

**IN THE THIRTEENTH JUDICIAL CIRCUIT
HILLSBOROUGH COUNTY, FLORIDA**

ADMINISTRATIVE ORDER S-2012-001

ADMINISTRATIVE ORDERS UPDATE

Florida Rule of Judicial Administration 2.215(e)(3) requires the chief judge to direct an annual review of all administrative orders of a general and continuing nature to ensure they remain current. The Thirteenth Judicial Circuit posts all administrative orders of a general and continuing nature on the court's web site (www.fljud13.org). Certain administrative orders not posted on the court's web site and no longer necessary have not been formally rescinded. It is necessary to formally rescind administrative orders that are no longer necessary or have already been superseded.

By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rules of Judicial Administration 2.215(b)(2) and 2.215(e)(3), it is therefore **ORDERED**:

For purposes of this administrative order, the following reasons have the following meanings: "No longer necessary" means that subsequently enacted laws or rules adequately address the subject matter of the administrative order or that the administrative order is obsolete; this term also applies when provisions of an administrative order have expired, have become obsolete, have had their effect, have served their purpose or have been implicitly repealed or superseded. "Superseded" means that a subsequent administrative order specifically addresses the same subject matter and changes the procedure so that the administrative order is replaced.

RESCINDED ADMINISTRATIVE ORDERS

The following administrative orders¹ are rescinded for the following reasons:

<u>NUMBER</u>	<u>TITLE</u>	<u>REASON FOR RESCISSION</u>
S-2005-188	Juvenile Delinquency Procedures	Superseded S-2011-048
S-2006-200	Parental Notice of Abortion Act Cases	Superseded S-2011-046
S-2008-124	County Civil Division Procedures	Superseded S-2011-013
A-2009-005	Automatic Reassignment of Certain Cases of Judge Silver (Michael C. Addison, William J. Terry, Alan Von Spiegelfeld, Edward Waller, Joryn Jenkins, any attorney from the law firm of Trenam, Kemker, Scharf, Barkin, Frye, O'Neill & Mullis, P.A., or the law firm of Shutts & Bowen, LLP)	Superseded A-2011-037
S-2009-047	East Division	Superseded S-2011-007

¹ On October 6, 1998, a new indexing and numbering system for administrative orders was established. See Administrative Order S-1998-124. The following list will reference the current numbering system even though the first page of administrative orders entered prior to October 6, 1998, will still contain the former administrative order number established by Administrative Order S-1992-169.

S-2009-080	Electronic Filing in Complex Business Litigation Division "L"	Rescinded S-2011-051
S-2009-098	Foreclosure Proceedings	Superseded S-2011-029
S-2009-119	Criminal Justice Division Procedures	Superseded S-2011-005
A-2009-123	Acting County Judges and Acting Circuit Judges	Superseded A-2011-015
S-2009-125	Attorney's Fees in Extraordinary & Unusual Cases	Superseded S-2011-004
S-2010-041	Temporary Relief Division	Superseded S-2011-009
A-2010-043	Appointment of Judge Barbas as Referee	No longer necessary
A-2010-050	Appointment of Judge Perry as Referee	No longer necessary
S-2010-051	Residential Mortgage Foreclosure Case Management & Mandatory Mediation of Homestead Foreclosure Cases	Superseded S-2011-010
S-2010-052	Residential Foreclosure Procedures	Superseded S-2011-029
A-2010-054	Appointment of Judge Tharpe as Referee	No longer necessary
A-2010-055	Appointment of Judge Holder as Referee	No longer necessary
A-2010-064	Appointment of Judge Baumann, Jr. as Referee	No longer necessary
A-2010-073	Appointment of Judge Barton, II as Referee	No longer necessary
A-2010-078	Appointment of Judge G. Fernandez as Referee	No longer necessary
A-2010-079	2011 Duty Judge Schedule	No longer necessary
A-2010-080	Grand Jury Assignments	Superseded A-2011-034
A-2010-082	Appointment of Judge Pendino as Referee	No longer necessary
A-2010-084	Appointment of Judge Timmerman as Referee	No longer necessary
A-2010-085	Appointment of Judge Heinrich as Referee	No longer necessary
A-2010-086	Appointment of Judge Corvo as Referee	No longer necessary
S-2010-087	Residential Foreclosure Procedures - Case Management	Superseded S-2011-029
A-2010-088	Appointment of Judge Pomponio as Referee	No longer necessary
A-2010-089	Appointment of Judge Foster, Jr. as Referee	No longer necessary
A-2010-095	Appointment of Judge Lopez as Commissioner	No longer necessary
A-2010-096	Appointment of Judge Lopez as Commissioner	No longer necessary
A-2010-097	Appointment of Judge Barber as Commissioner	No longer necessary
A-2010-098	Appointment of Judge Nielsen as Referee	No longer necessary
A-2010-099	Appointment of Judge Tharpe as Commissioner	No longer necessary
S-2010-100	Family Law Procedures	Superseded S-2011-009
A-2010-102	Appointment of Judge Timmerman as Commissioner	No longer necessary
A-2010-103	Judicial Assignments	Superseded A-2011-053
S-2010-104	Restructuring of Domestic Relations / Family Law Division	Superseded S-2011-028
S-2011-001	Administrative Orders Update	No longer necessary
A-2011-002	Appointment of Judge Barbas as Referee	No longer necessary
A-2011-003	Appointment of Judge Silver as Referee	No longer necessary
S-2011-005	Criminal Justice Division Procedures	Superseded S-2011-008
A-2011-006	Appointment of Judge Lopez as Commissioner	No longer necessary
S-2011-008	Criminal Justice Division Procedures	Superseded S-2011-040
S-2011-009	Family Law Procedures	Superseded S-2011-061
A-2011-011	Appointment of Judge Nielsen as Referee	No longer necessary
A-2011-012	Appointment of Judge Tharpe as Commissioner	No longer necessary
S-2011-013	County Civil Division Procedures	Superseded S-2011-032
A-2011-015	Acting County Court Judges and Acting Circuit Court Judges	Superseded A-2011-035

