

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

**ADMINISTRATIVE ORDER S-2024-086
(Supersedes Administrative Order S-2022-033)**

**COUNTY CIVIL DIFFERENTIATED
CASE MANAGEMENT PLAN**

In Opinion SC2023-0837 (*In re: Amendments to Florida Rules of General Practice and Judicial Administration*) (March 21, 2024 – Corrected Opinion) the Florida Supreme Court amended Rule of General Practice and Judicial Administration 2.250(a)(1)(B) to clarify the presumptively reasonable time periods for the completion of civil cases in the trial courts of Florida.

In Opinion SC2023-0962 (*In re: Amendments to Florida Rules of Civil Procedure*) (December 5, 2024) the Florida Supreme Court amended various civil rules of court to create a framework for the active case management of civil cases with a focus on adhering to deadlines established early based on the complexity of a case, while providing room for customization by judicial circuits given the varying levels of volume, resources, and available automation.

Administrative Order S-2022-033 (*County Civil Differentiated Case Management Plan*) was previously entered to implement a case management plan for civil cases filed in the Hillsborough County Court. In light of the rule amendments made by the Florida Supreme Court above, it is necessary for the proper and efficient administration of justice to update this Circuit's County Civil Differentiated Case Management Plan.

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 General Practice and Judicial Administration 2.215(b), it is ORDERED:

1. Case Type Designation

With the exception of the civil case actions identified in Florida Rule of Civil Procedure 1.200(a), upon filing a civil case in the

County Civil Division on or after the effective date of this administrative order, the Clerk of the Circuit Court (“clerk”) will immediately designate the matter a *streamlined* case or a *general* case based on the civil cover sheet case type when filing the action through the Florida Courts E-Filing Portal (“Portal”) as reflected in the following table:

| CASE TYPE INDICATED BY PLAINTIFF AT THE E-FILING PORTAL | INITIAL DESIGNATION OF CASE |
|--|------------------------------------|
| Abandoned Property (\$0.00 to \$15,000.00) | General |
| Abandoned Property (\$15,000.01 to \$30,000.00) | General |
| Abandoned Property (\$30,000.01 to \$50,000.00) | General |
| Accounts (\$8,000.01 to \$15,000.00) | General |
| Accounts (\$15,000.01 to \$30,000.00) | General |
| Accounts (\$30,000.01 to \$50,000.00) | General |
| Auto Negligence (\$8,000.01 to \$15,000.00) | General |
| Auto Negligence (\$15,000.01 to \$30,000.00) | General |
| Auto Negligence (\$30,000.01 to \$50,000.00) | General |
| Breach of Contract (\$8,000.01 to \$15,000.00) | General |
| Breach of Contract (\$15,000.01 to \$30,000.00) | General |
| Breach of Contract (\$30,000.01 to \$50,000.00) | General |
| Contract and Indebtedness (\$8,000.01 to \$15,000.00) | General |
| Contract and Indebtedness (\$15,000.01 to \$30,000.00) | General |

| | |
|---|-------------|
| Contract and Indebtedness (\$30,000.01 to \$50,000.00) | General |
| Conversion (\$8,000.01 to \$15,000.00) | General |
| Conversion (\$15,000.01 to \$30,000.00) | General |
| Conversion (\$30,000.01 to \$50,000.00) | General |
| Debt Owed (\$8,000.01 to \$15,000.00) | General |
| Debt Owed (\$15,000.01 to \$30,000.00) | General |
| Debt Owed (\$30,000.01 to \$50,000.00) | General |
| Declaratory Judgment (\$0.00 to \$15,000.00) | Streamlined |
| Declaratory Judgment (\$15,000.01 to \$30,000.00) | Streamlined |
| Declaratory Judgment (\$30,000.01 to \$50,000.00) | Streamlined |
| Enforcement of Lien (\$0.00 to \$15,000.00) | General |
| Enforcement of Lien (\$15,000.01 to \$30,000.00) | General |
| Enforcement of Lien (\$30,000.01 to \$50,000.00) | General |
| Equity (\$8,000.01 to \$15,000.00) | General |
| Equity (\$15,000.01 to \$30,000.00) | General |
| Equity (\$30,000.01 to \$50,000.00) | General |
| Goods Sold (\$8,000.01 to \$15,000.00) | General |
| Goods Sold (\$15,000.01 to \$30,000.00) | General |
| Goods Sold (\$30,000.01 to \$50,000.00) | General |

