

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

**ADMINISTRATIVE ORDER S-2012-065  
(Supersedes Administrative Order S-2011-061)**

**FAMILY LAW PROCEDURES**

It is necessary for the proper administration of justice to update the procedures utilized in the Family Law Division of this circuit. By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2), it is therefore **ORDERED**:

**1. Scope**

This administrative order applies to each of the following types of actions:

- A. Dissolution of Marriage
- B. Support Unconnected With Dissolution
- C. Temporary Custody by Extended Family Member
- D. Paternity, including child support, time-sharing and disestablishment of paternity
- E. Domestic Violence
- F. Termination of Parental Rights pending adoption
- G. Adoption
- H. Change of Name

**2. Allocation of Cases**

A. Cases Other than Domestic Violence

Upon filing of a petition commencing one or more of the above-enumerated case types, other than domestic violence, the Clerk of the Circuit Court (“clerk”) will determine whether the same parties were involved in a previously filed petition of the same or substantially related type. If so, the subsequently filed petition will be assigned to the same division in which the previously filed petition was assigned. For purposes of this paragraph, any cases of the type referenced in section 1(A) through 1(D) of this administrative order involving the same marriage or same child or children are “substantially related.” A termination of parental rights case pending adoption is always substantially related to the subsequent adoption. If the case is not substantially related to a previously-filed case involving the same parties, the clerk will assign the newly filed petition to one of the seven family law divisions (Family Law Division “A,” “B,” “C,” “D,” “E,” “F,” or “I”) using a random and equitable distribution system.

B. Pro Se Case Identification

For tracking purposes, new cases filed under section 2(A) of this administrative order in which no party is represented by counsel will be assigned to a subdivision within each Family Law Division and the East Division. The subdivision will be a two-letter designation. The designation will be “AP,” “BP,” “CP,” “DP,” “EP,” “FP,” “IP,” “RP,” or “TP.” The first letter designates the respective Family Law Division or the East Division to which the case is assigned

and the second letter – “P” – designates that the case is a *pro se* litigation case. The subdivision designation will assist the court and the Case Management Unit in tracking and managing *pro se* litigation cases.

### C. Domestic Violence Actions

#### i. Assignment of Petitions

Upon receipt of a petition for an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence, the clerk will determine whether the same parties were involved in a previously filed petition for protection against violence.

##### (1) Petitions Involving Same Parties to a Previously Filed Petition

If the clerk determines the same parties were involved in a previously filed petition for protection against violence, the subsequently filed petition will be assigned to the same division in which the previously filed petition was assigned, except that if the previously filed petition was assigned to East Circuit Division “S,” the subsequently filed petition will only be assigned to East Circuit Division “S” if one of the parties currently resides within the East Circuit Division boundaries.

##### (2) Petitions Not Involving Same Parties to Previously Filed Petition

If the clerk determines the same parties were not involved in the a previously filed petition for protection against violence and the petitioner does not reside within the East Circuit Division boundaries, the clerk will assign the newly filed petition to one of the two family law domestic violence divisions, Family Law Division “G” or “H,” on a random and equitable basis. If the clerk determines the same parties were not involved in a previously filed petition for protection against violence and the petitioner resides within the East Circuit Division boundaries, the clerk will assign the newly filed petition to East Circuit Division “S.”

##### (3) Related Family Law Case / Motions to Consolidate

Assignment of petitions for protection against violence will proceed according to this section even when another family law case may be pending between the same parties. Motions to consolidate a domestic violence action into another family law case will be heard by the judge assigned to the division in which the other family law action is pending. A decision to consolidate may only consolidate the petition for protection against violence into the family law case, not vice versa.

#### ii. Review of Petitions

Except for petitions reviewed by the duty judge in accordance with the applicable duty judge administrative order, all petitions for protection against violence will be reviewed by the presiding judge of the respective division.