A-2011-016	Appointment of Judge Holder as Commissioner	No longer necessary
A-2011-017	Appointment of Judge Ficarrota as Commissioner	No longer necessary
A-2011-018	Appointment of Judge Thomas as Referee	No longer necessary
A-2011-019	Appointment of Judge Nazaretian as Referee	No longer necessary
A-2011-020	Appointment of Judge Battles as Referee	No longer necessary
A-2011-021	Appointment of Judge Sleet as Commissioner	No longer necessary
A-2011-022	Appointment of Judge Fuente as Referee	No longer necessary
A-2011-023	Appointment of Judge Myers as Referee	No longer necessary
A-2011-024	Appointment of Judge Myers as Referee	No longer necessary
A-2011-025	Appointment of Judge Sisco as Referee	No longer necessary
A-2011-026	Appointment of Judge K. Fernandez as Referee	No longer necessary
S-2011-027	Substitution of Counsel of Record for Title IV-D Child Support Enforcement Cases	No longer necessary
S-2011-028	Reassignment of <i>Pro Se</i> Litigation Cases in the Domestic Relations/Family Law Division & East Division	No longer necessary
A-2011-030	Appointment of Judge Moody as Commissioner	No longer necessary
A-2011-038	Reassignment of <i>Robin R. Lane v. The Law Office of Charles W. Ehrlich, et. al.</i>	Rescinded A-2011-052
A-2011-041	Appointment of Judge Sleet as Commissioner	No longer necessary
A-2011-042	Appointment of Judge Timmerman as Commissioner	No longer necessary
A-2011-049	Trial 3.850 Motions	No longer necessary
S-2011-051	Rescinding Administrative Order 2009-080 - Electric Filing in Complex Business Litigation Division "L"	No longer necessary
A-2011-052	Rescinding Administrative Order A-2011-038 (Reassignment of <i>Robin R. Lane v. The Law Office of Charles W. Ehrlich, et. al.</i>)	No longer necessary

ACTIVE SUBSTANTIVE ADMINISTRATIVE ORDERS

The following substantive administrative orders are still in effect, all of which are located at the following subject matter categories on the Thirteenth Judicial Circuit's web site (www.fljud13.org):

