

ADMINISTRATIVE ORDER
NO. 2014-25-02

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

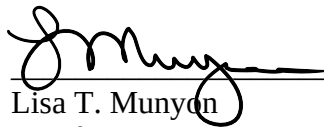
**AMENDED ADMINISTRATIVE ORDER IMPLEMENTING UNIFORM PRACTICES
AND PROCEDURES OF THE DOMESTIC DIVISION OF THE CIRCUIT COURT,
NINTH JUDICIAL CIRCUIT**

Implementation of uniform policies and procedures is necessary to provide for efficient and effective processing of all actions in the Domestic Division of the Ninth Judicial Circuit Court. These uniform policies and procedures are intended to provide better access to court information for litigants, counsel, and the public; increase the efficiency and understanding of court personnel, counsel, and witnesses; decrease costs for litigants and others involved in the court system; and facilitate the efficient and effective presentation of evidence in the courtroom. These uniform process and procedures shall be construed and enforced to avoid technical delay, encourage civility, permit just and prompt determination of all proceedings, and promote the efficient administration of justice.

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, hereby **ORDER** that, effective **immediately**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders that may be inconsistent, the uniform process and procedures attached hereto shall be adhered to by all litigants, counsel, and other applicable persons/entities involved in actions in the Domestic Division of the Ninth Judicial Circuit Court.

Administrative Orders 2014-25-01 and 2014-19 are vacated and set aside except to the extent that each 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 at Orlando, Florida, this 21st day of October, 2025.



Lisa T. Munyon
Chief Judge

Copies provided to:

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

UNIFORM PRACTICES AND PROCEDURES OF THE DOMESTIC DIVISION OF THE NINTH JUDICIAL CIRCUIT COURT

SECTION 1. EFFECTIVE DATE; SCOPE; PURPOSE.

(A) As a matter of policy, the Domestic Division judges shall continue to enforce the practices and procedures contained herein, which were originally adopted on the 1st day of November, 2014, and as may be amended from time to time.

(B) These practices and procedures are effective upon adoption and apply to all cases filed in the Domestic Division.

(C) The purpose of these practices and procedures is to supplement the Florida Rules of Civil Procedure, the Family Laws of Procedure, and the Rules of General Practice and Judicial Administration, as well as the applicable statutory and case law. In some instances, they track existing administrative orders and statutes. They are intended to furnish all system users with a guide to the administrative practices and procedures of the Domestic Division of the Ninth Judicial Circuit Court.

SECTION 2. ADMINISTRATIVE JUDGE; ALTERNATE JUDGES; DUTY JUDGE.

(A) **Administrative Judge.** One of the presiding judges of the Division is appointed administrative judge by the chief judge to serve at his or her pleasure. The administrative judge shall be responsible for generally overseeing the operation and functioning of the Domestic Division.

(B) **Alternate Judge.** Each judge of the Domestic Division has an assigned alternate judge. This list may be obtained on the Court's website under Administrative Orders, at <https://ninthcircuit.org/resources/admin-orders>. In the event the assigned judge is absent or otherwise unable to take action in the case, time-sensitive and emergency matters will be handled during business hours by his or her alternate, or, if the alternate is not available, by a judge designated by the administrative judge or the chief judge. The alternate judge may, but is not required, hear routine matters not of a true time-sensitive or emergency nature.

SECTION 3. APPEARANCE, SUBSTITUTION AND WITHDRAWAL OF ATTORNEYS.

(A) Appearance of attorneys from other states (pro hac vice), appearance of additional counsel, substitution, and withdrawal of attorneys is governed by the Rules 2.505 and 2.510 of the Florida Rules of General Practice and Judicial Administration. Strict adherence to those procedures is required.

(B) Every order of withdrawal as counsel of record must contain an address for service of papers upon, and telephone number for, the client.

SECTION 4. INDIGENT PARTIES

(A) **Original Proceedings in Circuit Court.** A party claiming financial inability who desires to have certain clerk's and sheriff's fees and cost waived will complete and file an affidavit on a form provided by the clerk. If the affidavit is sufficient, the clerk will issue and file written certificate and provide copies of the certificate to the insolvent party. If the clerk deems the affidavit insufficient, the party may file a motion to have the assigned judge determine whether the affidavit is sufficient for a waiver of costs and fees. Only a party to a legal action which is presently pending and undisposed of is entitled to a certificate waiving costs and fees. If a party is represented by an attorney the attorney shall make a written certificate as required by section 57.018(1), Florida Statutes.

