

AMENDED ORDER GOVERNING UNIFIED FAMILY COURT, ORANGE COUNTY

The Florida Supreme Court, in *In re Report of the Family Court Steering Committee*, 794 So. 2d 518 (Fla. 2001), endorsed the guiding principles and characteristics of the model family court developed by the Family Court Steering Committee and reaffirmed its goal of the creation of a fully integrated, comprehensive approach to handling all cases involving children and families.

The Florida Supreme Court, in *In re Amendments to the Florida Rules of Judicial Administration and In re Florida Family Law Rules of Procedure*, 132 So. 3d 1114 (Fla. 2014), adopted proposed amendments of the Steering Committee providing for case management of open related family cases through the filing of a Notice of Related Cases, for all related family cases involving the same family and/or children to be handled before one judge (“one family, one judge”), for a more formal manner of coordination of related cases and hearings, and for the access and review of related family files by the judiciary and parties.

The Ninth Judicial Circuit Court supports the goal of ensuring that cases involving families and children are managed in an efficient manner that serves the best interests of the parties. The policies and procedures outlined herein are meant to provide the greatest degree of flexibility to effectuate efficient and proper procedures for the Ninth Judicial Circuit Court, consequently, this Court shall continue to periodically review and revise family court procedure and process in an effort to achieve the ultimate goal of creating a fully integrated, comprehensive and coordinated approach to handling all cases involving families and children as fully as possible given limitations and abilities.

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 which may be inconsistent, it is **ORDERED**:

I. Related Cases:

A. It is the goal of this Administrative Order that ALL CATEGORIES of family law cases are to be unified, when possible, and coordinated when that is not possible.

B. More specifically, pursuant to Florida Rule of Judicial Administration 2.545(d)(1)(A) – (D), a family case is related when:

1. it involves the same parties, children, or issues and it is pending at the time the party files a family case; or
2. it affects the court’s jurisdiction to proceed; or
3. orders in related cases may conflict with one another.

For purposes of this Administrative Order, a Related Case is defined as two or more cases pending in the Domestic Relations and/or Domestic Violence Divisions which involve any of the same parties, children, or fact issues. Related Cases involving the same family will be handled before one judge so that the cases will be coordinated, heard, and determined in a manner that will minimize the number of times and places that a family must appear in court and will minimize the possibility of conflicting determinations in related cases.

C. The following types of Related Cases are included in the Unified Family Court Division:

- 1) dissolution of marriage
- 2) division and distribution of property arising out of a dissolution of marriage
- 3) annulment
- 4) support unconnected with dissolution of marriage
- 5) paternity, including, but not limited to, disestablishment of paternity
- 6) child support, unless initiated by the Department of Revenue via Administrative Process or Petition
- 7) custodial care of and access to children, including, but not limited to, temporary or concurrent custody of minor children by extended family
- 8) adoption
- 9) name change
- 10) declaratory judgment actions related to premarital, marital, or post marital agreements
- 11) civil domestic, repeat, dating, stalking and sexual violence injunctions
- 12) relocation of minor children
- 13) modification and enforcement of orders entered in these cases

D. For purposes of this Administrative Order, a Magnet Case is the domestic case that determines to which subdivision all Related Cases will be assigned.

1. Cases with the lowest case number will generally determine the division to which other pending related family cases are transferred.

2. However, upon entry of a final civil domestic injunction of any length, all pending Related Cases must be assigned to the domestic violence subdivision to which the injunction is assigned.

3. If a domestic relation case is filed or reopened and there is a final civil domestic injunction that has not expired for a period of one (1) year, all pending Related Cases must be assigned to the domestic violence subdivision to which the injunction is assigned.

4. Once a final civil domestic injunction has been expired for two (2) years, AND there has been no record activity in the related Domestic Relations case for one (1) year, that case may be transferred out of the domestic violence division, and returned to either the originating family division, or the next randomly selected family division by the Family Administrative Judge. Any substantive efforts by the domestic violence judge, including the holding of any hearings, will “re-start” the one (1) year inactivity requirement for removal from the domestic violence division. “Inactivity” means no hearings and no pleadings filed during that period.