The judges assigned to Tampa Family Law Divisions “G” and “H” will have primary responsibility for reviewing petitions for protection against violence filed with the clerk in Tampa and the judge assigned to East Division “S” will have primary responsibility for reviewing petitions for protection against violence filed with the clerk in Plant City. When the judge assigned to East Division “S” is unavailable, the clerk will first determine if a judge in the East Division is available to review the petition. If the judge assigned to East Division “S” is unavailable and there are no East Division judges available, the clerk will submit the petition to a presiding judge in Tampa Family Law Division “G” or “H” for review.

iii. Return Hearings

When a temporary injunction for protection against violence is entered ex parte, the return hearing on the petition will be heard by the judge presiding in the division to which the petition is assigned.

D. Single Division for All Actions Involving Same Parties

If more than one family law action involving the same parties or the same child or children is pending in more than one family law division, except for a domestic violence action pending in Family Law Division “G” or “H,” such cases will be consolidated in the division with the lowest case number. The parties or their attorneys will be responsible for initiating the transfer if not accomplished by the court.

**3. Service of Temporary Injunctions for Protection**

In accordance with sections 741.30(8)(a)1 and 784.046(8)(a)1, Florida Statutes, any sworn law enforcement officer in Hillsborough County may serve petitions and temporary injunctions for protection against domestic violence, repeat violence, sexual violence and dating violence.

**4. Reassignment of Case upon Judge’s Disqualification**

If a judge assigned to Family Law Division “A,” “B,” “C,” “D,” “E,” “F” or “I” enters an order of disqualification, the clerk will reassign the case to another of those family law divisions based on an equitable random distribution. If the judge assigned to Family Law Division “G” enters an order of recusal or disqualification, the clerk will reassign the domestic violence case to Family Law Division “H.” If the judge assigned to Family Law Division “H” enters an order of recusal or disqualification, the clerk will reassign the domestic violence case to Family Law Division “G.” If both of the judges assigned to Family Law Divisions “G” and “H” enter orders of recusal or disqualification, the clerk will reassign the domestic violence case to one of the remaining family law divisions based on an equitable random distribution, unless there is a family law action pending between the same parties, in which case the domestic violence case will be assigned to the same division in which such other case is pending.

**5. Standing Temporary Order for Family Law Cases**

Upon the filing of any petition commencing an action governed by this administrative order, except for domestic violence, change of name, and adoption cases, the clerk will provide the petitioner with two copies of the Standing Temporary Order for Family Law Cases (“Standing Temporary Order”). The Standing Temporary Order is a tool used to educate the parties in a family law case at the outset of litigation of their duties and responsibilities concerning the treatment of their children, if any, and the preservation of their assets. The Standing Temporary Order will be signed by the associate administrative judge of the Family Law Division. The petitioner must serve a copy of the Standing Temporary Order along with a copy of the initial process and original petition. The Standing Temporary Order will remain in effect until further order of the court.

**6. Case Management Order**

Upon the filing of any petition commencing or reopening an action governed by this order, except for domestic violence, change of name and adoption cases, an Order Setting First Case Management Conference (“Case Management Order”) will be entered. The Case Management Order is a mechanism by which the court will take charge of all cases at an early

stage in the litigation and control the progress of the case thereafter until the case is concluded. The Case Management Order will be signed by the presiding judge of the respective family law division and apply to all domestic relations cases.

If the petitioner is represented by counsel, the clerk will provide petitioner's counsel with two copies of the Case Management Order and petitioner's counsel must serve a copy of the Case Management Order along with a copy of the initial process and original petition and copy of the Standing Temporary Order. If the petitioner is *pro se*, the Administrative Office of the Courts Case Management Unit will be responsible for serving a copy of the Case Management Order on both parties.

A case management conference may only be rescheduled by order of the court. Either party may move the court for entry of an order continuing the initial case management conference to a later date by sending to the judge's chambers a jointly-signed stipulation and proposed order ratifying the stipulation. The stipulation must state: (1) respondent has been properly served and an answer has been filed; (2) both parties have exchanged financial affidavits and complied with mandatory disclosure requirements; (3) if there are any minor children, that both parties have completed the parenting course and filed their respective certificates of completion; (4) that mediation has been completed or is scheduled and will not be cancelled except by order of court; and (5) the date and time of the new case management conference that has been provided by the judicial assistant and cleared by both parties, which is within 60 days of the originally-scheduled date.

