



**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER 2013-00-05

**RE: FORECLOSURE – REPORTING REQUIREMENTS FOR STATUS OF
FORECLOSURE CASES – EFFECTIVE IMMEDIATELY**

WHEREAS, the FY2013-14 Foreclosure Initiative Data Collection Plan prepared and distributed by the Office of State Courts Administrator, which establishes the status of a foreclosure case and related definitions, has been adopted by the Florida Supreme Court, and

WHEREAS Florida Supreme Court Administrative Order No.13-51 In Re: Case Status Reporting Requirements for Real Property Mortgage Foreclosure Cases requires the chief judge in every circuit court to issue an administrative order establishing procedures that allow communication between the judiciary and the clerk's office regarding the current status of all foreclosure cases, and

WHEREAS these procedures will enable judges to provide explicit direction to each clerk of court's office with regard to designating a change in the status of a foreclosure case and will direct the clerks of court to notify the court when they become aware of an event that will change the status of a foreclosure case, it is therefore

ORDERED that:

1. The clerks of court for the Fourteenth Judicial Circuit are directed to comply with the requirements of the FY2013-14 Foreclosure Initiative Data Collection Plan as distributed by the Office of State Courts Administrator.

2. When the clerks of court are made aware of events initiating a change in the status of a case from active to inactive, or vice versa, the clerk shall notify the court in writing for further review by the court. Examples of events that would move a case from active to inactive are:
 1. A stay of bankruptcy
 2. Resolution of the case that requires resolution of a related case
 3. On-going settlement negotiations or agreement by both parties
 4. Case is on hold pending appeal
 5. A hold is placed on the case due to Department of Justice hold/ Attorney General settlement/ FEMA hold
 6. At the written direction of the presiding judge.

When the court is made 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, the court shall issue an order directing the clerk to change the status of a case. The attached orders placing a case on inactive status and returning a case to active status shall be utilized by the courts in the Fourteenth Circuit.

Attachments "A" and "B" are incorporated by reference and may be updated from time to time without the need to amend said order.

DONE AND ORDERED in Chambers at Panama City, Bay County, Florida, this 12 day of November, 2013.


HENTZ MCCLELLAN, CHIEF JUDGE

Attachment "A" - ORDER PLACING CASE ON INACTIVE STATUS

Attachment "B" - ORDER RESTORING CASE TO ACTIVE STATUS



Attachment A

**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA**

CASE NO.:

_____,
Plaintiff,

v.

_____, et al,
Defendant(s)
_____ /

ORDER PLACING CASE ON INACTIVE STATUS

THIS CASE having come before the Court, and the Court having been advised that _____ Plaintiff
_____ Defendant has moved to place the case on **INACTIVE** status due to:

_____ Bankruptcy stay, Case No. _____ [BKST]

_____ Case pending resolution of another case, Case No. _____ [CPRC]

_____ Written agreement of the parties [BWAP]

_____ Appeal Pending [AP]

_____ Motion to stay or abate due to Department of Justice/ Attorney General settlement [DOJ/AG]

_____ Other [OTH] _____

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

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

_____, 20____.

Circuit Judge/ Senior Judge

cc: service list

Attachment B

**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA**

CASE NO.:

_____,
Plaintiff,

v.

_____, et al,
Defendant(s)
_____ /

ORDER RESTORING CASE TO ACTIVE STATUS

THIS CASE having come before the Court, and the Court having been advised that _____ Plaintiff
_____ Defendant has moved to restore the case to **ACTIVE** status due to:

_____ Bankruptcy stay having been lifted, Case No. _____ [BKST]

_____ Related case having been resolved or disposed Case No. _____ [CPRC]

_____ Written agreement of the parties [BWAP]

_____ Appeal Disposed [AP]

_____ Department of Justice hold lifted/ Attorney General settlement review completed. [DOJ/AG]

_____ Other [OTH] _____

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

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

_____, 20____.

Circuit Judge/ Senior Judge

cc: service list