of Disposition- Report cases as disposed after the final judicial decision which terminates a civil proceeding by a summary judgment or ordered entered by the court
- Disposition Type- Summary /Final Judgment, Trial, and Dismissed
- Date of Case Status Change- Captures the date case status changed from on category to another.
- Current Case Status- Captures information on the state of a case as it relates to judicial activity. Over broad catagories, it identifies whether the court is actively working to resolve a case or whether the judicial action cannot be concluded due to extenuating circumstances



From: Janet Gilbert
To: Mark A. Lehmann
Subject: RE: Judge's input form for FERCTS
Sent: Thu, 05 Aug 2010 16:02:00 GMT

Thanks, we'll discuss in morning.

From: Mark A. Lehmann
Sent: Thursday, August 05, 2010 1:57 PM
To: Janet Gilbert
Subject: Judge's input form for FERCTS

Janet,
We can change this anyway you want. I just reflected the input form with FERCTS

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533



From: [Mark A. Lehmann](#) **Sent:** Fri, 06 Aug 2010 07:38:00 GMT
To: [Judge John T Parnham](#) ([\[redacted\]](#))
CC: [Janet Gilbert](#)
Subject: FW: Division W

FYI

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

From: Cheri High [mailto:chigh@escambiaclerk.com]
Sent: Thursday, August 05, 2010 3:45 PM
To: Mark A. Lehmann
Subject: Re: Division W

The mail for Parnham is actually matched up with the Court files and staff will be delivering them today.

The report for Judge Parnham will be available by Monday. Judge Terrell has approved our proposal to convert cases to division W and our MIS department will complete this conversion over the weekend. Once completed, they will prepare the default report and forward it to you.

I will be out of the office next week and if you need anything, please call Freida at x4134.

Thanks,
Cheri L. High
Sr. Director of Judicial Services
Clerk of the Circuit Court & Comptroller
Escambia County, Florida
(850)595-4173
chigh@escambiaclerk.com

----- Original Message -----

From: [Mark A. Lehmann](#)
To: [Cheri High](#)
Sent: Thursday, August 05, 2010 3:36 PM
Subject: Division W

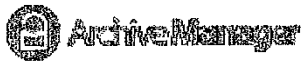
Hi Cheri,
I know you are busy, did you ever get to run a docket with defaults? And I have not seen Judge Parnham's mail you talked about the other day. Do you need me to come get it? If you designate a spot I can swing by every day and pick up.
Thanks

Mark A Lehmann
Court Program Specialist II

Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

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From: [Robin Wright](#)
To: [Janet Gilbert](#)
Subject: RE:

Sent: Fri, 06 Aug 2010 13:16:42 GMT

Thanks

From: Janet Gilbert
Sent: Friday, August 06, 2010 1:15 PM
To: Robin Wright
Subject: RE:

No problem with us looking up the cases already heard. How about something like this:

In order for the Foreclosure and Economic Recovery Program to submit complete and accurate data to Tallahassee, we need your assistance with foreclosure cases filed prior to July 1, 2010. First, we will need a list of cases heard in your division from January 1, 2010 to July 30, 2010. The Case Managers will look up the dispositions of those cases. Beginning August 1, we will need you to complete the attached disposition form following each hearing, and send it to the Foreclosure Program Manager, so s/he can enter the necessary data. We appreciate your time and attention to this matter. If you have questions feel free to contact the case manager or Janet Gilbert. Thank you.

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246

janet.gilbert@flcourts1.gov

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From: Robin Wright
Sent: Friday, August 06, 2010 12:32 PM
To: Janet Gilbert
Subject: RE:

Looks good

Please draft me the email.

I am thinking we ask the JAs for a list of all cases their judges have heard from Jan – July – we look those up for the dispositions. Judge Terrell and Judge Rasmussen both felt the JAs would not have time to research those. I think we ask the JAs to complete the forms from August forward – what do you think?

From: Janet Gilbert
Sent: Friday, August 06, 2010 11:39 AM
To: Robin Wright
Subject:

Robin, I tried to get this to you sooner – but you know how this week has been. Let me know any recommended changes. Thanks

Janet E. Gilbert
Family Court Manager
Court Administration
1st Judicial Circuit of Florida
190 Governmental Center
Pensacola, FL 32502
Phone: 850-595-0379
FAX: 850-595-3246
janet.gilbert@flcourts1.gov

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From: [Amanda Bailey](#)
To: [Janet Gilbert](#)
Subject: Walton County Meeting

Sent: Mon, 09 Aug 2010 08:27:00 GMT

Hi Janet,

I wanted to let you know that Judge Brace said you do not have to go to the meeting on August 12 in Walton County. There was any reason to make you drive all the way out there unless it was necessary. Talk to you soon!

Amanda Bailey
Court Program Specialist II
Foreclosure & Economic Recovery Program
Okaloosa & Walton Counties
101 E. James Lee Blvd.
Crestview, FL 32536
(850) 689-7329

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From: Mark A. Lehmann

Sent: Tue, 10 Aug 2010 09:10:00 GMT

To: Janet Gilbert

Subject: Cover letter

 [COVER LETTER1.doc \(26Kb\)](#)

Mark A Lehmann
Court Program Specialist II
Foreclosure and Economic Recovery Program
Escambia and Santa Rosa Counties
850-595-4533

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**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT IN AND
FOR THE STATE OF FLORIDA**

From: Judge John T. Parnham
Division "W"
190 Governmental Center
Pensacola, Florida 32502

To:

Reference Case Number:

Sir,

Pursuant to Administrative Order No. 2010-32 to address the backlog of foreclosure cases in the State of Florida, Judges shall have full authority as permitted by law to adopt case management orders and management techniques to identify and resolve outstanding issues and determine what action is necessary to move these cases expeditiously to resolution. Because of the length of time that this case has been pending it has been scheduled for a Case Management Conference. (See attached order) Please make sure you read the attached order. **Personal appearance by Plaintiff's attorney (or local counsel retained by plaintiff's attorney to appear) is required.** The court cautions counsel that it is the objective of this Court Division to promptly and efficiently provide resolutions to outstanding foreclosure cases. Please refer all inquiries about the Case Management Conference to Mark Lehmann, Foreclosure Division Case Manager, 190 W. Governmental Center 3rd Floor, Suite 34002, Pensacola, Florida 32502 (850-595-4533)

Sincerely,

Judge John T. Parnham