A case management conference may only be canceled if (1) the case settles prior to the date of the case management conference; (2) the written settlement agreement is provided to the presiding judge; and (3) the presiding judge authorizes the cancellation. A final disposition form and final judgment must be submitted to the court within ten days of the cancellation, if no hearing is required to prove the elements of the case. If a hearing is required to prove the elements of the case, the case management conference will be used for the final hearing unless an earlier date is cleared and properly calendared.

Counsel and unrepresented parties should be prepared, at the case management conference, to provide evidence of the statutory residence requirement and that the marriage is irretrievably broken. The court may take evidence at the case management conference of the statutory residence requirement and the irretrievably broken marriage in order to avoid scheduling a future uncontested dissolution hearing if the case settles after the case management conference.

**7. Obligation to Notify Court of Other Juvenile, Domestic Violence or Other Relevant Proceedings**

Attorneys and parties must notify the court as soon as it becomes evident to them of the existence of any other court proceeding in any jurisdiction that may be relevant to the subject matter before the court affecting a parenting plan, time-sharing, support of a child, or any other issues. A copy of any relevant orders must be provided to the court. This obligation is a continuing one throughout the proceeding.

**8. Attorney Information**

All pleadings and other papers of a party represented by an attorney must contain the attorney's name, address, telephone number, Florida Bar number, e-mail address, and party whom the attorney represents. This information will be stated directly below the signature line of the attorney.

**9. Pleadings, Financial Affidavits and Other Papers**

A. Pleadings

All pleadings or other papers must be filed with the clerk and served pursuant to rules of procedure. Appropriate copies should be brought to the court for use by the court and the opposing party.

B. Financial Affidavits

The title page of a financial affidavit must designate the date the affidavit was signed and the name of the affiant. The financial affidavit requirements of the Family Law Rules of Procedure will be applicable to all temporary hearings and trials including modification proceedings in which child support or alimony may be involved. Sufficient copies of all financial affidavits and other exhibits must be brought to the hearing or trial for use by the court and parties.

C. Specific Requirements

It is incumbent upon the attorney or unrepresented party to review each individual judge's webpage for any specific requirements of the judge including, but not limited to, whether memorandum of law, documentary evidence or other papers must be delivered in advance of a scheduled court hearing.

**10. Modification Proceedings – Attachments**

In all modification proceedings involving financial matters, in addition to the current financial affidavit filed, there must also be attached to the initial modification pleading a copy of the last financial affidavits submitted to the court by the parties together with a copy of the final judgment and the most recent modification order, if any, entered in the cause. A copy of any stipulation or property settlement agreement incorporated into such judgment or modification order must also be attached. Failure to do so may result in the imposition of sanctions, including an award of attorney's fees to the other party.

**11. Uniform Motion Calendar / Open Docket / Motion Docket**

A. Calendar

A Uniform Motion Calendar / Open Docket is provided in each Family Law Division, at least one day per week per judge, unless holidays, illness, vacations, judges' meetings or education programs present a conflict. Each judge will select a day and time to hold the judge's uniform motion calendar / open docket.

B. Time Limitation

Uniform Motion Calendar / Open Docket hearings are non-evidentiary except for uncontested final hearings and will be limited to seven minutes per case. The time limitation will include the time necessary for the judge to review documents, memoranda and cases.

C. Types of Matters Heard

Uniform Motion Calendar / Open Docket hearings may include, but are not limited to: motions to compel discovery, motions for protective orders, motions to withdraw, uncontested final hearings, and motions to continue. Complex matters will not be heard during the uniform motion calendar / open docket time.