5. A Department of Revenue initiated case will not be a Magnet Case and will be assigned to Division 49-3 to be handled by the Family Administrative Judge.

II. Identification – Related Cases will be identified by:

A. Notice of Related Cases – In accordance with Florida Rule of Judicial Administration 2.545(d)(4), a fully completed Notice of Related Cases, in the form attached hereto as “Attachment A,” must be filed with the initial pleading by the filing attorney or self-represented petitioner in each of the Related Cases that are currently open and pending with the court and served on all other parties in each of the Related Cases. Parties may file joint notices. To the extent that any issues of confidentiality apply, all legal requirements must be observed, including any requirements as set forth in Florida Rule of Judicial Administration 2.420. Parties must file supplemental notices as Related Cases become known or reasonably ascertainable.

B. Notice of Social Security Number – In each case listed in section I. C. above, the parties must file a Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j). The Petitioner must file the Notice of Social Security Number with the initial pleading and serve it on all parties. A Respondent must file the Notice of Social Security Number

within thirty (30) days of service of the original action or the re-opened case and serve it on all parties. Parties may file a joint notice. The information in this Notice will assist the Family Court Case Management (FCCM) Department and the Clerk of Court in identifying Related Cases upon the filing of a new case or one reopened post-judgment.

C. The FCCM Department and the Clerk of Court are responsible for identifying Related Cases upon the filing of a new case or one reopened post-judgment when provided with notice or court order. The Clerk of Court is charged with the responsibility to identify overlap between related family cases and notify the FCCM Department who must complete a thorough review of the matter and related issues and prepare an Order of Reassignment and forward to the Family Court Division Administrative Judge for signature. Domestic Violence divisions and judicial assistants are charged with monitoring domestic cases assigned and alerting the Administrative Judge when cases are appropriate for transfer “back” to domestic divisions.

D. Upon instruction from the Court, the Clerk’s Office will link non-family cases to the related family cases subject to this Administrative Order.

E. Upon identification, the Clerk’s Office must enter Related Cases into the Related Case and Case Cross Reference fields in Odyssey and link all Related Cases together in the system. Family Law Rule of Procedure 12.004(b) defines a related family case as another pending or closed family case, as that term is defined in Rule of Judicial Administration 2.545(d).

III. Reassignment/Transfer Timeframes:

A. To advance the purposes of Unified Family Court, a case may be reassigned, or not assigned, by the appropriate Administrative Judge or designee.

B. Until such time as a Related Case is officially transferred to the subdivision where the Magnet Case is assigned, the designated subdivision judge will continue to hear all matters in that case to ensure compliance with all state and federal statutes, rules, and regulations. Failure to

request timely transfer of a case, resulting in substantial handling by that judge, may be a basis to decline a transfer request.

C. If the transfer of a case occurs in error, the case will be reassigned/transferred back to the appropriate subdivision, unless determined by the Administrative Judge that substantial handling of the case has occurred and the litigants would be prejudiced by the transfer.

IV. Resources:

A. Pursuant to Family Law Rule of Procedure 12.006, the Clerk of Court will ensure that copies of court orders are filed in related family cases involving the same parties. The Clerk must record all relevant case numbers on the orders and a separate copy must be placed in each related case file.

B. A judge hearing a family case is authorized, pursuant to Family Law Rule of Procedure 12.004(a), to access and review the files of any related case, including but not limited to the types of Related Cases listed in section I. C. of this Administrative Order as well as juvenile dependency, termination of parental rights, juvenile delinquency, emancipation of a minor, Children in Need of Services/ Families in Need of Services (CINS/FINS) and truancy cases, whether pending or closed.

C. The Clerk of Court is directed to link related family cases, including but not limited to the types of Related Cases listed in section I. C. of this Administrative Order as well as juvenile dependency, termination of parental rights, juvenile delinquency, emancipation of a minor, Children in Need of Services/ Families in Need of Services (CINS/FINS) and truancy cases in their respective case maintenance systems to advance the implementation of this rule.

