

**POLICIES AND PROCEDURES FOR FILING PLEADINGS AND OBTAINING
HEARINGS THROUGH THE GENERAL MAGISTRATE'S OFFICE AT
THE CHILD SUPPORT ENFORCEMENT DIVISION 46
11THFCGM46@JUD11.FLCOURTS.ORG
PHONE (786) 469-3960 FAX (786) 469-3963**

****ALL MOTIONS NEED PROOF OF FILING and NOTICE OF APPEARANCE FROM COUNSEL BEFORE CONTACTING CHAMBERS***

MOTION CALENDARS: Are heard Monday-Thursday beginning at 9:00am and all pleadings are being set for hearing through the State Attorney's Office.

Please note, our division does not have a specific Emergency Motion Calendar.

All pleadings, notices of hearing and proposed orders must be sent to the General Magistrate's Office via the courts email at **11thfcgm46@jud11.flcourts.org** to ensure our office has received a courtesy copy.

SELF-REPRESENTING LITIGANTS: If you are representing yourself all motions/petitions may be obtained through the Self-Help Program, 24th Floor and filed with the Clerk's Office, 12th Floor, L.E.T. Courthouse Center at 175 NW 1st Avenue, Miami, FL 33136. Courtesy copies of all filings must be submitted to chambers at **the General Magistrates Office, 601 NW 1st Court, 2nd Floor, Room 2-108A**. Please, make sure you have the original motion filed and the courtesy copy has the red stamp that says Original Filed with date. We do not require a self-stamped envelope. All motions/petitions must include both party names, case number, reason for the request, contact number and valid email address.

The following motions, and only the following motions, for division 46 cases only, may be obtained at the Magistrate's office. **Motion to Stop Suspension of Driver's License, Motion to Reinstate Driving Privileges, Motion for Continuance and Motion to Appear Telephonic.**

MOTION FOR CONTINUANCE/EXTENSION OF TIME/TELEPHONIC: All motions shall be in writing and must be made at least three **(3) days prior** to the hearing. Motions may be sent to chambers via email to 11thfcgm46@jud11.flcourts.org, fax (786) 469-3963 or delivered to the General Magistrate's Office at 601 NW 1st Ct., 2nd Floor, Room 2-108A, Miami, FL 33136, or mailed to the same address. The presiding magistrate/hearing officer may grant a continuance/telephonic appearance of hearing for good cause shown. Counsel/self-representing litigant will be contacted via e-courtesy or phone.

MOTION FOR DEFAULT: Must include proof of service or affidavit of diligent search and non-military information.

PROPOSED ORDERS: Must include the motion and proposed order. The proposed order should have Circuit Judge on the signature line. Once the proposed order has been signed a copy will be sent via e-courtesy or mail.

MOTION TO WITHDRAW AS COUNSEL: If counsel has a written consent from their client, you may file your motion and written consent through the e-filing portal. Once motion and consent have been filed you may go to Courtmap and file your Order of Withdrawal for the judge's signature and no hearing is necessary. In the case of counsel not having a consent than a hearing needs to be scheduled.