<u>NUMBER</u>	<u>TITLE</u>	<u>SUBJECT MATTER</u>
S-1980-005	Microfilming Sealed Documents	Court Operations
S-1988-091	Communicable Diseases	Court Operations
A-1989-085	Creation of Division "Z," Assignment and Transfer of Asbestos Litigation	Civil
S-1990-020	Establishing Income Deduction Order Form and Form Setting Out Rights, Remedies and Duties with Regard to Imposition of Income Deduction Order	Criminal
S-1992-200i	Use of Courthouse Facilities	Court Operations
S-1995-003	Designation of Rosh Hashanah, Yom Kippur, and Good Friday as Legal Holidays for the Courts	Court Operations
S-1995-059	General Procedures for the Processing of Circuit Civil Cases Court Ordered to Mediation	Civil
S-1995-076	Uniform Procedures for Forfeiture of Personal Property	Civil
S-1995-098	Rule 10-2.1, Rules Regulating the Florida Bar	Court Operations

	Requiring Name, Address and Telephone Number of Non-Lawyers Assisting with the Completion of Legal Forms	
S-1997-039	Request to Check Out Appellate Court Files	Criminal
S-1997-104	Hillsborough County Bar Association Peer Review Program	Court Operations
S-1998-072	Judicial Employees	Court Operations
S-1998-105	Establishment of Bench/Bar Committee	Court Operations
S-1998-106	General Procedures Associated with Non-Binding and Voluntary Binding Arbitration in Civil Cases	Civil
S-1998-124	Adoption of New Indexing System for Administrative Orders	Court Operations
S-1998-145	Confiscation, Seizure, Forfeiture and Disposition of Perishable Saltwater Products and Game and Freshwater Fish	Criminal
S-1999-030	Request to Check Out Civil Court Files by Public Defender	Civil
S-1999-076	Certified Process Servers	Court Operations
S-1999-081	Fee Schedule for Children's Advocacy Center	UFC (Family)
S-1999-092	Fee Structure for Felony Probationers	Criminal
S-1999-093	Extraordinary Pretrial Release Procedures to Relieve Jail Overcrowding	Criminal
S-2000-071	Provision of Interpreters by the Court Interpreter Center	Court Operations
S-2000-120	Court Approval of Contingent Fees	Civil
S-2001-027	Voluntary Trial Resolution	Civil
S-2001-031	Extended Limits of Confinement; Alternatives to Incarceration Program	Criminal
S-2001-046	Intensive Delinquency Diversion Services Program – Prison Tours	UFC (Juvenile)
S-2001-055	Assignment and Transfer of Child Support Cases	UFC (Family & Juvenile)
S-2002-005	Veterans' Guardianship Cases	Probate
S-2002-068	Temporary Release of Inmates from the Hillsborough County Jail Facilities to the Custody of Law Enforcement Officers for Investigative Purposes	Criminal
S-2002-110	Issuance of Marriage Licenses	UFC (Family)
S-2003-020	Court Reporting Procedures for Civil Proceedings	Civil & UFC (Family)
S-2003-052	Delegation of Contract Authority to Court Administrator	Court Operations
S-2004-042	Restitution Disbursement in Misdemeanor Cases	Criminal
S-2004-054	Clerk's Partial Payment Program for Fees, Service Charges, Costs and Fines	Court Operations
S-2004-071	Sexual Harassment Policy and Complaint Procedures Against Judges	Court Operations
S-2005-079	Fees and Expenses for Indigent for Costs Cases	Criminal, UFC (Family & Juvenile), Probate & Court Operations
S-2005-128	Court Reporting Plan	Court Operations & Criminal