D. The Clerk of Court is directed to link related criminal battery, child abuse, dependency, and mental health cases that involve both litigants and child(ren) in common to the litigants.

V. Interdivisional Cooperation:

A. In order to advance the purposes and goals of Unified Family Court, Family Court

Division and Juvenile Division Judges must consult and coordinate with each other so no inconsistent rulings are entered, to ensure certainty for families appearing in the courts, and to minimize the number of appearances families must make in court.

B. All Divisions in the Ninth Judicial Circuit must work cooperatively together to ensure that multiple judicial determinations concerning a single family do not conflict with one another.

VI. Periodic Evaluation of Unified Family Court:

A. The Family Court Division will be evaluated by the Chief Judge, or his/her designee(s), to determine its effectiveness in implementing this Circuit's goal of addressing family law matters in a comprehensive, coordinated manner.

VII. Vacating Administrative Order:

A. This Order takes precedence over all conflicting provisions contained in any prior administrative orders. All conflicting provisions in any prior administrative order are hereby vacated while the remainder of any such administrative order will remain in full force and effect.

B. Administrative Order 2017-10-03 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 at Orlando, Florida, this 4th day of February, 2025.


Lisa T. Munyon
Chief Judge

Copies provided to:

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

**NINTH JUDICIAL CIRCUIT COURT
FOR ORANGE AND OSCEOLA COUNTIES, FLORIDA**

UNIFIED FAMILY COURT DIVISION

INSTRUCTIONS FOR FILING NOTICE OF RELATED CASES

When should this form be used?

Florida Rule of Judicial Administration 2.545(d) requires the **petitioner** in a **family law case** to file with the court a **Notice of Related Cases**. The Notice of Related Cases form is used to provide the required notice to the court. The Notice of Related Cases is required even if the case is uncontested and/or even if there are no related cases. The Notice of Related Cases must be filed with the initial pleading and served on the other parties in the **related cases**.

What is a family law case?

A family law case is any case in the circuit that is assigned to the family law division. Family Court is comprised of many different case types as listed in the Rules of Judicial Administration, Rule 2.454. See list below.

Family law cases include:

- UIFSA
- truancy
- adoption
- paternity
- annulment
- CINS/FINS
- child support
- name change
- juvenile dependency
- juvenile delinquency
- dissolution of marriage
- emancipation of a minor
- termination of parental rights
- temporary custody by extended family
- custodial care of and access to children
- support unconnected with dissolution of marriage
- modification and enforcement of orders entered in these cases
- declaratory judgment actions related to premarital, marital, or post-marital agreements, and
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions.

What is a related case?

A case is “related” to the family law case if it involves any of the same parties, children, or issues and it is pending at the time the party files a family case. A related case may be a separate open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is considered related if the case:

- involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- affects the court’s jurisdiction to proceed; or
- an order in the related case may conflict with an order on the same issues in the new case; or
- an order in the new case may conflict with an order in the earlier case.

What should I do next?

Before you complete the required Notice of Related Cases form you must make a reasonable effort to determine if any related cases exist from your own records/recollection and from public records that may be available in the clerk’s office or by web search.

The parties involved in the case have a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceedings.

The Notice of Related Cases form should be typed or printed in black ink. After completing the form, you should file the original with the Clerk of the Circuit Court in the county where your case is filed and keep a copy for your records. A copy of this form must be mailed, e-mailed or hand-delivered to any other party in your case and must be in accordance with Florida Rule of Judicial Administration 2.516.

Special Notes:

Please note that when completing the Notice of Related Cases Form you will need to provide your address: **However, if you fear that disclosing your address would put you in danger because you are the victim of sexual battery, aggravated child abuse, stalking, aggravated stalking, harassment, aggravated battery, or domestic violence, you should write “Confidential” where your address is requested and file a Supreme Court Approved Family Law Form 12.980(h), Request for Confidential Filing of Address, along with your Notice of Related Cases Form.**

For additional information:

You should read the “General Information for Self-Represented Litigants” found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules, <http://www.flcourts.org>. Also, you may read the instructions for Florida Supreme Court Approved Family Law Form 12.980(h). You may also refer to Florida Rule of Judicial Administration 2.545(d) and 2.516.

