

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

**ADMINISTRATIVE MEMORANDUM  
NO. 2024-27-AF-01**

**(Court Administration)**

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

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**WHEREAS**, in April 2022, a survey was conducted polling lawyers in Miami-Dade County on levels of satisfaction and experience with wait times for scheduling hearings in our Family courts; and the need to progress cases; and

**WHEREAS**, based on the results of the survey and consideration of judicial workloads, the Family Division in June of 2022 identified recommended time standards guidelines to apply to our Family courts in scheduling hearings; and

**NOW, THEREFORE**, this Administrative Memorandum adopts the recommendations and agreement of the judges and general magistrates and sets forth the following guidelines to assist in establishing time standards for scheduling hearings in family court, with the intent that judges and general magistrates 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 Family Division and delaying justice for parties. The wait times for scheduling 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 scheduling dates, parties and/or attorneys that file burdensome discovery requests or boilerplate motions, the high volume of pre and post judgment cases, the need to continue hearings due to miscalculations of time allotted and unforeseen events (i.e. witness availability, technology unavailability and malfunctions, etc.), and inefficient scheduling practices.

Objective: To set forth time standards for scheduling hearings in family court cases to improve the efficient management and flow of cases in the Family Division.

**Factors considered in establishing these time standards:**

- The demand for hearings per month and hearing length in the Family Division;
- Number of hours or weeks set aside for hearings, special sets, and trial per month in the Family Division;
- The effect of rule changes on hearing demand;
- The structure for scheduling hearings, including special sets, such as back-to-back sequential hearings, hearings scheduled on standby, or mass capacity calendars;
- Method of scheduling hearings by parties, either through courtMAP or email to chambers;
- Method for determining the amount of time needed for a hearing, by the parties or the judge;
- Frequency and timing of cancelations by parties;
- Conduct of attorneys that practice in the Family Division;
- Data sourced from time standards survey submitted to attorneys that practice in the Family Division; and
- Input from Judges and General Magistrates in the Family Division.

**Obligations of Parties and Counsel to ensure hearing accessibility:**

1. Counsel and self-represented litigants will participate in Case Management and Pretrial Conferences. *See* Fla. Fam. L. R. P. 12.200(a)-(b) **Case Management and Pretrial Conferences** (to provide an orderly method for the just, speedy, and inexpensive determination of issues and to promote resolution of disputes).
2. Counsel and self-represented litigants must upload all necessary documents 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>) or the eFiling Portal.
3. Counsel and self-represented litigants must include with every proposed order the specific identifiers, in accordance with Administrative Order 22-02, which established the requirements for inclusion of docket index numbers or motion identifiers on proposed orders and notices of hearings. The identifiers must include one of the following two options:
  - the docket index number for the motion, found to the immediate left of the date on the Clerk’s website, which is the preferred reference, OR
  - the e-filing number, full name of motion, and date of filing for the motion as marked by the e-filing portal.

4. Counsel and self-represented litigants must cooperate on scheduling dates for hearings within these guidelines. If an attorney or party does not agree on available dates within these guidelines, Counsel and/or the self-represented litigant(s) should notify the judicial assistant of non-agreement.

**Time Standards:** Contingent upon sound judicial, operational, and user practices, these time standard objectives are established.

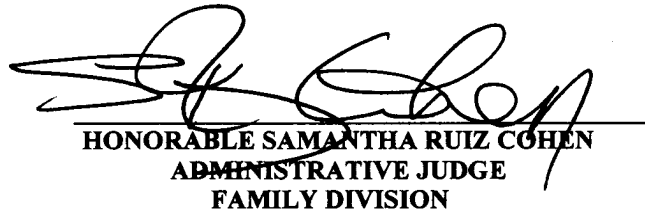
A reasonable time in the Family Division, from the date of scheduling the hearing, to the date of the hearing, after emailing chambers, taking into consideration the availability of opposing counsel, is as follows:

- (A) no more than 7 business days for matters requiring a hearing time of 5 minutes or less;
- (B) no more than 30 business days for matters requiring a hearing time of up to 30 minutes;
- (C) no more than 45 business days for matters requiring a hearing time of up to 1 hour;
- (D) no more than 60 business days for matters requiring a hearing of up to 3 hours; and
- (E) no more than 120 business days for matters requiring a hearing of up to 1 day.

**Within the time standards, Judges should endeavor 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. Regarding the rescheduling or continuance of a matter, depending on the availability of Judges and/or parties and/or attorneys, adherence to these Family Division time standard objectives may be adjusted.**

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 County, Florida, this 13<sup>th</sup> day of November, 2024.

  
HONORABLE SAMANTHA RUIZ COHEN  
ADMINISTRATIVE JUDGE  
FAMILY DIVISION