

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

**ADMINISTRATIVE ORDER NO. S-2001-055  
(Supersedes Administrative Order S-2000-107)**

**ASSIGNMENT AND TRANSFER OF CHILD SUPPORT CASES**

**WHEREAS** the proper and efficient administration of justice requires that cases concerning solely child support matters be heard by judges in the Family Law Division; and

**WHEREAS** certain dependency cases that might affect child support are now residing in the Juvenile Division; and

**WHEREAS** allowing the Department of Children and Families to initiate or enforce child support before a child support enforcement hearing officer in this circuit can jeopardize the family plan established by the juvenile judge presiding over the dependency case and can contradict the existing dependency scheme; and

**WHEREAS** the proper and efficient administration of justice requires that the issue of child support in pending dependency cases be heard by the juvenile judge assigned to the dependency case; it is therefore

**ORDERED:**

1. All cases that solely address matters of child support will be assigned to the Family Law Division.

2. Dependency cases that concern or affect child support, among other matters, will be filed or remain residing in the Juvenile Division.

3. All cases that solely address matters of child support that are currently residing in the Juvenile Division shall be transferred, upon reactivation, to the Family Law Division by the clerk. Reactivation and transfer will be accomplished by filing a notification in the form of a Notice of Transfer (see attachment), along with three copies of the Notice. Within ten (10) days of receipt of the Notice of Transfer, the clerk's Juvenile Division will transfer the case to the Family Law Division with certified copies of the order(s) involving child support. The Juvenile Division will forward all three copies of the Notice of Transfer to the Family Law Division,

keeping the original Notice in the juvenile court file. Upon such transfer, the case will be recognized as a new file and will be assigned to the Family Law Division pursuant to the blind rotation system.

4. In any case properly pending in the Juvenile Division where shelter, detention or other court action results in a de facto custody change, the juvenile judge assigned to the case is authorized to suspend or redirect the obligations outlined in a pre-existing support order as justice requires, without the necessity of a transfer of that issue to the Family Law Division.

5. In any case involving an on-going dependency action in which child support is sought by a party, including but not limited to an adult relative caring for the child, a licensed child-care agency, the Department of Juvenile Justice, or the Department of Children and Family Services, the issue of child support must be brought before the juvenile judge assigned to the case and will not be heard before a child support enforcement hearing officer.

6. Administrative Order No. S-2000-107 is hereby superseded.

7. This administrative order is effective immediately.

**DONE** and **ORDERED** in chambers in Tampa, Hillsborough County, Florida, this 18<sup>th</sup> day of July, 2001.

\s\ Manuel Menendez, Jr.  
Manuel Menendez, Jr., Chief Judge

Original to: Richard Ake, Clerk of the Court  
Copies to: All Juvenile and Family Law Judges  
All Child Support Enforcement Hearing Officers  
Carla Snavely, Director, Clerk's Juvenile Division  
Kathy Regan, Director, Clerk's Family Law Division  
Department of Children & Families

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT  
FOR HILLSBOROUGH COUNTY, FLORIDA  
JUVENILE DIVISION**

IN THE INTEREST OF:

\_\_\_\_\_

vs.

\_\_\_\_\_

\_\_\_\_\_ /

JUVENILE NO.:  
DIVISION:

CIRCUIT CIVIL NO.:  
DIVISION:

NOTICE OF TRANSFER

Pursuant to Administrative Order S-2001-055, Petitioners hereby request that the Clerk of Court, Juvenile Division, reactivate and transfer the above-styled juvenile case to the Family Law Division for assignment by blind rotation.

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Attorney of Record

Copies furnished to:

Clerk of Court Civil Records  
Clerk of Court, Central Governmental Depository

**“ATTACHMENT”**