| | |
|---|-------------|
| Interpleader (\$0.00 to \$15,000.00) | General |
| Interpleader (\$15,000.01 to \$30,000.00) | General |
| Interpleader (\$30,000.01 to \$50,000.00) | General |
| Money Lent (\$8,000.01 to \$15,000.00) | General |
| Money Lent (\$15,000.01 to \$30,000.00) | General |
| Money Lent (\$30,000.01 to \$50,000.00) | General |
| Non-Monetary Equitable Relief | General |
| Other Negligence (\$8,000.01 to \$15,000.00) | General |
| Other Negligence (\$15,000.01 to \$30,000.00) | General |
| Other Negligence (\$30,000.01 to \$50,000.00) | General |
| Pawn Shop Replevin (\$30,000.01 to \$50,000.00) | Streamlined |
| Personal Injury Protection – Tier 1 (\$0.00 to \$99.99) | General |
| Personal Injury Protection – Tier 2 (\$100.00 to \$500.00) | General |
| Personal Injury Protection – Tier 3 (\$500.01 to \$2,500.00) | General |
| Personal Injury Protection – Tier 4 (\$2,500.01 to \$5,000.00) | General |
| Personal Injury Protection – Tier 5 (\$5,000.01 to \$8,000.00) | General |
| Personal Injury Protection – Tier 6 (\$8,000.01 to \$15,000.00) | General |
| Personal Injury Protection – Tier 7 (\$15,000.01 to \$30,000.00) | General |
| Personal Injury Protection – Tier 8 (\$30,000.01 to \$50,000.00) | General |

| | |
|--|-------------|
| Promissory Note (\$8,000.01 to \$15,000.00) | General |
| Promissory Note (\$15,000.01 to \$30,000.00) | General |
| Promissory Note (\$30,000.01 to \$50,000.00) | General |
| Real Property/Mortgage Foreclosure (\$0.00 to \$15,000.00) | General |
| Real Property/Mortgage Foreclosure (\$15,000.01 to \$30,000.00) | General |
| Real Property/Mortgage Foreclosure (\$30,000.01 to \$50,000.00) | General |
| Replevin – Tier 1 (\$0.00 to \$99.99) | Streamlined |
| Replevin – Tier 2 (\$100.00 to \$500.00) | Streamlined |
| Replevin – Tier 3 (\$500.01 to \$2,500.00) | Streamlined |
| Replevin – Tier 4 (\$2,500.01 to \$5,000.00) | Streamlined |
| Replevin – Tier 5 (\$5,000.01 to \$8,000.00) | Streamlined |
| Replevin – Tier 6 (\$8,000.01 to \$15,000.00) | Streamlined |
| Replevin – Tier 7 (\$15,000.01 to \$30,000.00) | Streamlined |
| Replevin – Tier 8 (\$30,000.01 to \$50,000.00) | Streamlined |
| Windshield Litigation – Tier 1 (\$0.00 to \$99.99) | General |
| Windshield Litigation – Tier 2 (\$100.00 to \$500.00) | General |
| Windshield Litigation – Tier 3 (\$500.01 to \$2,500.00) | General |
| Windshield Litigation – Tier 4 (\$2,500.01 to \$5,000.00) | General |
| Windshield Litigation – Tier 5 (\$5,000.01 to \$8,000.00) | General |

| | |
|--|---------|
| Windshield Litigation – Tier 6 (\$8,000.01 to \$15,000.00) | General |
| Windshield Litigation – Tier 7 (\$15,000.01 to \$30,000.00) | General |
| Windshield Litigation – Tier 8 (\$30,000.01 to \$50,000.00) | General |
| Work Done (\$8,000.01 to \$15,000.00) | General |
| Work Done (\$15,000.01 to \$30,000.00) | General |
| Work Done (\$30,000.01 to \$50,000.00) | General |

2. **Differentiated Case Management Order**

A. **Two Distinct Differentiated Case Management Orders**

A uniform Differentiated Case Management Order (“DCM Order”) will be automatically generated by the clerk based on the initial designation made by plaintiff when filing the initial complaint or petition. *Streamlined* cases and *general* cases will each have its own individualized DCM Order. Each DCM Order will be electronically signed by the presiding judge in each new case, contain deadlines for completing certain pretrial matters, and specify a projected month and year of the anticipated trial. If a presiding judge is no longer serving as a judge because of resignation, removal, or death, the administrative judge of the County Civil Division will electronically sign the DCM Order until a replacement judge is assigned to the respective division.

B. **Streamlined Cases**

The deadlines for *streamlined* cases will be consistent with the time standards provided in Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B)iii. for the completion of a non-jury civil case.