S-2005-153	Interviews of Abuse Victims under Age 16 or Persons with a Developmental Disability	UFC (Juvenile)
S-2005-155	Out-of-County Travel of Dependent Children	UFC (Juvenile)
S-2005-186	Courthouse Security	Court Operations
S-2006-011	Support Enforcement Hearing Officer Procedures	UFC (Family)
S-2006-035	Uniform Motion Calendar in the General Civil Division	Civil
S-2006-064	Determination of Indigent Status, Appointment of the Public Defender, and Assessment of Application Fee When Person Refuses or is Unable to Properly Complete Application	Court Operations & Criminal
S-2006-066	Judicial Annual Leave	Court Operations
S-2006-093	General Civil Division "T" ("Jimmy Ryce Act" Cases)	Civil
S-2006-102	Notice of Related Cases Form	UFC (Juvenile & Family)
S-2006-146	Clerk's Administrative File	Court Operations
S-2006-156	Interstate Compact for Adult Offender Supervision Cases	Criminal
S-2006-161	Adoption Records	UFC (Family)
S-2006-172	Jury Management	Court Operations
S-2006-182	County Criminal Division Procedures	Criminal
S-2006-199	Civil Appellate Division	Civil
S-2007-036	Notice of Change of Contact Information	Court Operations
S-2007-038	Photographing, Recording or Broadcasting in Courthouse Facilities	Court Operations
S-2007-050	Unified Family Court & Juvenile Backup Divisions "M" and "V"	UFC (Juvenile & Family)
S-2007-078	Court Files	Court Operations
S-2007-088	Guardianship Examining Committee Fees	Probate
S-2007-089	Fees and Expenses for Due Process Services	Court Operations, Criminal, Probate, UFC (Family & Juvenile)
S-2007-107	Mandatory Costs, Assessments, Surcharges and Fines	Criminal
S-2007-124	Civil Traffic Division Procedures	Civil
S-2007-146	Central Governmental Depository	UFC (Family)
S-2008-105	Complex Business Litigation Division	Civil
S-2008-110	Computerized Selection of Jury Venires	Court Operations
S-2008-113	Mental Health & Communicable Diseases Procedures	Probate
S-2008-139	Destruction of Sealed Civil Court Records and Exhibits	Court Operations
S-2008-145	General Civil Division Procedures	Civil
S-2008-146	Expunction or Sealing of Criminal History Records	Criminal
S-2008-159	Independent Living Transition Services Court	UFC (Juvenile)
S-2008-160	Uniform Bail Bond Schedule	Criminal
S-2008-164	Mediation of County Civil Cases	Civil
S-2008-166	Tobacco Litigation	Civil
S-2009-107	Mediation of Family Law Cases	UFC (Family)
S-2010-012	Blanket Discovery	Criminal & Juvenile
S-2010-013	Drug Court	Criminal
S-2010-014	General Magistrates in the Probate, Guardianship &	Probate

	Trust Division	
S-2010-017	Juvenile Dependency Procedures	UFC (Juvenile)
S-2010-019	General Magistrates and Hearing Officers in the Family Law Division	UFC (Family)
S-2010-021	Pre-Trial Global Positioning System (“GPS”) House Arrest	Criminal
S-2010-026	Misdemeanor Probation Fees	Criminal
S-2010-027	Bond Matters	Criminal
S-2010-029	Electronic Posting of Court Records in <i>State of Florida v. Dee Dee Moore</i>	Criminal
S-2010-042	First Appearance/Emergency Criminal Division “O”	Criminal
S-2010-059	Pro Bono Service	Court Operations
S-2010-074	Electronic Posting of Court Records in <i>State of Florida v. Dontae Rashawn Morris</i>	Criminal
S-2010-090	Medical Treatment and Health Care Advance Directive Procedures	Probate
S-2010-091	Probate Procedures	Probate
S-2010-094	Adoptions Necessary Now Project	UFC (Juvenile)
S-2010-101	Guardianship Procedures	Probate
S-2011-004	Attorney’s Fees in Extraordinary & Unusual Cases	Court Operations
S-2011-007	East Division	Court Operations
S-2011-010	Residential Mortgage Foreclosure Case Management & Mandatory Mediation of Homestead Foreclosure Cases (Amended by S-2011-060)	Civil
S-2011-014	Child Custody Proceedings	UFC (Juvenile & Family) & Probate
S-2011-029	Foreclosure Procedures	Civil
S-2011-032	County Civil Division Procedures	Civil
S-2011-040	Criminal Justice Division Procedures	Criminal
S-2011-046	Parental Notice of Abortion Act Cases	UFC (Juvenile & Family)
S-2011-047	Baker Act Hearings	Probate
S-2011-048	Juvenile Delinquency Procedures	UFC (Juvenile)
S-2011-060	Amendment to Administrative Order S-2011-010 Addressing Residential Mortgage Foreclosure Case Management & Mandatory Mediation of Homestead Foreclosure Cases	Civil
S-2011-061	Family Law Procedures	UFC (Family)

ACTIVE ASSIGNMENT ADMINISTRATIVE ORDERS

The following assignment/appointment administrative orders are still in effect (most of which are not located on the court’s website):

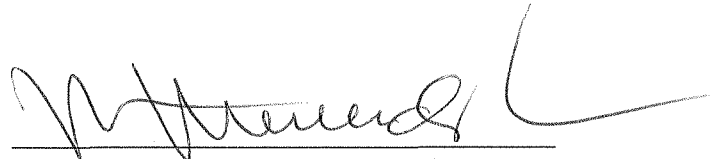
<u>NUMBER</u>	<u>TITLE</u>
A-1994-123	Automatic Reassignment of Certain Cases of Judge R. Ficarrota (Joseph Ficarrota)
A-1998-097	Appointment of Part-Time Child Support Enforcement Hearing Officer (Thomas E.

