MORTGAGE FORECLOSURE SUMMARY JUDGMENT CHECKLIST

This checklist must be completed IN FULL and submitted via e-filing along with all of the other required supporting documentation 10 business days prior to the summary judgment hearing. The attorney appearing before the Court at the hearing shall re-certify the accuracy of this Checklist to the Court. The Court and Clerk will rely upon the attorney's certification that the information in the checklist is accurate.

Plaintiff(s):	**Case Number:** **Division:** Sumter County
Date of Hearing:	**Time of Hearing:**

USE THIS FORM FOR ALL RESIDENTIAL FORECLOSURE CASES REGARDLESS OF THE DATE THE CASE WAS FILED

SERVICE ON DEFENDANTS

Defendant(s) (Additional pages attached? ☐ Yes ☐ No)	**Date Served** (Note if party dropped)	**Type of Service**	**Response Filed** (Indicate date filed or "None")	**Date Defaulted** (Required if no timely response)	**Date Non-Mlt'y Affidavit Filed** (Required if default)

FORECLOSURE PACKET (<u>All documents *must* be e-filed with the Clerk of Court when hearing time is reserved</u>).		**Date Filed**
☐ Y ☐ N	Was a verified Complaint filed as required by Rule of Civil Procedure 1.115(e).	
☐ Y ☐ N	Motion for Summary Judgment, Notice of Hearing and all other supporting documentation E-filed & sent to Defendants pursuant to Florida Rule of Civil Procedure 1.510. Is hearing 40 days after MSJ filed?	
☐ Y ☐ N	Original Note filed ; ***or*** Count to Re-establish Lost Note plead and affidavit filed in support of lost note.	
☐ Y ☐ N	Original Mortgage filed; ***or*** Count to Re-establish Lost Mortgage plead & affidavit filed in support of lost mortgage.	
☐ Y ☐ N	Plaintiff is original lender; ***or*** Allonge or Assignment filed	
☐ Y ☐ N	Affidavit of Indebtedness (Principal, Interest, Late Charges)	
☐ Y ☐ N	Affidavit as to Costs	
☐ Y ☐ N	Affidavit as to Attorney Fees (rate per hour or flat fee). Is attorney fee less than 3% of principal?	
☐ Y ☐ N	Affidavit as to Reasonableness of Attorney Fees (if required)	
☐ Y ☐ N	*Uniform Final Judgment of Foreclosure* form used or written permission rec'd to deviate and exact legal description included.	
☐ Y ☐ N	Amounts: *Uniform Final Judgment of Foreclosure* match amounts in affidavits; amounts are totaled & correct.	
☐ Y ☐ N	Notice of Sale, Certificate of Sale and Certificate of Title (forward to Clerk's office)	

***UNCONTESTED* SUMMARY JUDGMENT FINAL HEARING**	
☐ Y ☐ N	This case is scheduled for a five (15) minute zoom hearing through the Court's dedicated foreclosure docket. DO NOT SCHEDULE CASES ON AN UNCONTESTED DOCKET THAT HAVE DEFENSIVE MOTIONS

***POTENTIALLY CONTESTED* SUMMARY JUDGMENT FINAL HEARING**		**Date Filed**
☐ Y ☐ N	This case is potentially contested or will exceed 15 minutes hearing time and is set on the foreclosure calendar in compliance with the assigned judge's online requirements and applicable civil procedure rules.	
☐ Y ☐ N	Affidavits filed in Opposition to Motion for Summary Judgment	
☐ Y ☐ N	Affirmative Defenses filed	
☐ Y ☐ N	Are any defensive motions pending; if "yes," describe:	
☐ Y ☐ N	Suggestion of Bankruptcy filed	
☐ Y ☐ N	Certificate of Possession of Original Note is filed (F.S. 702.015(4))	

ATTORNEY'S CERTIFICATION – *Must be certified by the attorney appearing in person at the hearing*

I certify the accuracy of this checklist and I understand that failure to accurately complete this checklist may result in the cancellation of a hearing or sanctions.

Attorney Submitting Certification (Print Name):		**Signature:**
Florida Bar Number:		**Date:**
Phone:	**Fax:**	**E-Mail:**