

Judge Spence Order of Reference Checklist (updated 07/01/2025)

HEARING DAY/DATE/TIME: _____ Case # _____

CASE NAME & CAPTION: _____

LIS PENDENS BOOK & PAGE/FILE DATE: _____

ORDER OF REFERENCE FILED: _____

NOTICE OF HEARING MAILED: _____

DEFENDANT(s) SERVED (LIST EACH DEFENDANT AND DATE THEY WERE SERVED)

ANSWER OR COUNTERCLAIM FILED? _____

AFFIDAVIT DEFAULT DATE FILED: _____ NON-MILITARY AFF. DATE FILED: _____ OR
IF ORIGINALS INCLUDED WITH OR PACKAGE FOR FILING CHECK HERE _____

PLAINTIFF FIRM/ATTORNEY: _____ / _____

DEFENDANT FIRM/ ATTORNEY: _____ /GAL: _____ /Answer _____

BAILIFF: _____ DEPUTY: _____

COURT REPORTER/ SERVICE FOR CONTESTED: _____

DEFENDANT APPEARS SRL/RULES EXPLAINED: _____

We discuss (1) process/procedure. (2) Record/Order review (3) Loan Mod/ Short sale etc. (4) 2011 Admin Order (5) Sales/vacate issues (6) judicial foreclosure issues/right of occupancy (7) MIE WEBSITE RESOURCE LIST HELP (8) Plaintiff moves all pre-filed exhibits/ docs etc. into evidence and will notify MIE Office when RECORD e-filed

(9) Plaintiff to send Status email on _____ or _____ (Monday the week prior to sale)

Other: _____

Deficiency Judgment Waived/Demanded/USA RIGHT OF REDEMPTION/HOA OR 2nd MTG/ Multiple Tracts

Sales Date: _____ or _____

Note/mortgage file date: _____ \$ _____

Interest Rate: _____ % Now it is _____ %

Mortgage Recorded: Book _____ Page _____

Judgment Debt: _\$ _____

DOCUMENTS NEEDED TO PROCESS CASE: / NONE NEEDED-READY TO GO!

- (1) Notice of hearing
- (2) Note, Mortgage, Assignment, Property Description
- (3) AOD _____ Business Record _____
- (4) Attorney fee Note Language and Attorney Fee Affidavit : _____
- (5) Other: _____