

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

**ADMINISTRATIVE ORDER S-2020-064  
(Rescinds Administrative Order S-2016-055)**

**CIVIL APPEALS**

Since 2000, Appellate Division “X” – a specialized subdivision of the Circuit Civil Division – has provided a mechanism for the uniform disposition of appeals by establishing three-judge panels for all civil appeals under the jurisdiction of the circuit court. In 2020, the Florida Legislature limited the appellate jurisdiction of the circuit courts to appeals from final administrative orders of local code enforcement boards and other reviews and appeals expressly provided by law and further established that appeals of county court orders and judgments are to be within the jurisdiction of the district courts of appeal. Ch. 2020-61, § 3, Laws of Fla. In light of this reduction of the circuit court’s appellate jurisdiction, it is no longer necessary to continue using three-judge panels that comprise Circuit Civil Appellate Division “X.”

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 ORDERED:

**1. Cases Pending in Circuit Civil Appellate Division “X” on  
December 31, 2020**

All civil cases invoking the appellate jurisdiction of the circuit court in accordance with Florida Rule of Appellate Procedure 9.030(c)(1) as of midnight on December 31, 2020 – those appeals that remain within the circuit court’s appellate jurisdiction and are not transferred to the Second District Court of Appeal<sup>1</sup> – will remain pending in Circuit Civil Appellate Division “X” with three-judge panels until finally resolved and will otherwise be handled as set forth in section 4 of Administrative Order S-2016-055 (*Civil Appellate Division*). Upon resolution of all appeals that are pending in Circuit Civil Appellate Division “X” on January 1,

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<sup>1</sup> Administrative Order S-2020-062 has identified specific appeals pending in the Thirteenth Judicial Circuit that are anticipated to be transferred to the Second District Court of Appeal if not completed by the circuit court before January 1, 2021 based on Chapter 2020-61, Laws of Florida.

2021, Circuit Civil Appellate Division “X” is abolished.

**2. Civil Appeals filed on and after January 1, 2021**

All civil cases invoking the appellate jurisdiction of the circuit court in accordance with Florida Rule of Appellate Procedure 9.030(c)(1) on and after January 1, 2021, will be assigned to a single subdivision of the Circuit Civil Division based on a random equitable distribution system.

**3. Judicial Automated Workflow System (JAWS)**

Attorneys appearing in appeals pending in the circuit court are required to associate themselves with the appeal on the Judicial Automated Workflow System (JAWS) so that as motions and briefs are filed and orders are entered all parties are served electronically.

**4. Practice Pointers**

Parties and counsel are encouraged to refer to the Appellate Practice Pointers found on this circuit’s webpage.

**5. Briefs**

All briefs must be filed and served according to the provisions of Florida Rule of Appellate Procedure 9.210 and Florida Rule of Judicial Administration 2.516, except that parties are only required to file an original without a paper copy. All documents filed must be in searchable PDF. Parties and counsel are encouraged to provide the court with copies of ordinances, regulations, and policies when relying on such local authority. These authorities may be provided electronically as an appendix to the brief or by hard copy.

**6. Motions**

All motions must conform to the provisions of Florida Rule of Appellate Procedure 9.300 and be served in accordance with Florida Rule of Judicial Administration 2.516.

**7. Decision**

The court’s opinion will follow the format approved by the court. The opinion will be filed with the clerk and posted on the circuit’s website in accordance with Florida Rule of Appellate Procedure 9.040(j).

**8. Rehearing or Clarification & Mandate**

If, after a decision has been rendered, no motion for rehearing or clarification has been timely filed, the clerk will prepare the mandate for issuance



in accordance with Florida Rule of Appellate Procedure 9.340. If a motion for rehearing or clarification has been timely filed, the presiding judge will consider the motion. When a decision on the motion for rehearing or clarification is entered, the presiding judge will notify the clerk to issue the mandate.

**9. Clerk**

In addition to the duties enumerated above, the clerk will also perform all ministerial functions and discharge all clerical duties traditionally fulfilled by clerks in Florida appellate courts.

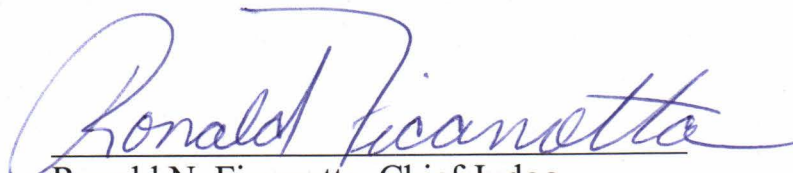
**10. Previous Administrative Order Rescinded**

Except to the extent provided in section 1 of this administrative order, Administrative Order S-2016-055 (*Civil Appellate Division*) is rescinded.

**11. Effective Date**

This administrative order is effective January 1, 2021.

ENTERED on December 21, 2020.

  
Ronald N. Ficarrotta, Chief Judge

Original to: Pat Frank, Clerk of the Court

Copy to: Circuit Civil Division Judges

County Civil Division Judges

Dana Caranante Benson, Director, Civil Court Processing Center,

Clerk of the Circuit Court

Hillsborough County Bar Association