	Meyers)
A-2000-039	Automatic Reassignment of Certain Cases of Judge Chet Tharpe (Norman Canella, Jr.)
A-2001-079	Automatic Reassignment of Certain Cases of Judge Chet A. Tharpe (Taryn X. Temmer, Esq.)
A-2003-007	Assignment of Acting County Judges and Acting Circuit Judges When Covering First Appearance/Emergency Division "O"
A-2004-011	Automatic Reassignment of Certain Cases of Judge Sisco (Lyann Goudie, William Hanlon, Bill Jung, Paul Sisco)
A-2004-036	Automatic Reassignment of Certain Cases of Judge Sisco (Any attorney from the law firm of Trombley & Hanes)
A-2004-039	Automatic Reassignment of Certain Cases of Judge Battles (Any attorney from the law firm of de la Parte & Gilbert, P.A.)
A-2004-040	Automatic Reassignment of Certain Cases of Judge Bergmann (Beth G. Reineke)
A-2005-193	Automatic Reassignment of Certain Cases of Judge Tharpe (Eric J. Kuske)
A-2005-211	Automatic Reassignment of Certain Cases of Judge Courtney (Patrick B. Courtney, Glen R. Lansky)
A-2008-060	Automatic Reassignment of Certain Cases of Judge K. Fernandez (Curry Law Group, P.A.)
A-2008-103	Automatic Reassignment of Certain Cases of Judge Pomponio (Dominic Fariello; Darrigo and Diaz, P.A.; Escobar and Ramirez, P.A.)
A-2009-028	Automatic Reassignment of Certain Cases of Judge Catlin (Elizabeth "Betsy" Hapner or any attorneys associated with the law firm of Carey and Millison P.A.)
A-2010-036	Automatic Reassignment of Certain Cases of Judge Lucas (Richard M. Rocha, Michael R. Rocha, or any attorneys associated with the law firm of Brickleyer Smolker & Bolves, P.A.)
A-2010-081	Automatic Reassignment of Certain Cases of Judge Huey (Catherine W. Real)
A-2011-031	Appointment of Judge Rice as Referee
A-2011-033	2012 Duty Judge Schedule
A-2011-034	Grand Jury Assignments
A-2011-035	Acting County Court Judges and Acting Circuit Court Judges
A-2011-036	Automatic Reassignment of Certain Cases of Judge Huey (Patricia Palma)
A-2011-037	Automatic Reassignment of Certain Cases of Judge Silver (Michael A. Addison, William J. Terry, Alan Von Spiegelfeld, Edward Waller, Joryn Jenkins, or any attorney associated with the law firm of Trenam, Kemker, Scharf, Barkin, Frye, O'Neill & Mullis P.A. or the law firm of Shutts & Bowen, LLP)
A-2011-039	Appointment of Judge Stephens as Referee
A-2011-043	Appointment of Judge K. Fernandez as Referee
A-2011-044	Appointment of Judge Sheehan as Referee
A-2011-045	Appointment of Judge Ficarrota to Certain Cases in Probate, Guardianship & Mental Health Division
A-2011-050	Appointment of Judge Lucas as Referee
A-2011-053	Judicial Assignments
A-2011-054	Assignment of Capital Case and Other Murder Cases in <i>State v. Dontae R. Morris</i>
A-2011-055	Appointment of Judge Behnke as Successor Commissioner

A-2011-056	Appointment of Judge Farr as Referee
A-2011-057	Automatic Reassignment of Certain Cases of Judge Sabella (Any attorney associated with the law firm of Banker Lopez Gassler, P.A. and any attorney associated with The Yerrid Law Firm, P.A.)
A-2011-058	Appointment of Judge Tracy Sheehan as Referee
A-2011-059	Appointment of Judge Emily Peacock as Referee

This administrative order is effective immediately.

It is ORDERED in Tampa, Hillsborough County, Florida on this 3RD day of January, 2012.



Manuel Menendez, Jr., Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court