IN THE THIRTEENTH JUDICIAL CIRCUIT
HILLSBOROUGH COUNTY, FLORIDA

ADMINISTRATIVE ORDER S-2026-058
(Supersedes Administrative Order S-2026-039)

COUNTY CIVIL DIVISION

In light of the addition of County Civil Division "W," it is necessary for the proper and efficient administration of justice to update the assignment of cases in the County Civil Division. *See* Administrative Order S-2026-057 (*Establishment of County Civil Division "W"*). By the power vested in the chief judge under article V, section 2(d), Florida Constitution; Florida Statutes section 43.26; and Florida Rule of General Practice and Judicial Administration 2.215(b)(2), it is ORDERED:

1. Divisions

Non-traffic civil matters of the county court will be administered by seventeen judicial divisions. The judicial divisions are designated as Division "H," Division "I," Division "J," Division "K," Division "L," Division "M," Division "N," Division "O," Division "P," Division "R," Division "S," Division "T" (non-criminal non-traffic infractions), Division "U," Division "V," Division "W," Division "X," and East Division "Y." *See* Administrative Order S-2024-079 (*East Division*) or any successor administrative order for the geographic boundaries of the East Division. The Clerk of the County Court ("clerk") will designate on the progress docket the division to which each case is assigned.

2. Assignment of Cases

A. Non-Criminal Non-Traffic Infractions

i. Tampa

All non-criminal non-traffic infraction cases in which the infraction occurs outside of the East Division boundaries, including, but not limited to, cases involving consumer protection (Florida Statutes section 162.21, and Hillsborough County Ordinance 06-22), vessels (Florida Statutes section 327.73), wildlife (Florida Statutes section 379.401), juvenile smoking near school property (Florida Statutes section 386.212), litter (Florida Statutes section 403.413(6)(a)), and juvenile possession and purchase of tobacco products (Florida Statutes section 569.11) will be assigned to County Civil Division "T."

ii. Plant City

All non-criminal non-traffic infraction cases in which the infraction occurs

within the East Division boundaries will be assigned to East County Civil Division "Y."

B. Municipal Ordinance Violations and County Ordinance Violations

i. Definitions

The term "municipal ordinance violation" means a violation of a municipal ordinance initiated by citation or notice to appear in which the potential punishment does not include incarceration although the court may exercise its civil contempt powers when trying to coerce compliance with a court order. The term "county ordinance violation" means a violation of a Hillsborough County ordinance initiated by citation or notice to appear in which the potential punishment does not include incarceration although the court may exercise its civil contempt powers when trying to coerce compliance with a court order.

ii. Municipal Ordinance Violations

a. Tampa & Temple Terrace

All City of Tampa and City of Temple Terrace municipal ordinance violation cases will be assigned to County Civil Division "T."

b. Plant City

All City of Plant City municipal ordinance violation cases will be assigned to East County Civil Division "Y."

iii. County Ordinance Violations

a. Tampa

All county ordinance violations, including civil citations and notices to appear to enforce a county code or ordinance under part II of Chapter 162, Florida Statutes, and Hillsborough County Ordinance 14-28, in which the offense occurred outside of the East Division boundaries, will be assigned to County Civil Division "T."

b. Plant City

All county ordinance violations, including civil citations and notices to appear to enforce a county code or ordinance under part II of Chapter 162, Florida Statutes, and Hillsborough County Ordinance 14-28, in which the offense occurred within the East Division boundaries, will be assigned to East County Civil Division "Y."

iv. Arraignments

All municipal ordinance violations and all county ordinance violations will be set for arraignment by the clerk upon receipt of the citation or notice to appear,

except when the respective municipality or Hillsborough County notifies the clerk that the respondent is at risk for default under Florida Statutes section 162.21(3)(c), in which event the clerk will set the citation for a default hearing. When a county ordinance violation or a municipal ordinance violation is set for an arraignment or hearing, the clerk will serve the notice of the event to the respondent in accordance with Florida Rule of General Practice and Judicial Administration 2.516.

C. Animal Cases

All animal custody cases (Florida Statutes section 828.073), animal control citations (Florida Statutes section 828.27), and Hillsborough County Animal Ordinance 00-26 violations (as amended by Ordinance 03-08) will be assigned to County Civil Division "T."

D. Other Civil Actions

i. Tampa

All other county civil cases in which a defendant resides outside of the East Division boundaries, the cause of action accrued outside of the East Division boundaries, or the property in litigation is located outside of the East Division boundaries will be assigned to a Tampa division using a random assignment system to implement the following caseload allocations. Cases are to be assigned to Divisions "H," "I," "J," "K," "L," "M," "N," "O," "P," "R," "S," "U," "V," "W," and "X" at a ratio of 10:10:10:4:10:10:10:10:10:10:4:4:10:10:10.

ii. Plant City

All other county civil cases in which a defendant resides within the East Division boundaries, the cause of action accrued within the East Division boundaries, or the property in litigation is located within the East Division boundaries will be assigned to East County Civil Division "Y." It is the responsibility of the plaintiff's attorney or plaintiff, if self-represented, to advise the clerk if the case meets the criteria for assignment to the East Division.

E. Re-Filed Cases

Cases re-filed after being dismissed either voluntarily or involuntarily will be assigned to the same division to which the case was originally assigned. It will be the responsibility of the plaintiff or his or her attorney to advise the clerk so that the proper assignment can be made.

3. Reassignment of Case upon Judge's Disqualification

A. Non-Criminal Non-Traffic Infraction Cases and Municipal and County Ordinance Violation Cases

If the judge presiding in County Civil Division "T" enters an order of disqualification, the clerk will randomly reassign the case to one of the standard county civil divisions. If the judge presiding in East County Civil Division "Y" enters an order of disqualification in a non-criminal non-traffic infraction case or a municipal or county ordinance violation case, the clerk will reassign the case to Tampa County Civil Division "T."

B. Other County Civil Cases

If a judge presiding in any other Tampa division enters an order of disqualification, the clerk will randomly and equitably reassign the case to another Tampa county civil division. If the judge presiding in East Division "Y" enters an order of disqualification in any other county civil case, the clerk will reassign the case randomly and equitably to one of the Tampa county civil divisions.

4. Jurisdictional Statement

Every complaint or statement of claim will state either the exact total amount claimed or the value of the property involved, exclusive of costs, interest and attorney's fees OR one of the six following statements: (1) this claim does not exceed $99.99, exclusive of costs, interest and attorney's fees; (2) this claim exceeds $99.99, but does not exceed $500, exclusive of costs, interest and attorney's fees; (3) this claim exceeds $500, but does not exceed $2,500, exclusive of costs, interest and attorney's fees; (4) this claim exceeds $2,500, but does not exceed $8,000, exclusive of costs, interest and attorney's fees; (5) this claim exceeds $8,000, but does not exceed $15,000, exclusive of costs, interest and attorney's fees; (6) this claim exceeds $15,000, but does not exceed $30,000, exclusive of costs, interest and attorney's fees; or (7) this claim exceeds $30,000, but does not exceed $50,000, exclusive of costs, interest and attorney's fees.

5. Related Cases

Plaintiffs have an affirmative obligation to notify the court of any related cases at the beginning of the first hearing on any matter set in the case. A case is "related" if it is a pending civil case or an extraordinary writ petition filed in the Hillsborough County Court or the Thirteenth Judicial Circuit Court which involves a combination of the same parties, common legal issues, common claims, or the same property location. For purposes of this provision only, an assignor is considered a party in any insurance litigation case.

6. Court Registry Fee

In accordance with Florida law, the clerk is entitled to be paid a registry fee when the clerk accepts money for deposit into the registry of the court. When a person is required by law or court order to deposit a specified sum of money into the registry of the court, the person making the deposit must pay the amount of the registry fee to the clerk in addition to the amount of the deposit. If the registry fee is not paid at the time of the deposit, the clerk will deduct the amount of the registry fee from the deposit. The court has jurisdiction to determine the sufficiency of a deposit when a registry fee is not paid and which party is responsible for payment of the registry fee. The clerk will assist the public in calculating the amount of the registry fee.

7. Orders of Disbursement from the Court Registry

A. Request for Clerk's Statement of Available Registry Funds

Any time a party seeks an order directing the clerk to disburse funds from the court registry, prior to filing a motion, the party must request the clerk to provide a statement showing available funds in the court registry. The statement will indicate the date and time the available funds were verified by the clerk. The clerk will develop and post on the clerk's website (www.hillsclerk.com) a form entitled *Request for Clerk's Statement of Available Registry Funds*.

B. Motion for Disbursement of Registry Funds

The party must attach a copy of the clerk's Statement of Available Registry Funds to the motion for disbursement of funds, file and serve the motion on all parties and legal counsel for the clerk. If the party seeking disbursement objects to the amount listed in the clerk's Statement of Available Registry Funds, the motion must identify the basis for the objection, and the motion must be set for hearing. If the party seeking disbursement does not object to the amount listed in the clerk's Statement of Available Registry Funds, the motion must confirm the stated amount is the proper amount of disbursement and request the entry of an order, without a hearing, if no other party files and serves a written objection within five days after service of the motion.

C. Change in Registry Balance

If any party becomes aware of any change to the court registry balance after the issuance of the initial clerk's Statement of Available Registry Funds, that party must obtain an updated clerk's Statement of Available Registry Funds and provide copies to the other party and to the court prior to the hearing on the motion seeking disbursement. If an updated clerk's Statement of Available Registry Funds is not

presented at the hearing on the motion seeking disbursement, then the amount identified in the initial clerk's Statement of Available Registry Funds will be deemed the correct amount available for disbursement.

D. Disbursement Orders to Account for Clerk Fees

All proposed orders submitted to the court for disbursement from the court registry must contain the phrase "less clerk fees" immediately after the total requested disbursement amount (for example, Total: $12,000, less clerk fees). If the amount in the order exceeds the amount held in the court registry, the clerk will disburse the available amount in the registry, less clerk fees, at the time of the entry of the order (pro rata if disbursement is made to multiple parties).

8. Captions

After the assignment of a case to a division, all subsequent documents filed in the case must contain in the caption of the case the case number and letter of the assigned division.

9. Page Numbering

Every page of a filed document will be consecutively numbered and indicate the total number of pages of the document at the bottom of each page. For example, "Page 1 of 4," "Page 2 of 4," etc.

10. Multi-Count Complaints, Judgments, Executions, and Satisfactions

A. Jurisdiction

A multi-count complaint, in which each count demands money or involves property valued at a sum not exceeding the maximum jurisdictional amount of the court, exclusive of costs, interest and attorney's fees, will be filed in the county court, regardless of whether the total sum of money or property demanded in all counts exceeds the maximum jurisdictional amount of the court, exclusive of costs, interest, and attorney's fees.

B. Applicable Court Rules

The Florida Small Claims Rules will apply in cases in which each count of a multi-count complaint demands money or property not exceeding $8,000, exclusive of costs, interest, and attorney's fees. The Florida Rules of Civil Procedure will apply in cases in which one or more of the counts in a multi-count complaint demands money or property exceeding $8,000 in value, exclusive of costs, interest, and attorney's fees.

C. Judgment

A final judgment rendered as a result of a multi-count action will be prepared on one final judgment form. Each count will be separately designated and totaled.

D. Execution

A writ of execution issued as a result of a multi-count final judgment will separately designate the total award rendered on each count.

E. Satisfaction of Judgment

A satisfaction of judgment resulting from the entry of a multi-count final judgment will separately designate which counts of the multi-count final judgment are being satisfied.

11. Personal Injury Protection (PIP) Cases & Windshield Litigation Cases

The following provisions apply to all personal injury protection and windshield litigation insurance coverage cases:

A. Applicability of Rules of Civil Procedure

In accordance with Florida Small Claims Rule 7.020, all rules of the Florida Rules of Civil Procedures apply to PIP and windshield litigation cases. This provision only applies to PIP cases filed on and after October 1, 2015, and will not be applied retroactively to PIP cases filed prior to October 1, 2015. This provision only applies to windshield cases filed on and after May 1, 2021, and will not be applied retroactively to windshield cases filed prior to May 1, 2021.

B. Summons

The clerk will not automatically set an initial pretrial conference date. Instead, the clerk will issue a summons in accordance with Form 1.902 of the Florida Rules of Civil Procedure.

C. Response to Complaint

A defendant must serve a response within twenty days of the date of service of a plaintiff's complaint.

D. Discovery Served with Complaint

If a plaintiff serves a discovery request upon a defendant contemporaneously with the plaintiff's complaint, the defendant must serve its response to the discovery within forty-five days of the date of service of the plaintiff's complaint.

E. Setting Matters on the Court's Docket

A party's counsel may set matters on the presiding judge's docket in accordance with sections 15 – 17 of this administrative order.

F. Mediation

i. Required Mediation

All parties are required to mediate their case(s) prior to trial. The mediation conference will be conducted in accordance with Florida Statutes chapter 44 and Florida Rule of Civil Procedure 1.750. The mediation conference will be conducted by a mediator certified by the Florida Supreme Court and appointed by the circuit's County Civil Diversion Program.

ii. Sanctions for Failure to Mediate

Any party's failure to mediate in accordance with this provision may result in involuntary dismissal, default judgment, or other appropriate sanctions, including, without limitation, a monetary assessment as provided in the Rules of Civil Procedure.

iii. Settlement Notification

If a case settles prior to the mediation conference, a self-represented plaintiff or plaintiff's counsel must notify the circuit's County Civil Diversion Program of the settlement of the case and cancellation of the mediation conference. The circuit's County Civil Diversion Program may be contacted at: George Edgecomb Courthouse, 800 East Twiggs Street, Room 208, Tampa, Florida 33602 – Telephone: (813) 272-5642; Facsimile: (813) 301-3706.

12. Small Claims Pretrial Conferences

Except for PIP and windshield litigation cases, the clerk will keep the court's pre-trial conference calendar and, in accordance with Florida Small Claims Rule 7.050(d), will notify the parties of the pretrial conference date and time. The clerk will set the pre-trial conferences in small claims cases not more than fifty days from the date of the filing of the complaint or statement of claim, in accordance with Florida Small Claims Rule 7.090(b).

13. Consolidation

A. Judge with Lowest Case Number Makes Decision

When two or more cases, regardless of their nature, involving common questions of law or fact are pending in the County Civil Division and might appropriately be considered or tried together, but which are assigned to different subdivisions of the County Civil Division, the judge assigned to the division in

which the lower case number is pending may, upon a party's motion or upon the judge's own motion, transfer the case(s) with the higher case number(s) to the judge's division with the lower case number. Upon any reassignment, the clerk will make an appropriate notation on the progress docket(s), and thereafter the issues in all such cases will be heard, tried and determined by the judge assigned to the division making the reassignment. Once made, any reassignment will be permanent notwithstanding that such cases may not be ultimately tried together.

B. Notice

If cases are consolidated, the party filing the motion to consolidate is responsible for providing copies of the order of consolidation for filing in the reassigned cases. If the cases are consolidated upon the judge's own motion, the judge will designate the party responsible for providing copies of the order of consolidation for filing in the reassigned cases.

C. Future Documents

After consolidation, each pleading, document or order filed must show in the caption, the style and case number of all of the reassigned cases which have been consolidated. Each pleading, document or order will be filed only in the case into which the other cases have been consolidated.

14. Case Maintenance (Odyssey) and Case Management (JAWS) Systems

A. Odyssey

When a court document is electronically filed through the Portal it is automatically transmitted to the clerk's case maintenance system called Odyssey. Electronically filing a document transmitted through the Portal and maintained through Odyssey does not automatically notify the judge's office that the document has been filed.

B. JAWS

The Judicial Automated Workflow System (JAWS)[i] is the Thirteenth Judicial Circuit's case management system. Filing a notice of an e-mail address through the Portal does not input the e-mail address into the JAWS for purposes of receiving electronically signed orders and judgments, JAWS notifications, or e-mail correspondence from the court. The JAWS requires e-mail addresses to be registered on its software for each individual case and for each individual attorney or entity entitled to e-service.

15. Motions

A. Obtaining Hearing Time

Attorneys may obtain available hearing times and schedule hearings on a judge's calendar by accessing the JAWS on the court's website, e-mailing the judge's judicial assistant, or telephoning the judge's judicial assistant. Self-represented parties may identify and obtain available hearing times on a judge's calendar by e-mailing or telephoning the judge's judicial assistant.

B. Setting Motion for Hearing

All motion hearings will be arranged and approved by the judge through the judge's judicial assistant and be coordinated with all other parties prior to a notice of hearing being served. Attorneys filing motions will arrange to have the motions set for hearing immediately. Self-represented parties will file the motion with the clerk and then e-mail 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 in order to have the motion set for hearing.

C. Notice of Hearing

Every notice of hearing will state the length of time reserved on the judge's calendar for the hearing and specify which matters are to be heard. Attorneys must not file a notice of hearing specifying the hearing on "all pending motions;" however, for purposes of case management and efficiency, a judge may set a hearing for "all pending motions." There will be no cross-noticing on hearing times unless the opposing counsel or self-represented party contacts the judge's office and determines if the docket will accommodate hearing additional matters at the same time. Additionally, a copy of the notice of hearing will be sent to the judge's judicial assistant within seven days from the date the hearing time is reserved with the judge's office. If the notice of hearing is not timely sent to the judge's judicial assistant, the time may be canceled and reassigned by the court upon notice to the defaulting party.

16. Motions to Compel Discovery – Order without Hearing

A. Motion

Florida Rule of Civil Procedure 1.380(a)(2) requires that a motion to compel discovery "must include a certification that the movant, in good faith, has conferred or attempted to confer with the person or party failing to make the discovery in an effort to secure the information or material without court action." When a motion to compel discovery complying with Rule 1.380(a)(2) alleges the absence of a response or objection to discovery and there has been no request for an extension of time to

respond, the court, without a hearing, may enter an order requiring compliance with the original discovery request within ten days of the signing of the order, provided no written showing of good cause has been filed by the non-moving party.

B. Proposed Order

Unless the presiding judge directs otherwise, if all parties are represented by attorneys, none of whom have been excused from e-mail service under Florida Rule of General Practice and Judicial Administration 2.516, the movant's attorney must submit to the court a proposed order through the Florida Courts E-Filing Portal (Portal). If any party is represented by an attorney who has been excused from e-mail service by the court under Rule 2.516, the movant's attorney must submit to the presiding judge sufficient hard copies of the proposed order along with stamped, addressed envelopes. If any party is self-represented and is directed by the presiding judge to submit a proposed order to the court without a direction regarding the specific method for submission, the movant may either submit the proposed order through the Portal or may submit sufficient hard copies of the proposed order along with stamped, addressed envelopes to the presiding judge.

17. Motions to Set 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.

18. Trials

A. Obtaining Time for Non-Jury Trial

Attorneys may obtain available times and schedule non-jury trials on a judge's calendar by accessing the JAWS or by telephoning the judge's judicial assistant. Self-represented parties may identify and obtain available non-jury times on a judge's calendar by telephoning the judge's judicial assistant.

B. Setting Case for Jury Trial

Any party requesting a jury trial will send a copy of the demand for jury trial to the assigned judge within seven days from the date of filing the demand. The parties in every case will determine as nearly as possible the amount of time which will be necessary for the final hearing or trial before scheduling with the judge. All jury trials will be set by the judge of the division to which each case is assigned. The case may be set for trial by an order based upon stipulation of the parties or as provided by the Florida Small Claims Rules or the Florida Rules of Civil Procedure

or as provided in Administrative Order S-2024-086 (*County Civil Differentiated Case Management Plan*), or any successor administrative order.

C. Notice of Trial

A copy of the notice of trial will be sent to the judge's judicial assistant within seven days from the time the trial time is reserved with the judge's office. If the notice of trial is not timely sent to the judge's judicial assistant, the time may be canceled and reassigned by the court upon notice to the defaulting party or the court may, on its own, enter an Order Setting Case for Trial & Pretrial in order to comply with the time standards specified in Rule 2.250(a)(1)(B).

19. Jury Instructions

Requested special instructions will be titled and distinctly indicate the party submitting the instructions. The instructions will be numbered consecutively and contain no more than one instruction per page. Each requested special instruction will be understandable, brief, non-argumentative, will embrace only one subject, and the principle stated in the request will not be repeated in subsequent requests. Except for standard jury instructions, all requested instructions will be accompanied by a citation of authorities supporting the proposition of law stated in such instructions. A copy of all requested instructions will be submitted to the court at least seven days prior to trial, or such other period as the court may require.

20. Cancellations

The court must be notified immediately if the parties have resolved the issues of a matter set for hearing or trial so that the court's time can be allotted to other cases or matters. The party setting the hearing, or the plaintiff in the case of a final hearing or trial, will be responsible for contacting the judge or the judge's judicial assistant and all other parties and witnesses to advise of the cancellation. Attorneys must cancel the hearing through the JAWS if the hearing was scheduled on the JAWS.

21. Continuances

Attorneys seeking a continuance of a scheduled trial or hearing will make a good faith application stating the justification for a continuance and will arrange to have the request heard immediately upon learning that a continuance is needed, unless all parties have agreed to the continuance and secured the approval of the court. Self-represented parties seeking a continuance of a scheduled trial or hearing will file a good faith application stating the justification for a continuance. The clerk will arrange to have the self-represented party's request forwarded to the judge for

consideration to be heard timely upon learning that a continuance is needed, unless all parties have agreed to the continuance and secured the approval of the court.

22. Court Reporter

If a party wishes to have a court reporter present during any hearing or trial, it is that party's responsibility to secure the services of a court reporter, including the payment of all court reporter fees. *See also* Administrative Order S-2024-043 (*Court Reporting*).

23. Emergencies

Application for emergency relief in an assigned case will be made to the judge of the division to which the case is assigned. If the judge of any division is for any reason absent from the courthouse, any emergency application in any case assigned to that judge's division will be presented to the judge present in the courthouse whose County Civil Division next follows in alphabetical sequence the division in which the case is pending. The term "present in the courthouse" includes being in a hearing, a jury trial, or non-jury trial. If all of the County Civil Division judges are absent from the courthouse, any emergency application in an assigned case will be presented to the duty judge for that particular week. Duty judge assignments may be accessed at www.fljud13.org. The judge will review the request as soon as it is reasonably possible. Any judge to whom an emergency application is presented will determine whether an emergency actually exists, whether the requested relief is suitable for *ex parte* consideration if such a request is being made, and whether a hearing with notice to the adverse party is required pursuant to Florida Rule of Civil Procedure 1.610. If the judge determines that a hearing with notice is required, the hearing must be scheduled in the division in which the case is pending. If the judge determines that an emergency does not exist or denies the emergency request without a hearing, the requesting party is not authorized to present the emergency request to any other judge other than the judge assigned to the division in which the case is or will be pending.

24. Orders and Judgments

A. Consultation with Opposing Counsel or Party

Unless the presiding judge directs otherwise, prior to submitting a proposed order for the court's consideration after a hearing, the counsel or party submitting the proposed order must consult with opposing counsel or the opposing party within five days after the court's decision and make a genuine effort to agree on the language of the proposed order.

B. Timely Submission

All proposed orders or judgments must be submitted to the court by the attorney or party directed to prepare the order within ten days after the court's decision.

C. Submission of Proposed Orders and Judgments

Unless the presiding judge directs otherwise, if all parties are represented by attorneys, none of whom have been excused from e-mail service under Florida Rule of General Practice and Judicial Administration 2.516, the movant's attorney must submit to the court a proposed order through the Portal. If any party is represented by an attorney who has been excused from e-mail service by the court under Rule 2.516, the movant's attorney must submit to the presiding judge sufficient hard copies of the proposed order along with stamped, addressed envelopes. If any party is self-represented and is directed by the presiding judge to submit a proposed order to the court without a direction regarding the specific method for submission, the self-represented party may either submit the proposed order through the Portal or may submit sufficient hard copies of the proposed order along with stamped, addressed envelopes to the presiding judge.

D. Title

i. Proposed Order

All proposed orders submitted will contain in the title of the order the exact nature of the court's ruling. Phrasing such as "order granting..." or "order denying..." is preferred over "order on..."

ii. Judgments

All final judgments will state in the title whether it is entered against the plaintiff or defendant. Any final judgment which is not against all plaintiffs or all defendants named in the action will state the name of each party against whom judgment is rendered in the title. For example, a final judgment against all defendants in an action will be titled "Final Judgment against All Defendants." A final judgment against only one or two named defendants in an action will be titled "Final Judgment against Defendant, John Doe." A final judgment in favor of a landlord for possession will be titled "Final Judgment for Possession - Count I." A final judgment in favor of an owner or landlord for past due rents will be titled "Final Judgment for Past Due Rents - Count II."

E. Required Statement

An order must not be submitted to a judge unless the order contains one of the following: (1) a statement of the hearing date during which the subject matter of the

order was argued before the court; (2) a statement that the matter was submitted *ex parte*; or (3) a statement that the matter was presented by stipulation. All proposed orders based on a stipulation must be submitted as a separate document apart from the stipulation.

F. Objections

Any attorney or party who objects to the entry of a proposed order which has been submitted to the presiding judge must immediately notify the judge's office via telephone or e-mail. If the objection notification is made by e-mail, the opposing attorney or party must be copied on the e-mail message. The objecting attorney or party must submit an alternative proposed order within five days of communicating the objection. If an alternative proposed order has not been received by the court within five days, the court will consider the objection withdrawn.

25. Post-Judgment Motions, Orders of Contempt and Orders of Arrest

All post-judgment motions for contempt and related notices of hearing may be served in accordance with Florida Rule of General Practice and Judicial Administration 2.516. However, all post-judgment orders of contempt will be served on the subject person personally before any orders of arrest are signed. All orders of arrest will contain the following statement:

> "That all singular sheriffs of the State of Florida do arrest and produce instanter before this Court _____ or if not subject to apprehension during the hours that this Court is in session, do arrest and take into custody _____ and produce him/her before this Court at the earliest opportunity, to show cause, if any, why the Order Adjudicating Contempt should not be enforced."

26. Dismissal Docket

The clerk will prepare a dismissal docket for the respective County Civil Divisions in accordance with the applicable Rules of Civil Procedure and Small Claims Rules. The date and time of each dismissal docket will be fixed by the presiding judge of the respective divisions.

27. Judicial Preferences

Attorneys and self-represented litigants should review and comply with the internal division preferences posted on the presiding judge's webpage.

28. Professional Conduct, Professionalism Expectations and Professional Courtesy

Counsel will adhere to The Florida Bar's Guidelines for Professional Conduct,[ii] The Florida Bar's Professionalism Expectations[iii] and the Hillsborough County Bar Association's Standards of Professionalism.[iv] Each judge may announce and enforce additional requirements, or may excuse compliance with any provision(s) of the Guidelines, Expectations, or Standards, as that judge deems appropriate.

29. Previous Administrative Order Superseded

This administrative order supersedes Administrative Order S-2026-039 (*County Civil Division*).

30. Effective Date

This administrative order is effective January 19, 2027.

ENTERED on October 19th, 2026.

Christopher C. Sabella, Chief Judge

Original: Victor D. Crist, Clerk of the Court
Copy: All County Civil Division Judges
Robert Snyder, Trial Court Administrator
Hillsborough County Bar Association

[i] https://jawsinternal.fljud13.org/System/login.aspx

[ii] https://www.floridabar.org/prof/regulating-professionalism/presources002/

[iii] https://www.floridabar.org/wp-content/uploads/2017/04/professionalism-expectations.pdf

[iv] https://www.hillsbar.com/page/Professionalism