

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA**

**ADMINISTRATIVE MEMORANDUM
NO. 23-C 24 AF CA 01**

(Court Administration)

**IN RE: UNIFORM AVERAGE TIME
STANDARDS FOR SPECIAL SET
AND MOTION CALENDAR HEARINGS**

WHEREAS, in June 2022, the Eleventh Judicial Circuit conducted a survey polling lawyers in Miami-Dade County on levels of satisfaction and experience with wait times for setting hearings in our civil courts; and the need to progress cases; and

WHEREAS, based on the results of the survey and consideration of judicial workloads, the Circuit Civil Division has identified time standards guidelines to apply to our civil courts in setting hearings; and

NOW, THEREFORE, this Administrative Memorandum adopts the recommendations of the Committee and sets forth the following guidelines to assist in establishing time standards for setting hearings in civil court, with the intent that judges should manage their dockets with the goal of generally meeting these guidelines:

History: Cases have remained pending for an extended time without resolution and closure, effectively interfering with the efficient management and flow of cases in the civil division and delaying justice for parties. The wait times for setting hearings are a result of several factors, including parties' and attorneys' failure to meet and confer in a timely manner, parties' and attorneys' late cancellations of scheduled hearings and last-minute agreements; unnecessary motion practice clogging the docket, parties refusing to cooperate in setting dates, filing burdensome discovery requests or boilerplate motions, and inefficient scheduling practices some divisions.

Objective: To set forth time standards for setting hearings in civil court cases to improve the efficient management and flow of cases in the civil division.

Factors considered in establishing these time standards:

- The demand for hearings per month and hearing length;
- Number of hours or weeks set aside for hearings, special sets, and trial per month;
- The effect or rule changes on hearing demand, such as summary judgment;
- The structure for setting hearings, including special sets, such as back-to-back sequential hearings, mass capacity calendars, or once a month;

- Method of setting hearings by parties, either through courtMap or telephone call to court staff;
- Method for determining the amount of time needed for a hearing, by the parties or the judge;
- Frequency and timing of cancellations by parties;
- Conduct of the attorneys;
- Data sourced from time standards survey submitted to attorneys; and
- Technological needs of the section.

Obligations of Counsel to ensure hearing accessibility:

1. Counsel and self-represented litigants must meet and confer sufficiently in advance of hearings in order to accurately reflect the amount of time required, by eliminating those issues upon which agreement can be reached. Doing so would permit trial courts to make more time available to other cases, which is impossible with last minute cancellations; as required by Florida Rule of Civil Procedure 1.380(a)(2) and Administrative Order 21-09, Establishment of Procedures for Active Case Management in the Circuit Civil Division pursuant to AOSC20-23A12.
2. Counsel must upload all necessary documents for consideration of the motion in question to the courtMAP hearing portal to facilitate court review as required by the courtMAP User Rules for Motion Calendar Hearings and Special Set Hearings (<https://www.jud11.flcourts.org/Programs-and-Services/Online-Services/courtMAP/courtMAP-User-Rules>)
3. Counsel must include Docket Identification Numbers on all orders per Administrative Order 22-02, In Re: Establishment of Requirements for Inclusion of Docket Index Numbers or Motion Identifiers on Proposed Orders and Notices of Hearings.
4. Counsel must cooperate on setting dates for hearings within these guidelines. If an attorney or party does not agree on available dates within these guidelines, Counsel should notify the judicial assistant of non-agreement.

Time Standards: Contingent upon sound judicial, operational, and user practices, the following time standards are established:

- **Motion Calendar.** Motion calendars should be available upon request on average of two weeks from seeking to set the motion.
- **Special Sets of 15-30 minutes.** Special set hearings of 15-30 minutes should be available within 45-60 days of a request.
- **Special Sets of 1 hour.** Special set hearings of 1 hour should be available within 60-90 days of a request.

- **Special Sets of 2 hours or more.** Special set hearings of 2 hours or more should be available within 90-120 days of a request.

Within the time standards, Judges should always strive to make time available sooner rather than later when time can reasonably be made available, since hearing availability affects forward progress in the case to resolution.

This Administrative Memorandum shall take effect immediately and remain in effect until further notice by the Court.

DONE AND ORDERED in Chambers at Miami-Dade, Florida, this 8th day of November 2023.

**HONORABLE LOURDES SIMON,
ADMINISTRATIVE JUDGE
CIRCUIT CIVIL DIVISION**