



MICHELLE R. MILLER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

Disclaimer: The use of this form is not intended as a substitute for legal advice from an attorney. This form is meant to serve as a guide and to assist pro se (self-represented) litigants in preparing documents. The use of this form does not mean that a judge will accept your document. You may be required to re-do your document or obtain and file additional documents once the judge has reviewed your case. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation. If you have questions or concerns regarding your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you may request a copy of the Legal Resources brochure or find a copy here: [Legal Resources Brochure](#).

INSTRUCTIONS FOR FORM 2.604 – NOTICE OF PENDING MATTER

This form is to be filed and served on the Judge if you have not received an Order from the Court for 60 days or more after your hearing or request for judicial action.

1. Complete the Caption: The Plaintiff is the person[s] or entity that brought the lawsuit. The Defendant is the person[s] or entities being sued. The case number is the number that was assigned by the Clerk of Court when the case was filed.
2. Complete the body of the Notice: The first blank should be the name of the person or entity asking the Court to take action. The second blank is the name or the motion that you are waiting for the Court to take action on. The third blank is the date that your Motion was filed and the fourth blank is the document number for the Motion that was filed, if available.
3. Complete the Certificate of Service: The first blank is the date you are filing the notice. The Second blank is for the names and eservice email address of all parties to the case. Next, check the box for the method of delivery to the parties.
4. Complete the signature block and make sure that you sign the Notice. An electronic signature is acceptable.
5. Once you have filed the Notice with the Clerk of Court, you must submit a copy to the Judge as instructed in the Judge's divisional instructions which can be found on their website. The Judges' websites can be found at this link: [Judicial Directory | 19th Judicial Circuit Court of Florida \(circuit19.org\)](#)

**IN THE CIRCUIT/COUNTY COURT OF THE NINETEENTH JUDICIAL CIRCUIT,
IN AND FOR ST LUCIE COUNTY, FLORIDA**

Case Number: _____

Plaintiff(s)

vs

Defendant(s)

NOTICE OF PENDING MATTER

_____ (NAME) gives notice under Fla. R. Gen. Prac. & Jud. Admin. 2.215 that judicial action in the above captioned case remains pending on _____ (NAME OF MOTION) filed on _____ (DATE MOTION FILED) _____ (ADD DOCUMENT IDENTIFICATION NUMBER HERE IF AVAILABLE).

CERTIFICATE OF SERVICE

I certify that on _____ (DATE) this document has been furnished to _____ (insert name(s) and service addresses) by e-portal mail e-mail or hand-delivery.

Signature: _____

Printed Name: _____

E-mail Address: _____

Address: _____

Phone Number: _____