D. Scheduling

i. JAWS

Attorneys and parties do not need to reserve calendar time with the judicial assistant for a hearing on the Uniform Motion Calendar / Open Docket if the hearing has been reserved through the Judicial Automated Workflow System (“JAWS”). However, counsel or an unrepresented moving party must file a notice of hearing with the clerk and serve notice upon opposing counsel or an unrepresented party in accordance with the applicable rules of procedure and must order the court file from the clerk in accordance with section 11E of this administrative order below.

ii. Motion Docket

In any division that uses a Motion Docket, the docket will be available online through JAWS for scheduling hearings up to 30 minutes in length. The hearing time contemplates presentation by both sides; if the scheduling party knows its presentation is 15 minutes in length, a 30-minute hearing should be scheduled so as to provide adequate time for both sides. The Motion Docket is for 15-minute or 30-minute hearings (up to two 15-minute blocks of time may be reserved), and it is the responsibility of the scheduling party to order the court file from the clerk in accordance with section 11E of this administrative order below. The scheduling party may contact the judicial assistant to obtain alternative hearing times if unable to clear time on the Motion Docket with opposing counsel or unrepresented party.

iii. E-Mail

For hearings not scheduled through JAWS, the preferred method for scheduling is via e-mail rather than telephone. Divisional e-mail addresses may be accessed via the judicial directory posted on the court’s webpage. For any scheduling request, the requesting party should e-mail the judicial assistant for hearing time(s) and copy the opposing party. The judicial assistant will provide a minimum of two available dates/times to the requesting party, with a copy to the opposing party by “replying to all.” If the requesting party sends the dates to the opposing party or attorney (whichever is applicable) by e-mail, the responding party or a representative in the attorney’s office must respond via e-mail within two business days of receipt of the request. If the responding party or attorney fails to respond via e-mail within two business days, the requesting party may select the hearing date and time of his or her choice.

E. Court Files

The moving party is responsible for ordering the court file from the clerk’s office five business days or more before the hearing. Court files can be ordered online from the clerk at: [http://www.hillsclerk.com/PublicWeb/Internet\\_Order\\_Form\\_for\\_Family\\_Law\\_Files.aspx](http://www.hillsclerk.com/PublicWeb/Internet_Order_Form_for_Family_Law_Files.aspx)

**12. Motions**

A. Generally

Motions are filed with the clerk, and they are not brought to the attention of the court until called up for hearing. Counsel or an unrepresented moving party must review each

individual judge’s webpage to determine whether the division judge requires a courtesy copy of the motion to be delivered to the judge in advance of a scheduled hearing.

**B. Notice**

All pleadings or motions seeking relief in a family law action must be served on the party or counsel not less than five days prior to the hearing. If motions or pleadings are not timely served, the court may continue the hearing to a later date. Pleadings or motions requesting emergency relief may be exempt from this five-day service requirement upon a finding of emergency status by the judge before whom such motion or pleading is to be heard.

**C. Piggybacking Motions**

There will be no cross-noticing on hearing time or “piggybacking” one motion upon a previously scheduled motion without timely notice to the parties and the court. No “piggybacked” motion will be heard unless it is determined by the court that the docket will accommodate the hearing of the additional matters at the scheduled time. The motions will be heard in the order in which they are scheduled.

**D. Discovery Motions & Motions to Set Case for Trial**

All motions to compel discovery, for compulsory physical examination, and to set case for trial must contain a certificate by the attorney filing such motion that the attorney has discussed the subject matter of the motion with the opposing counsel and has been unable to reach agreement concerning the disputed discovery or the setting of the case for trial, or that opposing counsel has failed to respond.

**E. Motions for Continuance**

Pursuant to Florida Rule of Judicial Administration 2.545(e) and Florida Family Law Rule of Procedure 12.460, all motions for continuance must be signed by the litigant requesting the continuance as well as the litigant's attorney, unless made at trial, or good cause is shown.

**13. Notices of Hearing**

All notices of hearing must be on a paper separate from the pleading or motion for which the hearing is scheduled unless it is clearly drawn to the viewer's attention by the words “Notice of Hearing” being part of the title of the motion or pleading for which the hearing is scheduled. All notices of hearing will clearly state if a court reporter will be provided.

