

ADMINISTRATIVE ORDER
NO. 2012-03-01

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

**AMENDED ADMINISTRATIVE ORDER ESTABLISHING
NINTH JUDICIAL CIRCUIT COURT CIVIL COURT GUIDELINES**

WHEREAS, pursuant to Article V, Section 2(d) of the Florida Constitution and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice; and

WHEREAS, to create and maintain an organization capable of effecting the efficient, prompt, and proper administration of justice for the citizens of this State, the chief judge is required to exercise direction, *see* Fla. R. Jud. Admin. 2.215(b)(2), (b)(3); and

WHEREAS, standardized procedures and manners of communication between the parties and the court best serve the interests of those that come before the court, preserve valuable judicial resources and prevent confusion and delay; and

WHEREAS, the Ninth Judicial Circuit Civil Courts Commission (Commission) was tasked with, and did submit to the Court, recommendations for accomplishing standardized procedures for the Circuit Civil Divisions of the Ninth Judicial Circuit Court; and

WHEREAS, the Court expresses its sincere appreciation to the Commission and the 2010-11 Chair, David King Esq., for their dedication and commitment in undertaking this daunting task, reaching agreement on the recommendations, and for the usefulness and success for the last eight years of the standardized procedures adopted by the

Commission; and,

WHEREAS, the resulting effort and work product of the Commission has served as the foundation of this Order since 2012, however, there have been updates as necessary; and

WHEREAS, in order to provide effective coordination and in the interest of promoting judicial economy, the prompt and efficient administration of justice and in service to the citizens of the Ninth Circuit;

NOW, THEREFORE, I, Donald A. Myers, Jr., in order to facilitate the efficient operation of the administration of justice, and pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, hereby order that, **effective immediately** unless otherwise provided herein, to continue until further order, and superseding any provisions in prior Administrative Orders which may be inconsistent, as follows:

1. **Orange County only:** During non-trial weeks, each circuit civil division shall schedule one hour to hear both *ex parte* and short matters at 8:30 a.m. Monday through Thursday. During times when the judge is scheduled to be out of the office, notice shall be posted on the Judicial Automated Calendaring System. *Ex parte* matters shall be heard first whenever possible. For purposes of this Order, an *ex parte* matter is defined as a purely uncontested matter and a short matter is defined as a contested matter that requires less than ten (10) minutes of the court's time.
2. **Orange County only:** During trial weeks, each circuit civil division in trial shall either arrange for coverage for *ex parte* and short matters by another division not in trial or shall schedule a minimum of thirty (30) minutes to hear both *ex parte*

and short matters at 8:30 a.m. Monday through Thursday. During times when the judge is scheduled to be out of the office, notice shall be posted on the Judicial Automated Calendaring System. *Ex parte* matters shall be heard first whenever possible.

For purposes of this Order, an *ex parte* matter is defined as a purely uncontested matter and a short matter is defined as a contested matter that requires less than ten (10) minutes of the court's time.

3. If an *ex parte* or short matter is to start late or be covered by a different division, without prior notice, attorneys and litigants shall be made aware through the posting of a note on the hearing room door.
4. In the interest of judicial economy and promotion of the prompt and efficient administration of justice, all circuit civil judges shall start *ex parte*, short matter and regular hearings on time and all judges shall strictly enforce allotted hearing time between attorneys.
5. In the event that a party seeks to cancel a previously scheduled hearing, the party must telephone the judge's judicial assistant and file a notice of cancellation. The telephone cancellation must immediately be followed up with an e-mail correspondence.
6. A mandatory meet and confer process is hereby established, as set forth below, for all motions to be *set for hearing* in the circuit civil division and to occur *before* scheduling the hearing except for the following motions: injunctive relief without notice; judgment on the pleadings; summary judgment; or to permit maintenance of a class action.

Counsel with full authority to resolve the matter shall