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

IN RE:

CASE NO.: _____

DIVISION: _____

_____,
Petitioner,
And

_____,
Respondent.

NOTICE OF RELATED CASES

Petitioner submits this Notice of Related Cases as required by Florida Rule of Judicial Administration 2.545(d). A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is "related" to this family law case if it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; if it affects the court's jurisdiction to proceed; if an order in the related case may conflict with an order on the same issues in the new case; or if an order in the new case may conflict with an order in the earlier litigation.

I. OTHER CASES INVOLVING THE PARTIES/CHILDREN: [check **one** only]

- To the best of my knowledge, I hereby certify that there are no "other cases" involving any of the above named parties or their child(ren).
- The following are the related cases involving any of the above named parties or their child(ren). Attach additional pages if necessary.

RELATED CASES OF ANY OF THE ABOVE PARTIES OR THEIR CHILD(REN)

RELATED CASE NO 1.

Name of the other case: _____
(Example: Jane Doe v. John Doe; In the Interest of; State v. John Doe, etc.,)

Type of Case: _____
(Please refer to "What is a Family Law Case?" and/or "What is a related Case?" on the instructions for reference/guidance)

Case Number: _____ Judge: _____

Where was it filed? _____ Date of filing: _____

Is the Case: ___ Over (closed) ___ Still going on (open)

RELATED CASE NO 2.

Name of the other case: _____
(Example: Jane Doe v. John Doe; In the Interest of; State v. John Doe, etc.,)

Type of Case: _____
(Please refer to "What is a Family Law Case?" and/or "What is a related Case?" on the instructions for reference/guidance)

Case Number: _____ Judge: _____
Where was it filed? _____ Date of filing: _____
Is the Case: ___ Over (closed) ___ Still going on (open)

RELATED CASE NO 3.

Name of the other case: _____
(Example: Jane Doe v. John Doe; In the Interest of;; State v. John Doe, etc.,)
Type of Case: _____
(Please refer to "What is a Family Law Case?" and/or "What is a related Case?" on the instructions for reference/guidance)
Case Number: _____ Judge: _____
Where was it filed? _____ Date of filing: _____
Is the Case: ___ Over (closed) ___ Still going on (open)

RELATED CASE NO 4.

Name of the other case: _____
(Example: Jane Doe v. John Doe; In the Interest of;; State v. John Doe, etc.,)
Type of Case: _____
(Please refer to "What is a Family Law Case?" and/or "What is a related Case?" on the instructions for reference/guidance)
Case Number: _____ Judge: _____
Where was it filed? _____ Date of filing: _____
Is the Case: ___ Over (closed) ___ Still going on (open)

II. RELATIONSHIP BETWEEN CASES [check all that apply]

- pending case(s) involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case(s) may conflict with an order in this case;
- order in the case(s) may conflict with previous order in related case.

III. COORDINATION OF CASES [check only one]

- I **do not** request coordination of litigation in any of the cases listed above.

I do request coordination of the following cases:

and request that the cases listed in Section III: [check all that apply]

Be assigned to one judge.

Coordination of existing cases will conserve judicial resources and promote an efficient determination of these cases because: _____

IV. ACKNOWLEDGEMENT

The Petitioner acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.

Date

Signature or Petitioner/Attorney for Petitioner

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-mail address: _____

Florida Bar Number: _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that I delivered a copy of this Notice of Related Cases to the County Sheriff's Department or a certified process server for service on the Respondent, and [**check all used**] () e-mailed () mailed () hand delivered, a copy to {name} _____, who is a party on the related case, {name} _____, who is the attorney for the Respondent on the related case on {date} _____.

Signature of Petitioner/Attorney for Petitioner

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-mail address: _____

Florida Bar Number: _____