

**UNIFIED FAMILY DIVISION**  
**GENERAL MAGISTRATE- DIVISION INFORMATION & PROCEDURES**

**General Magistrate and Staff**

General Magistrate Steven Lieberman  
General Magistrate's Assistant: Brittany Gottlieb  
Bailiff: Juan Ponce De Leon

**Telephone Numbers and Location:**

Miami-Dade Children's Courthouse  
155 NW 3<sup>rd</sup> Street  
Miami, FL 33128  
Courtroom: 11-2  
Chambers Telephone Number: 305-679-1774  
Chambers: 14-343

1. **ORDER OF REFERRAL AND SPECIAL SETS HEARINGS:** All Motions **MUST** be filed with the Clerk of Court and a copy must be submitted to the Circuit Court Judge. An Order of Referral to General Magistrate must be entered for motions to be set before the General Magistrate. Parties have ten (10) days to object to Referral. Any motions sent directly to the General Magistrate that have not been properly referred will not be considered or set for hearing.
2. **OBJECTIONS:** If any party files a timely objection to an Order of Referral to General Magistrate, a copy of the objection should be emailed to the assistant to the General Magistrate.
3. **ADD – ONS:** No add-ons are permitted without prior consent of the General Magistrate. Once approval is given to add a matter on to an existing hearing, the moving party must file a Notice of Hearing with the matter being added on. Any party requesting that a matter be added on to the Court's calendar shall ascertain whether any of the parties' object to the matter being added on. If a party objects, the add-on will not be added to the Court's calendar but will properly coordinated through the General Magistrate's Judicial Assistant, unless approved by the Court.
4. **NOTICE OF HEARING:** Please make sure to put the correct courtroom number, **Courtroom 11-2**, on the Notice of Hearing. Courtesy copies are not necessary if notices have been filed in the State of Florida E-filing portal.
5. **CANCELLATIONS/ SETTLEMENTS:** Please email General Magistrate's assistant to advise of case cancellations or settlement. Opposing party must be included on the email informing of any cancellations or settlement. Additionally, please be sure to include the reason for the hearing being cancelled. **To preserve judicial economy, settlement negotiations are to be concluded BEFORE the hearing begins.**

6. GENERAL MAGISTRATE AND STAFF COMMUNICATION: Parties are **PROHIBITED** from contacting the General Magistrate's staff to discuss facts of the case. The assistant to the General Magistrate should only be contacted to discuss scheduling matters. If a Report and Recommendation has been entered and a party feels there are discrepancies within the report, the appropriate motion should be filed.
  
7. REPORTS AND RECOMMENDATIONS / AGREED ORDERS: All Reports and Recommendations, and Agreed Orders shall be submitted to the Assistant of the General Magistrate in Microsoft Word format. Proposed Reports and Recommendations/Agreed Orders must be provided to all parties prior to submission. Additionally, Reports and Recommendations must be submitted to the General Magistrate's Judicial assistance within fifteen (15) of the conclusion of the hearing. Failure to submit timely reports may result in an order to show cause.
  
8. INTERPRETERS: The Court will **ONLY** provide an interpreter for dependency and child support matters. Parties are expected to appear with their own Certified Court Interpreter on matters such as but not limited to: timesharing, attorney's fees and paternity.
  
9. REQUEST OF TRANSCRIPTS AND/OR AUDIO: Should you wish to obtain the transcript and/or audio from a hearing you must contact Absolute Video (305) 379-4741. Please provide the following information to Absolute Video when requesting transcripts:
  - Name of Case
  - Case Number
  - Date and Time of Hearing

❖ **IT IS IMPORTANT TO INFORM THAT THE HEARING TOOK PLACE AT THE MIAMI-DADE CHILDREN'S COURTHOUSE.**