**14. Cancellation of Hearings**

All hearings scheduled for two hours or more will be scheduled by order of the court and may not be canceled without approval of the court, after notice to all parties of record. Other hearings may be canceled on 24 hours’ notice by the attorney or party scheduling them after notifying the opposing party or their counsel and the court.

**15. Temporary Relief Matters**

**A. Hearing Prerequisites of Moving Party**

The party seeking temporary relief must:

- i. File with the clerk a motion using the uniform Motion for Temporary Relief which may be accessed at <http://www.fljud13.org/Forms.aspx>;
- ii. Attach to the motion a proposed temporary time-sharing plan if the case involves minor children;

- iii. Attach, if not previously filed, a financial affidavit in compliance with Rule 12.285(c)(1);
- iv. File a notice of hearing reflecting the date and time obtained from the court;
- v. Serve a copy of the above documents on the opposing party; and
- vi. Serve on the opposing party/counsel, but do not file with the clerk, the documents required under Rule 12.285(c)(2)-(4).

B. Hearing Prerequisites of Responding Party

Within 10 days after being served with the Motion for Temporary Relief (15 days if service was made by mail), the party against whom the temporary relief is being sought will file and serve a response to the motion stating what, if any, temporary relief the responding party contends is appropriate. When applicable, the responding party will propose an alternate time-sharing plan. The responding party will attach a financial affidavit in compliance with Rule 12.285(c)(1) and will serve the response and financial affidavit upon the opposing party. Contemporaneously, the responding party must serve upon the opposing party, but not file with the clerk or with the judge, the documents required in Rule 12.285(c)(2)-(4). Any temporary relief sought by the responding party may be asserted by cross-motion at that time.

C. Temporary Relief Mediation

Temporary relief matters must be mediated prior to being heard by the court. The presiding judges are authorized to enter an order naming the mediator and setting the time of mediation on an *ex parte* basis upon motion by either party if the parties cannot schedule mediation by agreement. The presiding judge has discretion to move forward with the request for temporary relief if the responding party cancels or refuses to attend mediation.

D. Temporary Relief Mediation Cover Sheet

To initiate the mediation process with the court's Mediation and Diversion Services Program, the attorney or the unrepresented party will submit a Temporary Relief Cover Sheet to the Program, with a copy of the motion requesting temporary relief. Temporary Relief Cover Sheets are available from the court, the Program, the Case Management Unit, and may be accessed at <http://www.fljud13.org/Forms.aspx>.

E. Temporary Attorney's Fees

If the relief sought includes temporary attorney's fees, the seeking party must file an attorney's fee affidavit at least seven business days before the hearing. The attorney's fee affidavit must set forth fees and costs to date and anticipated hours, fees and costs reasonably expected to be incurred through the final hearing.

F. Exhibits and Temporary Relief Memorandum

At least 72 hours prior to the scheduled temporary relief hearing, the parties will exchange exhibits and each will file and serve a copy of a Temporary Relief Hearing Memorandum using the uniform Temporary Relief Hearing Memorandum which may be accessed at <http://www.fljud13.org/Forms.aspx>.

G. Court Action for Unresolved Issues

If the issues are not resolved through mediation, a temporary relief hearing should be scheduled for the earliest available date following the scheduled mediation conference. The

hearing should be scheduled within 14 business days of the request for hearing, if possible. Hearings that will involve complex temporary support matters or other temporary relief matters, such as custody or visitation issues, or hearings to exceed one hour, may be scheduled for a date beyond 14 business days.

**16. Attorney's Fees Hearings for Requests Exceeding \$50,000**

When a party seeks an award of attorney's fees and costs in excess of \$50,000 after a final hearing or seeks an interim award of attorney's fees and costs in excess of \$50,000 for which fees and costs have already been incurred, the hearing on the matter will be set using a uniform order which may be accessed at <http://www.fljud13.org/Forms.aspx>. The requesting party will be responsible for scheduling the hearing time and submitting a completed uniform order to the presiding judge with sufficient copies for conforming and with stamped, addressed envelopes for all parties.

