

**IN THE CIRCUIT COURTS OF THE
FIRST JUDICIAL CIRCUIT, STATE OF FLORIDA**

ADMINISTRATIVE ORDER NO. 2013-62

**IN RE: FORECLOSURE
CASE STATUS REPORTING REQUIREMENTS FOR REAL PROPERTY
MORTGAGE FORECLOSURE CASES**

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

WHEREAS, Florida Supreme Court Administrative Order No. AOSC13-51 *In Re: Case Status Reporting Requirements for Real Property Mortgage Foreclosure Cases* finds it beneficial to require the Chief Judge of every circuit court to issue an administrative order implementing an effective communication mechanism by which the courts and clerks are notified of case status changes in real property mortgage foreclosure cases in a timely manner, and further requires the chief judge of every circuit court to issue an administrative order providing direction for designating the status of cases as active or inactive, it is therefore

ORDERED that:

1. **Foreclosure Initiative Data Collection Plan.**

The clerks of the courts for the First Judicial Circuit are directed to comply with the requirements of the Foreclosure Initiative Data Collection Plan as promulgated by the Office of the State Courts Administrator.

2. **Notification by Clerk of Change in Case Status.**

When the clerks of the court become aware of events initiating a change in the status of a case (active, inactive, reopen active, reopen inactive, or closed) the clerk shall notify the court for further review.

3. **Orders Directing Change of Case Status**

When the court becomes aware of events initiating a change in the status of a case or when the clerk notifies the court of events initiating a change in the status of a case, the court shall issue an order directing the change in case status. The attached documents provide sample orders directing the change of status for a case.

4. **Effective Date.**

This order shall be effective immediately.

DONE AND ORDERED in Pensacola, Escambia County, Florida this 22nd day of November, 2013.

/S/ TERRY D. TERRELL

TERRY D. TERRELL
CHIEF JUDGE

Copies furnished to:

All Judges, First Judicial Circuit
All Clerks of Court, First Judicial Circuit

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY**

, Plaintiff

vs.

CASE NO.:

, Defendant.

Division:

_____ /

ORDER PLACING CASE ON INACTIVE [CLOSED] STATUS

THIS CAUSE came before the Court on the motion of Court Plaintiff
 Defendant to place the case on **INACTIVE [CLOSED]** status due to:

- Bankruptcy Stay, Case No. _____.
- Case pending resolution of another case. Case No. _____.
- Written agreement of the parties.
- Appeal pending.
- Motion to Stay or Abate due to Department of Justice/Attorney General settlement.
- Other (a reason must be provided in writing by the presiding judge or designee).

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

DONE AND ORDERED in _____ County, Florida this _____ day of _____, 20_____.

CIRCUIT JUDGE

Copies furnished to:

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY**

, Plaintiff

vs.

CASE NO.:

, Defendant.

Division:

_____ /

ORDER RESTORING CASE TO ACTIVE [REOPENED ACTIVE] STATUS

THIS CAUSE came before the Court on the motion of Court Plaintiff
 Defendant to place the case on **ACTIVE [REOPENED ACTIVE]** status due to:

- Bankruptcy Stay having been lifted in Case No. _____.
- Related case having been resolved or disposed, Case No. _____.
- Written agreement of the parties.
- Appeal disposed.
- Department of Justice/Attorney General settlement review has been completed.
- Other (a reason must be provided in writing by the presiding judge or designee).

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

It is further **ORDERED**:

DONE AND ORDERED in _____ County, Florida this _____ day of
_____, 20_____.

CIRCUIT COURT

Copies furnished to: