

**Read the attached order carefully. It applies to you and you will be required to comply with this court order.**

## **Highlights**

Shared parenting and timesharing page 3

Parenting class required page 5

Child(ren)'s residence/maintain school page 5

Child support page 5

Self-represented parties page 6

Communication page 8

ADMINISTRATIVE ORDER  
NO. 2010-27-02

IN THE CIRCUIT COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN AND  
FOR ORANGE & OSCEOLA  
COUNTIES, FLORIDA

**AMENDED ORDER IMPLEMENTING A STANDING TEMPORARY ORDER  
FOR PATERNITY ACTIONS, ORANGE & OSCEOLA COUNTIES**

It is in the best interests of the parties and children, or child as the case may be, that parents in a paternity case learn about the problems, duties, and responsibilities of litigation and co-parenting, and that the parties comply with Court rules.

Therefore, the Judges assigned to the Domestic Relations Division have developed, with the assistance of the Family Law Bar, a standing temporary order to be utilized in paternity cases in an effort to promote the stability of parties and their child(ren) through a paternity action, to provide guidance to parties in paternity actions to help parties pattern their behavior in ways that will reduce conflict and improve the lives of the child(ren), to reduce the negative impact that paternity actions have on children and the parties involved, and to reduce the number of “emergency” hearings during the beginning stages of paternity actions thereby promoting stability and preserving resources of the parties and the Court.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **immediately**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders that may be inconsistent, it is **ORDERED**:

**1. SERVICE, APPLICATION, AND TERM OF THIS ORDER.**

- a. This Standing Temporary Order for Paternity Actions shall be utilized and complied with immediately upon the filing of contested paternity actions in Orange and Osceola Counties, except in cases initiated by the Department of Revenue or where there is a written agreement by the parties to the contrary before or after this Order takes effect. In cases filed by the Department of Revenue, any petition requesting a determination of parental responsibility and time-sharing must be filed under a new and separate case number in which the Department of Revenue is not a party.
- b. Except in cases initiated by the Department of Revenue, the Clerk of Court shall docket and provide a copy of this Standing Temporary Order to the Petitioner or to the Petitioner’s counsel at the time the Petitioner files the Petition for Paternity or

a Petition requesting the Court to establish parental responsibility and time-sharing if paternity has previously been established by a Court.

- c. In addition, the Petitioner shall deliver a copy of this Standing Temporary Order to the process server to be served on the Respondent with the Petition for Paternity or other petition requesting the Court to establish parental responsibility and time-sharing.
- d. **This Order is binding on the Petitioner upon the filing of this action and on the Respondent upon service of this Order.**
- e. This Order shall not supersede or modify any existing domestic violence injunction or other order by a court having jurisdiction over the parties or minor child(ren) concerning these matters.
- f. This Order shall remain in full force and effect until further order of the Court such as the entry of a final judgment, a dismissal of this cause, or until the entry of a subsequent temporary order, whichever shall occur first. This Order does not preclude a Judge from modifying or amending this Order in individual cases where the Judge deems necessary. Any part of this Order not changed by a subsequent order shall remain in effect.

## **2. CONTACT WITH BOTH PARENTS; SHARED PARENTING.**

- a. Each of the foregoing circumstances constitutes the establishment of paternity under Chapter 742 of the Florida Statutes: 1) Establishment of paternity was raised and determined in an adjudicatory hearing brought under the statutes that govern inheritance, workers compensation, or similar compensation programs; 2) An affidavit acknowledging paternity, or a stipulation of paternity is executed by both parties and filed with the Clerk of the Court; 3) An affidavit, a notarized voluntary acknowledgment of paternity, or a voluntary acknowledgment of paternity that has been witnessed by two individuals and signed under penalties of perjury is executed by both parties; and 4) Paternity is adjudicated by the Department of Revenue as provided in section 409.256, Florida Statutes. Any signatory to a voluntary acknowledgment of paternity may rescind the acknowledgment within 60 days after the date it was signed or the date of an administrative or judicial proceeding that relates to the child(ren), whichever is earlier.
- b. Regardless of whether paternity is established in an action under section 742.011 or section 742.10, Florida Statutes, the determination of parental responsibility, child support, creation of a parenting plan, and time-sharing schedule must be established in an action brought under section 742.011.

- c. Upon separation of the parties, each minor child(ren) should be provided with frequent and continuing contact with both parents, unless there is a court order in place related to contact and timesharing. Section 61.13(2)(c)1, Florida Statutes, provides a rebuttable presumption that equal time sharing is in the best interest of the child. This would apply at a trial in a Paternity or Timesharing action, and, if both Parents are on the child's birth certificate, it may also apply prior to final judgment. A party may rebut this presumption by proving, by a preponderance of the evidence, that equal time sharing is not in the best interest of the minor child(ren). In all situations, how a party conducts themselves and how reasonable they are around those issues, will have an impact on the findings the Court must make under section 61.13.
- d. The parties may agree to a time-sharing schedule of their own or, in cases where the parties cannot agree to a time-sharing schedule, the Court will establish one. In establishing the parenting plan and time-sharing schedule, the Court will evaluate all the factors set out in section 61.13(3), Florida Statutes. Both parents have an affirmative obligation to encourage and nurture a relationship between the child(ren) and the other parent. A parent who unreasonably restricts access of the child(ren) to the other parent and does not encourage a relationship between the child(ren) and the other parent, for no valid reason, can be a basis to limit that parent's timesharing with the child(ren). Such a parent is not acting in the child(ren)'s best interests and is not following the law.
- e. Once paternity has been established, in most cases, the Court will order "shared parenting" of the child(ren) by the parents. This means that wherever the child(ren) is (are) living from time to time, the parents must confer with each other and agree upon all MAJOR parenting decisions. Therefore, both parents should be participating in all parenting decisions and work toward an agreement on their own timesharing schedules. If the parents cannot agree on a specific issue, then the Court will decide that issue. Parties may come to a partial agreement and the Court will decide any contested issues.
- f. While not specifically ordered by the Court at this time, the attached Shared Parenting Guidelines and the parents' respect for them shall be considered by the Court in future child related matters, such as the determination of the parenting plan and timesharing schedule with the child(ren).
- g. Once the Court enters a parenting plan and timesharing schedule, the parties must abide the Court's order regardless of whether child support is paid. If a party fails to abide by a court order, the other party may seek enforcement of the order by filing a motion with the Clerk of the Court.

### **3. PARENTING CLASS REQUIRED.**

Pursuant to section 61.21, Florida Statutes, and Amended Administrative Order No. 07-98-37-01 (as may be amended), all parties to a paternity action that involves issues of parental responsibility must attend and complete The Parent Education and Family Stabilization Course prior to entry by the Court of a final judgment. Completion of the course is mandatory in all cases, contested or uncontested. Therefore, even if the parties have settled, they must both attend the course.

All parties required to complete a parenting course under this section shall begin the course as expeditiously as possible. **Unless excused by the Court for good cause, the Petitioner must complete the course within 45 days after filing the petition, and any other party must complete the course within 45 days after an acknowledgment of paternity by that party, an adjudication of paternity of that party, or an order granting visitation to or support from that party.** Each party to a paternity action shall file a certificate of completion of the course with the Court prior to the entry of the final judgment. Failure to comply with this Order may result in the Court using contempt powers, denying timesharing or parental responsibility or delay of entry of the final judgment, or other appropriate sanctions.

### **4. CHILD(REN)'S RESIDENCE; MAINTAIN CHILD(REN)'S SCHOOL.**

Neither party shall change the residence of the child(ren) from the public-school zone in which the child(ren)'s home is currently located without the written agreement of both parties or an order of this Court. Neither party may change a child's school nor change the day care arrangement without the written agreement of both parties or an order of this Court. A child will remain in the school (or the middle or high school that is the natural feeder for the child's current elementary or middle school) where he or she was enrolled at the time of filing the paternity action, unless the parties agree to a change or unless it is ordered by the Court.

### **5. CHILD SUPPORT.**

In general, the law requires child support to be paid from the date the parties separated, which is nearly always a date before the petition was filed. Therefore, to avoid building up an arrearage in child support, the parent with whom the child(ren) is (are) not residing a majority of the time or who has a higher earning income, should make voluntary payments of child support to the other parent with whom the child(ren) spent a majority of the time prior to the entry of an order requiring payment of support. Waiting for an order can be very expensive because child support can be ordered from the date that the parties stopped living together in the same household with the child(ren) but no more than two (2) years before the paternity action was filed. If child support is paid in excess of that required by the statute, the paying parent may ask for a credit. Child support will be determined by the child support guidelines, pursuant to section 61.30, Florida Statutes.

Therefore, it is in both parties' best interests to determine the correct amount of child support quickly and begin paying promptly. Once child support is ordered, the order must be followed regardless of whether the paying parent has visitation with the child(ren) and regardless of whether the other parent is denying timesharing. If a party fails to abide by a court order, the other party may seek enforcement of the order by filing a motion with the Clerk of the Court.

## **6. SELF-REPRESENTED PARTIES.**

Paternity and child support cases are complicated and technical. The Court strongly urges you to hire a competent lawyer to help you navigate your case. However, if a party entitled to represent himself or herself chooses not to hire a lawyer, he or she is advised of the following:

- a. Neither the Judge nor the Judge's judicial assistant, nor any employees of the Clerk of Court's office or employees of the Court, will give self-represented parties legal advice;
- b. The self-represented party will be governed by the same rules of law, procedure, and evidence that lawyers are required to follow. Self-represented parties must become familiar with the rules of law, procedure, and evidence that are used in court and are expected to follow all court orders;
- c. No party may communicate privately with the Judge either by letter, telephone, email, in person, or otherwise. Copies of legal papers or other written materials should not be sent to the Judge unless specifically requested by the Judge or unless required by law or administrative procedures. Any unrequested or non-required papers or materials sent to a Judge will not be read by the Judge and may be returned to the sender or placed unread into the court file. Any emails sent to the Court must include the opposing party and any documents filed in the Court must be sent to the opposing party;
- d. Pro se parties may sign up to file documents electronically by going to <https://www.myflcourtaccess.com/default.aspx>.
- e. A self-represented party must file his or her pleadings with the Clerk of Court and send copies simultaneously to other lawyers or self-represented parties. Every pleading must include where the opposing party/opposing counsel was sent the pleading. Self-represented parties may obtain forms of pleadings that have been approved by the Florida Supreme Court by accessing [Florida Courts](#). Once at that website, click on the icon for "Family Law Forms." The forms are available without charge.

- f. Self-represented parties must immediately notify the Clerk of Court and all other lawyers or parties in writing of any change in mailing address, telephone number, or email address. Failure to promptly notify of a change of address could result in a dismissal or default entered against the party.
- g. The Court expects all self-represented parties to act with dignity and courtesy in court hearings and to refrain from name calling or other disrespectful language in court hearings or in court pleadings.
- h. In addition to rules, law, and procedure, each Judge has procedures that you need to follow. You can find these specific procedures at <https://www.ninthcircuit.org/>. Click on “About the Court” on the top left column, then click on the “Judges” tab. The Judges are listed alphabetically, click on the Judge’s picture, and then click on “Important Information.”
- i. Parties located in Orange County may also consult the Self-Help Center located at 425 North Orange Ave., Suite 340 (3<sup>rd</sup> floor), Orlando, Florida, 32801. The Self-Help Center can be reached at (407) 836-6300 Monday – Friday from 7:30am – 4:00pm.

## **7. PERSONAL AND BUSINESS RECORDS/INSURANCE.**

Neither party may, directly or indirectly conceal from the other or destroy any family records, business records, or any records of income, debt, or other obligations. Any insurance policies covering the minor child(ren) in effect at the time the petition for paternity was filed may not be terminated, allowed to lapse, concealed, modified, borrowed against, pledged or otherwise encumbered by either of the parties or at the direction of either party. All insurance policies covering the minor child(ren) may not be changed, except by written agreement signed by the parties or order of the Court. The parties shall continue to pay all premiums on a timely basis unless there is a written consent by both parties or an order of the Court.

## **8. SANCTIONS FOR FAILURE TO COMPLY WITH COURT RULES.**

If a party fails to comply with the rules requiring the production of financial records and other documents, or fails to answer interrogatories or attend a deposition, or otherwise fails to comply with the rules requiring disclosure or discovery, that party will be sanctioned by an order of the Court, which may include a monetary payment to the other party.

## **9. MEDIATION.**

Mediation is encouraged early in the proceedings and **prior** to scheduling a hearing on temporary matters and **prior** to noticing the case for trial.

## 10. COMMUNICATION.

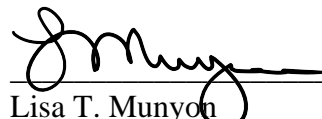
The Court expects all parties to cooperate in the scheduling of hearings, depositions, trials, and other court proceedings. The Court has a meet-and-confer rule that requires parties to discuss any motion before a party sets the motion for a hearing to see if the parties can reach agreement. This meet-and-confer requirement should entail a conversation between attorney and any unrepresented parties and should be followed up with emails sent to memorialize the conversation. All Notices for Hearing must contain a meet-and-confer certification in the form required by Administrative Order No. 2014-25-02 (as may be amended).

The attorneys and parties shall communicate with each other in a civil and courteous manner. Attorneys shall make a good faith effort to communicate **personally** with each other by telephone or in person if a problem exists before filing a motion. The attorneys, appointed experts, and the parties shall be courteous and respectful of everyone in the process. Both parties and attorneys shall share documentary information in such a manner as to avoid duplication of work. When setting hearings, conferences, and depositions, an attorney may not schedule any matter without first making a good faith effort to coordinate the date and time with opposing counsel's office and certifying on the notice of hearing that a good faith effort has been made with opposing counsel to resolve the issues of the motion.

The parties and their attorneys shall comply with Ninth Judicial Circuit Court Administrative Order No(s). 2014-25-02 (as may be amended), Amended Administrative Order Implementing Uniform Practices and Procedures of the Domestic Division of the Circuit Court, and 2003-07-02 (as may be amended), Amended Administrative Order Establishing the Ninth Judicial Circuit Courtroom Decorum Policy. Administrative Orders can be found on the Court's website at <https://www.ninthcircuit.org/resources/admin-orders>.

Administrative Order No. 2010-27-01 is vacated and set aside except to the extent that it has been incorporated and/or amended herein. Vacating an Administrative Order that vacates a prior Order does not revive the prior Order.

**DONE AND ORDERED** on this 21st day of October, 2025.

  
\_\_\_\_\_  
Lisa T. Munyon  
Chief Judge

Copies to:

Clerk of Courts, Orange County  
Clerk of Courts, Osceola County  
General E-Mail Distribution List  
<http://www.ninthcircuit.org>



## SHARED PARENTING GUIDELINES

The safety, financial security, and well-being of the child(ren) involved in this case are the Court's primary concern. Parents should follow these guidelines:

It is the law, except in certain rare circumstances, that both parents will share parental responsibility for all minor children involved in this case. The law requires parents to share the child(ren)'s time and to participate together in making all important decisions concerning the child(ren). The law expects parents to put aside their feelings and cooperate on all decisions involving the child(ren). Therefore, parents must recognize the following:

Children have a right to a loving, open and continuing relationship with **both parents**. They have the right to express love, affection and respect for one parent in the presence of the other parent.

**Neither parent** may alienate a child's affection for the other parent.

Parents must separate any bad feelings for one another from their duties as parents. Their duty is to share the child(ren)'s time and share in making parenting decisions. Children must be free to draw their own conclusions about each parent, without the prejudicial influences of the other parent.

Children have the right to **never** hear a parent, or a relative or friend of a parent, run down or degrade the other parent.

Children have the right to be free from guilt because the parents have decided to separate. They are entitled to honest answers to questions about changes taking place in family makeup.

Parents should **never** be so preoccupied with their own problems that they fail to meet the child(ren)'s needs. Separation of the parents usually has a worse impact on the children than on the parents, a fact both parents should never forget.

Each parent should openly, honestly, respectfully and regularly communicate with the other parent to avoid misunderstandings. They should never argue about the child(ren) in front of them.

Parents should discuss **all** differences regarding their separation and financial issues between them and parenting decisions out of the presence of the child. Both parents should always try to present a united front in handling any problems with the child(ren).

Generally, children have the right to regular and continuing contact with both parents. Parents should arrange all time-sharing and exchanges together and not through the child(ren). The child(ren) should never be the messenger between the parents.

Time-sharing plans should be kept and **never cancelled** unless absolutely necessary. If plans change, children should be given an explanation, preferably in advance and by the parent causing the cancellation.

Common courtesies (politeness, promptness, readiness, calling to notify if one is going to be late) should always be observed when picking up and dropping off children. These times can be very stressful on children, so it is imperative that parents always behave as responsible adults.

Between visits, children should be encouraged to contact the absent parent by letter and phone, frequently and continuously.

Parent/child access and child support, while they may be emotionally connected, are **separate and distinct** under the law. Accordingly, a child's right of access to his or her parent is not contingent upon the payment of child support.

A child should **never** be the delivery person for support payments.

Both parents are entitled to participate in and attend **all** special activities in which their child(ren) is (are) engaged, such as religious activities, school programs, sports events and other extra-curricular activities and programs.