**17. Extraordinary Relief**

**A. Temporary Injunctions**

Applications for temporary injunctions without notice must be in compliance with Florida Family Law Rule of Procedure 12.610 or Florida Rule of Civil Procedure 1.610. All applications for injunctive relief for protection against domestic violence, repeat violence, dating violence, or sexual violence must be filed with the domestic violence clerk's office through the Family Law Domestic Violence division of the Thirteenth Judicial Circuit in accordance with sections 741.30 or 784.046, Florida Statutes.

**B. Emergency Matters in an Assigned Case**

Application for emergency relief in an assigned case must be filed with the clerk with a request for emergency handling. A judge will review the request as soon as it is reasonably possible.

**i. Handling by a Judge Assigned to the Family Law Division**

The clerk will promptly present the matter, along with the court file and the emergency motion handling order form, to the judge of the division to which the case is assigned. When the judge is absent from the courthouse, any emergency application in a case assigned to that judge's division will be presented to the family law judge present in the courthouse whose division next follows in alphabetical sequence (Divisions "A" through "F" and "I" only). "Present in the courthouse" includes being in a hearing or trial. If uncertain about a judge's presence in the courthouse, the clerk will inquire at the bailiff station, and if the bailiff reports that the assigned judge is not present, the clerk will present the matter to the next judge in sequence.

Any judge assigned to the Family Law Division who issues an *ex parte* order must hold the return hearing personally unless the judge of the division in which the case is pending agrees to hold the hearing. All emergency motion handling orders must be docketed by the clerk and delivered, along with the court file, to the chambers of the judge of the division in which the case is pending for any necessary follow-up action. All emergency motion handling orders must be served to the parties by facsimile, e-mail, or regular United States mail.

If the reviewing judge determines that an emergency does not exist or denies the emergency request without a hearing, the requesting party is prohibited from presenting the

emergency request to any other judge except the judge presiding in the division to which the case is assigned.

ii. Handling by a Duty Judge

If there are no family law judges present in the courthouse when an application for emergency relief in an assigned case is made, then the emergency matter will be presented to the duty judge. If the duty judge is a judge assigned to the Family Law Division, the judge will handle the matter in accordance with section 17B.i. of this administrative order above. If the duty judge is not assigned to the Family Law Division, then the duty judge will handle the matter as set forth below.

If a duty judge issues an *ex parte* order and determines that the nature of the emergency requires that a return hearing be conducted imminently, the duty judge will conduct the return hearing personally. If a duty judge issues an *ex parte* order and determines that the nature of the emergency allows the return hearing to be scheduled with the judge presiding in the division in which the case is pending, then the clerk will, by the next business day, deliver the emergency motion, the *ex parte* order entered by the duty judge, and the court file to the judge presiding in the division to which the case is assigned. If a duty judge issues an *ex parte* order and determines that the nature of the emergency allows the return hearing to be scheduled with the judge presiding in the division in which the case is pending, such determination is conditioned upon the understanding that the judge presiding in the division in which the case is pending may vacate any order issued by the duty judge before, after, or in lieu of the return hearing.

All emergency motion handling orders must be docketed by the clerk and delivered, along with the court file, to the chambers of the judge of the division in which the case is pending for any necessary follow-up action. All emergency motion handling orders must be served to the parties by facsimile, e-mail, or regular United States mail.

If a duty judge determines that an emergency does not exist or denies the emergency request without a hearing, the requesting party must not present the emergency request to any other judge except the judge presiding in the division to which the case is assigned.

C. Emergency Matters in an Unassigned Case

An unassigned case is a matter which has not been assigned to a Family Law Division because the clerk's office is not and will not be open within a reasonable time. Application for emergency relief in an unassigned case may be made to the chief judge or the chief judge's designee. Otherwise, the application will be made to the duty judge. As soon as the clerk's office is open, any such application and any such order will be properly filed with the clerk and the assignment of the case will be made by the clerk in accordance with section two of this administrative order.

