

Five Minute Motion Setting

To set a case on a five (5) minute motion calendar, the Motion and the Notice of Hearing must be electronically filed (e-filed) by attorneys with the Clerk of Courts through the e-portal. Courtesy copies may be submitted to the judge's chambers upon filing the motion and notice of hearing with seven days working notice. Call the judge's chambers to schedule a hearing in closed calendars once motion is filed.

Emergency

Emergency motions must be electronically filed (e-filed) by attorneys with the Clerk of Courts through the e-portal. Courtesy copies of the emergency motions should be delivered to the judge's chambers upon filing. Call JA for further instructions.

Special Set Motions

Notice and Motion must be electronically filed (e-filed) by attorneys with the Clerk of Courts through the e-portal. Courtesy copies should be delivered to judge's chambers upon filing of the motion. Call the judge's chambers to schedule a hearing once motion is filed.

Adoptions Settings

Prior to filing adoption or termination of parental rights (TPR) cases, review adoption and TPR checklists which are available at the Clerk of Court's Adoption window or on the 11th Judicial Circuit's main web page at <http://www.jud11.flcourts.org/home.aspx?pid=1> under the "UPDATE on FAMILY DIVISION ADOPTION PROCEDURES in the ELEVENTH JUDICIAL CIRCUIT" section.

Uncontested Divorce Calendar

To set Uncontested Final Hearings at Lawson E. Thomas Courthouse Center, contact the judge's chambers directly to receive a date prior to filing. All notices of hearing must be electronically filed by attorneys through the e-portal or filed with the Clerk's office. Courtesy copies should be delivered to the judge's chambers upon e-filing the original notice of hearing.

At the branch court locations, call (305) 349-6048 Monday through Friday 9:00 a.m. – 12:00 p.m. and 1:00p.m. – 4:00 p.m. Attorneys must bring a paper copy of the signed settlement agreement to the Uncontested Family Calendar.

NOTICE: You do not need to have a court reporter during your uncontested family division final hearing if you do not want one. However, the use of the court reporter's services is designed to protect the rights of all involved in the family court proceeding and it is especially important when there are children and /or property rights that are being determined in the case. If you wish to have a record of your uncontested final hearing, you may utilize the services of the court reporter available for a \$ 15.00 court reporter fee. This service is not available at the branch court locations, however you may make arrangements to bring a court reporter if you so choose.

Notice of Related Cases

Florida Rule of Judicial Administration 2.545(d) requires the petitioner in a family law case to file with the court a notice of related cases, if any.

Minimization of the Filing of Sensitive Information

Florida Rule of Judicial Administration 2.425(b)(4) and (b)(5) provides that the minimization requirement does not apply when the name and birth date of a minor is necessary for the court to establish or maintain subject matter jurisdiction and in any order relating to parental responsibility, time-sharing, or child support. This includes all Final Judgments of Dissolution, Paternity, Temporary orders, Hague orders, pick up orders, etc.

CHILD SUPPORT ENFORCEMENT**Overtown Transit Village
South Tower**

601 NW 1st Court, 2nd Floor - Miami, FL 33136 - Telephone Number: (786) 469-3960

The hours of operation are 8:00 AM - 5:00 PM, Monday through Friday

If you are filing a matter on behalf of a payor for client in Division/Section 46, you must file a Request for Hearing with a copy of the Motion and submit a courtesy copy to the General Magistrate's Office listed at 601 NW 1st Court, 2nd Floor Miami, FL 33136. For additional information, please contact Michelle Decilian-Baez with the General Magistrate's Office at (305) 579-2584

Child Support/Income Withholding Orders (IWO) and Clerk's Fee Cannot be Waived

Please be advised that the Clerk statutory fee in all Child Support and Income Withholding for Support Order and Florida Addendum cannot be waived. The orders must include statutory fees.

Transfer Calendar

The Administrative Judge of the Family Division, Judge Scott M. Bernstein, presides over the Transfer Calendar in Courtroom 28C, Lawson E. Thomas Courthouse Center. Cases will be set on the Transfer Calendar when it is necessary to transfer cases to and from the Family Division and the Child Support Enforcement Division. This calendar is heard at 11:30 AM on designated Thursdays each month. To set a case on this calendar, please contact the Transfer Calendar Coordinator at 305-349-5891.

Note: For all transfer on the Unified Family Court, Family, Domestic Violence and Juvenile Divisions, please refer to Administrative Order 03-13 In Re: Reaffirmation of the Unified Family Court Plan, Establishment of Complex Litigation, Establishment of Procedures for Implementing and Evaluation Unified Family Court in the Eleventh Judicial Circuit of Florida.

2023 MIAMI-DADE COUNTY – FAMILY CIVIL DIVISION ALTERNATE JUDGES FOR EMERGENCY MATTERS ONLY

RUIZ COHEN (28)	CYNAMON (18)	FERNANDEZ KARAVETSOS (17)	DIAZ (19)	DIRAIMONDO (33)
(Adm. Judge)				
ROOM 2815	ROOM 2214	ROOM 2222	ROOM 2227	ROOM 2826
VIZCAINO (47)	SARDUY (16) (ASS. ADM. JUDGE)	CUESTA (01)	MULTACK (39)	DEL REY (29)
ROOM 2025	ROOM 2015	ROOM 2915	ROOM 2314	ROOM 1925
RODRIGUEZ- FONTS (07)	DEL PINO (38) (Ass. Adm. Judge)	YOUNG (12)	GLICK (02)	
ROOM 2926	ROOM 2114	ROOM 1915	ROOM 2128	