(B) **Appeal from Circuit Court to District Court of Appeal.** A party claiming financial inability who desires to have clerk's fees and costs waived in connection with an appeal from the Domestic Division to an appellate court must file a motion accompanied by affidavit and serve copies on the opposing parties. If no written objection is filed by an opposing party within five (5) days of the filing and service of the motion and affidavit, the movant must then promptly present a proposed order to the presiding judge either at ex parte or by mail. If a written objection is to be filed, the objecting party must obtain hearing time within not less than four (4) nor more than seven (7) working days and file and serve notice of hearing simultaneously with the objection.

SECTION 5. ASSISTANCE FOR DISABLED PERSONS.

If you are a person with a disability who needs any accommodation in order to participate in a proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:

a. Orange County:

**Human Resources, Orange County Courthouse,
425 N. Orange Avenue, Suite 510, Orlando,
Florida, (407) 836-2303, at least 7 days before
your scheduled court appearance, or
immediately upon receiving this notification if
the time before the scheduled appearance is less
than 7 days; if you are hearing or voice impaired,
call 711.**

b. Osceola County:

**Court Administration, Osceola County
Courthouse, 2 Courthouse Square, Suite 6300,
Kissimmee, Florida 34741, (407) 742-2417, at
least 7 days before your scheduled court
appearance, or immediately upon receiving this
notification if the time before the scheduled
appearance is less than 7 days; if you are hearing
or voice impaired, call 711.**

SECTION 6. MEET AND CONFER PROCESS

A mandatory meet and confer process is required, as set forth below, for all motions to be ***set for hearing*** in the domestic division and must occur ***before*** scheduling the hearing, except for the following motions: injunctive relief without notice; judgment on the pleadings; or summary judgment.

A. Counsel with full authority to resolve the matter shall confer ***before*** scheduling the hearing on the motion to attempt to resolve or otherwise narrow the issues raised in the motion, and include a certificate of compliance (attached hereto as “Exhibit A”) that the conference has occurred in the notice of hearing filed with the court. It shall be the responsibility of counsel who schedules the hearing to arrange the conference.

B. The term “confer” requires a substantive conversation in person or by telephone in a good faith effort to resolve the motion without the need to schedule a hearing, and does not envision an exchange of ultimatums by fax, e-mail or letter. Counsel who merely attempt to confer have not conferred for purposes of this Order.

C. Counsel must respond promptly to inquiries and communications from opposing counsel who notices the hearing and is attempting to schedule the conference. If counsel who notices the hearing is unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, counsel who notices the hearing must identify in the certificate of compliance the dates and times of the efforts made to contact opposing counsel.

D. Counsel shall include in the notice of hearing the certificate of compliance certifying that the meet and confer occurred (or did not occur and setting out the good faith attempts to schedule the conference) and identifying the date of the conference, the names of the participating attorneys, and the specific results obtained.

E. Counsel who notices the hearing shall ensure that the court and the judge's judicial assistant are aware of any narrowing of the issues or other resolution as a result of the conference.

SECTION 7. ALTERNATE DISPUTE RESOLUTION, MEDIATION.

Mediation will be ordered in all cases. Counsel may only dispense with mediation by court order.

SECTION 8. SETTLEMENTS.

Counsel will **immediately** notify the judge's judicial assistant by telephone and/or e-mail of the settlement of any case scheduled for trial or hearing so it can be removed from the docket.

SECTION 9. DIVISION-SPECIFIC JUDICIAL PRACTICES AND PROCEDURES.

Recognizing that each division may have minor nuances and preferences within the Domestic Division, and based on Supreme Court of Florida AOSC 25-31 In Re: Workgroup on Judicial Practices in the Trial Courts, each Domestic Division shall create standard Judicial Practices and Procedures. These practices and procedures will be created using template Appendix C of AOSC 25-31. This Judicial Practices and Procedures document shall include but is not limited to the following topics: communication with the court, scheduling procedures, submission of motions, orders, judgements, etc., courtesy copies, evidentiary proceedings, discovery, and mediation. Each division will ensure their preferences for conducting matters in their court are made known through this document. The document shall be posted on the Ninth Judicial Circuit website on the respective judge's webpage to ensure accessibility to attorneys, legally represented and pro se litigants, as well as the public.

“Exhibit A”

First Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter had a substantive conversation in person or by telephone with opposing counsel in a good faith effort to resolve this motion before the motion was noticed for hearing but the parties were unable to reach an agreement.

/S/ _____
Counsel for the party who noticed
the matter for hearing.

Second Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter attempted in good faith to contact opposing counsel in person or by telephone on:

1. _____ (Date) _____ at _____ (Time) _____;
2. _____ (Date) _____ at _____ (Time) _____; and
3. _____ (Date) _____ at _____ (Time) _____;

to discuss resolution of this motion without a hearing and the lawyer in my firm was unable to speak with opposing counsel.

/S/ _____
Counsel for the party who noticed
the matter for hearing.