**18. Professional Courtesy in Clearing Hearing Dates and Deposition Dates**

A good faith effort to clear all hearing dates and deposition dates with opposing counsel or *pro se* party is required prior to notices being filed. This fact should be shown on the face of the notice itself by inserting the following at the very bottom of the notice after the certificate of service: "*The above hearing/deposition has been cleared with opposing counsel's (party's) calendar on (date).*" In the alternative, if it has not been possible to reach opposing counsel's office (party) to clear the date or if opposing counsel (party) has failed to respond, the following

language should be used: *“The above hearing/deposition date has not been cleared with opposing counsel’s/party’s calendar because (state reason)...”*

**19. Interpreters**

At the time of any hearing or trial in which a witness who does not speak English is to be presented, it is the responsibility of the party offering the non-English speaking witness to provide a disinterested, qualified interpreter at the initial expense of the offering party.

**20. Trials and Pretrial Conferences - Scheduling**

In all cases in which a trial is scheduled for more than two hours, a pretrial conference will be scheduled. A pretrial memorandum must be served at least three days prior to the pretrial conference. A uniform order setting trial and pretrial conference will be entered. All trials must be scheduled in accordance with Florida Rule of Civil Procedure 1.440 and Florida Family Law Rule of Procedure 12.440, or by stipulation waiving such procedure.

**21. Uncontested Trials - Limit**

Judges will provide block time for uncontested trials. Some divisions permit use of Uniform Motion Calendar / Open Docket time for uncontested trials. Attorneys must ascertain from the individual judge’s office the day and time provided for such trials. The petitioner, or his or her counsel, is responsible for requesting the clerk’s office to present the file at the hearing. If the file is not requested five business days in advance of the hearing, the court may refuse to hold the hearing. Each attorney or firm may be limited to the number of uncontested sessions.

**22. Orders and Judgments**

**A. Form**

All proposed orders and judgments must be submitted to the court on white paper without any watermarks or other distinctive features. The title of every proposed order and judgment submitted must contain the subject matter of the pleading or motion upon which the ruling is made and must fairly apprise the reader of the action being ordered. Phrasing such as “order granting...” or “order denying...” is preferred over “order on...”. The first paragraph of all proposed orders and judgments must state the date or dates on which the hearing or trial took place. In all proposed orders or judgments, the page containing the court’s signature must also contain substantive language of the proposed order or judgment so that a proposed order or judgment does not contain a signature page consisting only of the court’s signature. Each page, except for the first page, must contain a page number. If an order or final judgment provides for payment of alimony or child support by income deduction order, the income deduction order must be submitted contemporaneously with the order or final judgment.

**B. Conference with Opposing Counsel or Parties**

Unless otherwise ordered by the court, counsel must first submit proposed orders and judgments to opposing counsel or parties and make a genuine effort to agree on the language of the proposed orders and judgments prior to submission to the court. Submission of proposed orders and judgments to the court must be documented in a cover letter which must be signed by the attorney or litigant submitting it. The cover letter must state that opposing parties or their counsel have approved the form and content of the proposed order, or that after being provided with the proposed order have made no response within five business days, or that the opposing parties or counsel have registered an objection to the proposed order, and clearly state what the

objection is. If an objection is registered, the court will determine if a hearing is necessary to resolve the dispute. A copy of the cover letter and proposed order or judgment must also be sent to all parties or their attorneys at the same time.

C. Submission in Good Faith

Any submission of a proposed order or judgment will be considered a representation that the person has read the proposed order or judgment and that the order or judgment is submitted in good faith and is in accordance with the findings and decision of the court.

D. Settlement Agreements

Unless the entire settlement agreement is recited word for word in the final judgment, it must be attached and incorporated into the final judgment. Notwithstanding the above, the judgment must recite provisions of the settlement agreement pertaining to shared or sole parental responsibility, time-sharing, child support and alimony.

