

# **SPECIAL MAGISTRATE FREQUENTLY ASKED QUESTIONS**

## ***WHERE ARE SPECIAL MASTER MEETINGS HELD?***

Special Magistrate Hearings are held at the Commission Chamber, located on the 3rd Floor of Miami Beach City Hall at 1700 Convention Center Drive, Miami Beach, FL, 33139. Please be aware that this venue may change due to unforeseen circumstances. Stay updated by consulting the digital Bulletin Boards near the outside elevators on each floor in City Hall or observing signs near the Commission Chamber for any relocation notices. For more details, please contact 305.673.7181.

## ***HOW DO I REQUEST A HEARING?***

Send a request to: [SpecialMagisrate@miamibeachfl.gov](mailto:SpecialMagisrate@miamibeachfl.gov)

## ***HOW DO I GET A COPY OF THE SPECIAL MASTER CASE FILE AND/OR VIOLATION DETAILS?***

You may call the Special Magistrate Office at (305) 673-7181 or submit a records request at [ResearchRequest@miamibeachfl.gov](mailto:ResearchRequest@miamibeachfl.gov) . There is a charge of \$0.15 a page if hard copies are requested; otherwise, it will be provided electronically via our Public Records Request system.

## ***HOW DO I GET AN AUDIO COPY OF A SPECIAL MASTER HEARING?***

You may call the Special Magistrate office at (305) 673-7181 or request it at [ResearchRequest@miamibeachfl.gov](mailto:ResearchRequest@miamibeachfl.gov) . You will need to know the date and time of the hearing, in addition to the property address and/or case number. If a CD-R is requested, the charge is \$3.00 per CD; otherwise, it will be provided electronically via our Public Records Request system.

## ***I CAN'T ATTEND ON THE DATE I WAS SCHEDULED FOR. HOW DO I REQUEST A CONTINUANCE?***

Requests for continuances must be in writing and submitted to this office seven (7) working days prior to the hearing. The request is granted or denied by the Special Master at the hearing, not before. If your request is granted, your case will be reset for another day. If your request is denied, your case will be heard as scheduled.

**Important:** Pursuant to Ordinance No. 2024-4614, the special magistrate may grant a maximum of one continuance to the alleged violator and one continuance to the city, each for good cause shown.

## ***I HAVE BEEN CALLING THE INSPECTOR AND I HAVE NOT GOTTEN A RETURN PHONE CALL. WHAT DO I DO?***

If it is a Building violation call: (305) 673-7610.

If it is a Code violation call: (305) 673-7555.

If it is a Fire violation call: (305) 673-7120.

If it is a Parking violation call: (305) 673-7505.

***I BELIEVE THAT I HAVE COMPLIED WITH THE VIOLATIONS, WHAT DO I DO NOW?***

Call the Department associated with the violation.

Building violation call: (305) 673-7610.

Code violation call: (305) 673-7555.

Fire violation call: (305) 673-7120.

Parking violation call: (305) 673-7505.

Advise them that you are calling because you are in compliance, and you need to request a re-inspection.

***I COMPLIED WITH THE VIOLATION ALREADY. WHY DID I GET A NOTICE TO APPEAR?***

You must understand that the Department can request that a Special Magistrate hear the case, even if you are already in compliance, for the purpose of obtaining an adjudication of guilt. This means that you complied with the violation, but that if you repeat the same violation within a five (5) year period, the Department can request a hearing before the Special Magistrate so that fines can be imposed.

***I AM NOT GOING TO BE ABLE TO COMPLY BY THE DATE THE SPECIAL MAGISTRATE ORDERED. HOW CAN I GET MORE TIME TO COMPLY?***

If, through diligent effort, you are unable to comply by the date ordered by the Special Magistrate, you must make a written request for more time to comply before your compliance date. Mail, hand-deliver or e-mail your request for additional time to comply to the Clerk of the Special Magistrate shown at the bottom of the Notice to Appear. Once an order has been entered by the Special Magistrate, **only** the Special Magistrate can grant you the additional time. The case will be scheduled for a hearing and the Special Magistrate will review your request for more time. You must be present at the hearing in order for your request to be granted. Requests received on or after the compliance date are considered untimely and a Special Magistrate may deny your request.

***A TITLE SEARCH WAS JUST DONE ON MY PROPERTY AND THERE IS A SPECIAL MAGISTRATE LIEN. WHAT DO I DO NOW?***

Call or email our Finance Department at: (305)-673-7420.

[MBhelp@miamibeachfl.gov](mailto:MBhelp@miamibeachfl.gov)

***I LIVE IN A CONDOMINIUM AND THERE IS A SPECIAL MAGISTRATE LIEN ON THE PROPERTY. I AM TRYING TO SELL (OR REFINANCE) MY UNIT. HOW CAN I GET CLEAR TITLE FOR MY UNIT?***

You may send your request to [LienResearch@miamibeachfl.gov](mailto:LienResearch@miamibeachfl.gov)

Please note that if there is not full compliance, and the fine is still running on the property, a Partial Release of Lien will be given up to and including the closing date. The new owner will be responsible for any fines accumulated after the closing date.

***I JUST RECEIVED A LETTER FROM THE FINANCE DEPARTMENT THAT MY OCCUPATIONAL LICENSE/CERTIFICATE OF USE CANNOT BE RENEWED BECAUSE OF A SPECIAL MAGISTRATE CASE. WHAT DO I DO?***

Call the Special Magistrate Office, we will advise you accordingly at (305) 673-7181.

***I AM PAYING MY ADMINISTRATIVE COST BY CHECK. WHO DO I MAKE THE CHECK PAYABLE TO AND WHERE DO I SEND IT?***

Make the check payable to: CITY OF MIAMI BEACH

Send it to: Clerk of the Special Magistrate 1700 Convention Center Drive Miami Beach, Florida 33139

**Make sure to include the Special Magistrate Case Number on the check.**

***I HAVE PAID THE FINE ON MY CASE. HOW FAST CAN I GET A RELEASE OF LIEN?***

Liens can be released within a few days if payment is made by cash, check, cashier's check, money order or by credit card.

***HOW DO I APPEAL A VIOLATION WHICH HAS A MONETARY FINE?***

Look on the back of the violation, it will tell you how many days you have to appeal and where to file the appeal. If you are within the timeframe, make a written request by emailing [SpecialMagistrate@miamibeachfl.gov](mailto:SpecialMagistrate@miamibeachfl.gov), to the Clerk of the Special Magistrate. Your request must include your name, mailing address, daytime telephone number, and a copy of the violation. You must also include a check for an administrative cost of \$128.00. If you prevail in your appeal, your appeal fee will be returned to you.

You can fill out the appeal form at: [Appeal Form](#)