C. **General Cases**

The deadlines for *general* cases will be consistent with the time standards provided in Rule 2.250(a)(1)(B)ii. for the completion of a

jury civil case.

D. Deadline for Stipulated Notice for Trial or Motion to Set Case for Trial

The DCM Orders will also establish deadlines for filing either a stipulated Notice for Trial or a Motion to Set Case for Trial.

3. Service of DCM Order

Because DCM Orders will be automatically generated upon the filing of the complaint, plaintiffs must serve the DCM Order on the defendant(s) along with the summons and complaint. The service of the DCM Order must be made in the same manner and at the same time as the complaint itself is served.

4. Modification of Deadlines

Any modification to the deadlines contained in a DCM Order must be made in accordance with the requirements of Rule of Civil Procedure 1.200(e). Prior to the filing of any motion to extend a deadline or amend a case management order, the party or counsel must confer with the opposing party or opposing counsel in a good faith effort to resolve the issue(s) raised by the motion. The motion must include a statement certifying that the moving party or moving party's counsel has conferred with the opposing party or opposing party's counsel – either in person, by telephone, or by video conferencing device – and stating whether the party or counsel agree on the resolution of the motion. A certification to the effect that opposing party or opposing party's counsel was unavailable for a conference before filing a motion must describe, with particularity, all of the efforts undertaken to accomplish dialogue with the opposing party or opposing party's counsel prior to filing the motion.

5. Stipulated Notice for Trial or Motion to Set Case for Trial

All DCM Orders and any Amended DCM Orders that are issued will include a deadline for filing either a stipulated Notice for Trial or a Motion to Set Case for Trial.

A. Stipulated Notice for Trial

The parties may submit through the Portal a stipulated Notice for Trial. The Notice for Trial should indicate the specific week the parties have stipulated for the case to be tried. Available trial weeks will be available on the presiding judge's calendar. Counsel may obtain a trial week on the Judicial Automated Workflow System (JAWS) calendar. Self-represented parties may secure available trial weeks by e-mailing the respective judicial assistant at the court's divisional e-mail address accessed via the judicial directory posted on the court's webpage and copying all associated parties or their counsel on the e-mail.

B. Motion to Set Case for Trial

If the parties cannot stipulate to a trial week, a party may file a motion to set the case for trial. All motions to set case for trial will contain a certificate by the party or attorney filing such motion that the party or attorney has discussed the subject matter of the motion with all other parties or attorneys and has been unable to reach agreement concerning the setting of the case for trial or that the opposing parties or attorneys have failed to respond. Counsel may secure hearing time for a motion to set case for trial on the JAWS calendar. Self-represented parties may secure hearing time for a motion to set case for trial by contacting the judicial assistant at the appropriate divisional e-mail address.

C. Failure to Timely File a Stipulated Notice for Trial or a Motion to Set Case for Trial

If the parties fail to timely file a stipulated Notice for Trial or a Motion to Set Case for Trial, then the court may, on its own, enter an Order Setting Case for Trial and Pretrial in order to comply with the time standards specified in Rule 2.25(a)(1)(B).

6. Order Setting Case for Trial and Pretrial Conference

If the court has not, on its own, entered an Order Setting Case for Trial and Pretrial in accordance with section 5.C. of this administrative order, counsel will be directed to prepare and submit to the court through the Portal an Order Setting Case for Trial and Pretrial using the firm trial date established by the court.

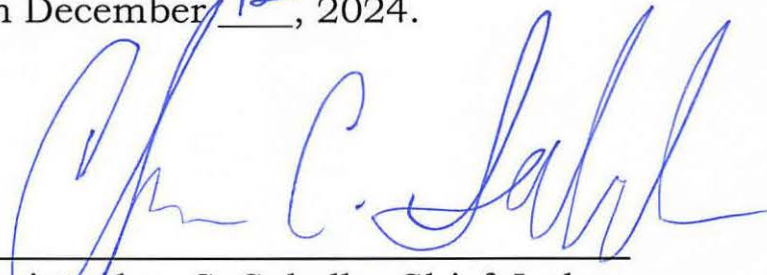
7. Previous Administrative Order Superseded

This administrative order supersedes Administrative Order S-2022-033 (*County Civil Differentiated Case Management Plan*).

8. Effective Date

This administrative order is effective on January 1, 2025.

ENTERED on December ¹²____, 2024.



Christopher C. Sabella, Chief Judge

Original: Cindy Stuart, Clerk of the Circuit Court
Copy: All County Civil Division Judges
Brandi Williams, Chief Operating Officer, Court
Operations, Clerk of the Circuit Court
Hillsborough County Bar Association