E. Time Limitation for Submission to the Court

All proposed orders or judgments must be submitted to the court by the attorney directed to prepare the order or judgment within ten business days after the court's decision. Submitting an order to the court constitutes the sender's representation that it is ready for signing in accordance with paragraph B above. The court will not hold orders for any set period of time prior to signing them, and parties or their counsel must not call, write, or e-mail the court to "check the status" of an order unless it has been more than 30 days since it was submitted. If the attorney designated to prepare the order or judgment fails to submit a proposed order or judgment within ten business days, the attorney for the opposing party may submit a proposed order or judgment within five business days after the initial ten-day period. Failure to comply with this procedure may result in sanctions.

F. Final Disposition Form

A Final Disposition Form must be submitted at the time of submission of a final order or judgment to the court.

G. Copies for All Parties and Attorneys

Copies of signed orders and judgments entered in family law cases will be mailed (or, if approved by the Supreme Court of Florida, e-mailed) to all litigants in addition to their attorneys. The attorney preparing the proposed order or judgment must furnish the court with stamped, addressed envelopes for all parties and their attorneys at their respective addresses, and if applicable, the State Disbursement Unit, Central Governmental Depository, or a support obligor's employer, except as otherwise authorized by the court. When the Florida Supreme Court approves service by e-mail, and the court makes service by e-mail, the court may dispense with the requirement of copies and envelopes commensurately.

**23. Children and Court**

Pursuant to Florida Family Law Rule of Procedure 12.407, children must not be brought to the courthouse for any reason without prior approval of the court authorizing a child's appearance on any day when any hearing, mediation, or other related court proceeding is scheduled to occur, except in uncontested adoption cases and in an emergency situation.

**24. The Rules of Courtroom Civility**

The judges, general magistrates and hearing officers assigned to the Family Law Division expect that all litigants, whether or not they are represented by attorneys, will conduct themselves in an appropriate fashion so that all parties will be afforded a fair opportunity to present their case. Specific rules have been established to assist litigants in meeting appropriate standards of conduct when appearing in court. These Rules of Courtroom Civility may be accessed at <http://www.fljud13.org/Forms.aspx>.

**25. Professional Conduct and Courtroom Decorum**

Counsel must also adhere to The Florida Bar's Guidelines for Professional Conduct (<http://www.floridabar.org>) and the Hillsborough County Bar Association's Standards of Professional Courtesy (<http://www.hillsbar.com>). Each judge may announce and enforce additional requirements, or may excuse compliance with any provision(s) of the Guidelines or Standards as that judge deems appropriate.

**26. Forms and Procedure**

Suggested forms to be used with the provisions of this administrative order may be accessed at [www.fljud13.org](http://www.fljud13.org) under the section titled "Forms." Each division judge's webpage should be reviewed for additional procedural requirements specific to that judge.

**27. Other Family Law Subjects**

Procedures for other family law subjects, such as the central governmental depository, the child support enforcement program under Title IV-D, mediation, general magistrates and hearing officers, and adoption, can be found in separate administrative orders. These administrative orders, like all substantive administrative orders, may be accessed at [www.fljud13.org](http://www.fljud13.org) under the section titled "Administrative Orders."

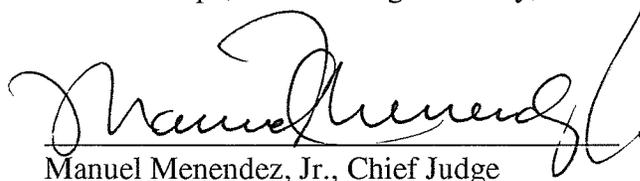
**28. Previous Administrative Order Superseded**

This administrative order supersedes Administrative Order S-2011-061 (*Family Law Procedures*).

**29. Effective Date**

This administrative order is effective January 22, 2013.

It is ORDERED in Tampa, Hillsborough County, Florida, on this 28<sup>th</sup> day of December, 2012.

  
Manuel Menendez, Jr., Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court  
Copy to: All Family Law Judges, General Magistrates, and Hearing Officers  
All Family Court Programs  
Hillsborough County Bar Association, Family Law Section