

ADMINISTRATIVE ORDER
NO. 2025-03-01

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

**AMENDED ADMINISTRATIVE ORDER GOVERNING THE
PRIORITY OF SERVICES FOR FISCAL YEAR 2025-2026 PROVIDED BY
THE CLERK OF THE TRIAL COURT IN OSCEOLA COUNTY, FLORIDA**

The chief judge of each circuit, after consultation with the clerk of court, shall determine the priority of services provided by the clerk of court to the trial 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**, to continue until further order and superseding any provisions in prior Administrative Orders which may be inconsistent, and after consulting with the Clerk of Court for Osceola County, it is **ORDERED** the Clerk shall:

1. Continue to fully provide all services rendered by the Clerk's office to the Court during the previous fiscal year.
2. Pursuant to section 43.26(2)(d) and section 43.26(2)(e), Florida Statutes, the chief judge shall have the power to require the attendance of clerks and "[t]o do everything necessary to promote the prompt and efficient administration of justice in the courts over which he or she is chief judge." *See* section 43.26(2)(e), Florida Statutes and Florida Rule of General Practice and Judicial Administration 2.215(b)(6). Therefore, the Clerk must maintain the current level of trial clerk coverage for the Judges, Magistrates and Hearing Officers. In the event new Judges, Magistrates and/or Hearing Officers are added, as well as the addition of any new Court divisions or specialized courts, the Clerk must meet and confer with the Chief Judge to determine coverage priorities based upon availability of funding due to budget cuts mandated by the Florida Clerk of Court Operations Corporation.

3. In order to ensure the immediate and reliable docketing, transmission, and effectuation of any court order that directs the release of a person held in custody within Osceola County and to safeguard constitutional and statutory rights, prevent unlawful detention, and promote uniform compliance with applicable Florida statutes and court rules and so that the Clerk's office processes the paperwork without delay, any order releasing a defendant from custody that would result in release of a defendant within 72 hours of issuance of the order must be immediately docketed, scanned, and indexed into the automated case maintenance system. The Clerk must also immediately provide a copy of the order to the Osceola County Corrections Department.

4. All documents filed through the e-portal should continue to be docketed, scanned and indexed into the automated case maintenance system within twenty-four (24) business hours of receipt; with the exception of a Suggestion of Bankruptcy which must be processed immediately due to the Automatic Stay provisions of the United States Bankruptcy Code. All paper filings should be docketed, scanned and indexed into the case maintenance system within forty-eight (48) business hours of receipt, working toward a goal of within twenty-four (24) business hours of receipt. The Judges must also be able to view said documents within the same timeframe.

5. Because a demand for speedy trial must be heard within five (5) days of the filing of the motion, within twenty-four (24) hours of filing of the motion the Clerk shall email the judicial assistant of the division the case is assigned notice of the motion.

6. Affidavits in support of arrest warrants and other supporting documentation must be provided to the Judges at Initial Appearances, including Initial Appearances which are reset.

7. Provide documents to a criminal defendant and/or defendant's counsel in court within fifteen (15) minutes after the Judge completes the matter before the Court in the defendant's case, provided that defendant and/or counsel are still present in the courtroom. In the event that

defendant and/or counsel are no longer present in the courtroom, the documents will be sent to defendant's address of record in the court file and/or to defendant's counsel.

8. All court minutes/orders prepared by the Clerk, throughout the entire process from initial appearance to final disposition, must contain designation of the presiding judge and the courtroom in which the proceeding was held.

9. Because the Court utilizes information maintained on the party screen in Benchmark to effectuate service, the Clerk shall endeavor to maintain accurate and current information on the party screen, to include updating such information when provided by parties on the record, either orally during any hearing, including virtual hearings, or captured on any order following a hearing.

10. The Clerk shall provide to the Supervising Senior Staff Attorney, via email, a monthly report of all postconviction motions filed for the preceding month. The report shall include those motions filed pursuant to Florida Rules of Criminal Procedure 3.850, 3.800, 3.851 and 3.853, including all related motion for extension of time filed by the State, as well as those motions which are postconviction but not specifically filed under one of the foregoing rules. The report shall list the defendant's name, case number, type of motion and the date filed.

The Clerk shall also provide to the Supervising Senior Staff Attorney, via email, a monthly report of all notices of appeal to be heard by the Circuit Court and all petitions for writ that were filed for the preceding month. The report shall list the petitioner's name, case number, type of filing and the date filed.

11. The Clerk shall provide weekly notice, via email, of the filing of petitions for writ to the judicial assistant for the judge assigned to the case, with a copy sent to the assigned Judge.

12. The Clerk shall append current driving records to all civil infraction traffic hearing files

before a Hearing Officer for consideration.

13. The Clerk is required to record the Judge or Hearing Officer's name on all civil traffic infraction court minutes.

14. The Clerk must not distinguish between attorney filed postconviction motions and pro-se filed postconviction motions. All postconviction motions filed by an attorney must be sent to the assigned Judge in the same manner as a pro-se filed postconviction motion. The Clerk cannot rely on the attorney to send a courtesy copy to the Judge.

15. The Clerk must immediately upon appointment forward to the Court Monitor a certified copy of the Order Appointing Guardianship Court Monitor.

16. The Clerk must immediately forward a copy of all filings in a Guardianship case, excluding those by a guardian or guardian attorney, for judicial review.

17. For all matters set before the child support hearing officer, the Clerk shall provide a certified record of the support payment history to include both assessments and payments. Said record will also include a Clerk certified statement of the parties' record addresses with the court.

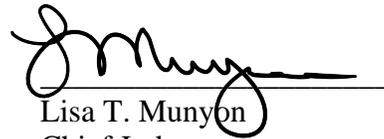
18. The Clerk shall file/upload all documents filed in appeal cases under the appellate case number as opposed to the trial court case number.

19. Each time the Clerk makes an upgrade or any type of change which impacts the functionality of its case maintenance system, the Clerk shall ensure the Court continues to have case management capabilities within the case maintenance system. The Clerk shall also keep the Court informed of any anticipated changes in software that may affect the Court.

20. Because funding and logistical resources of this Circuit are dependent upon an accurate assessment of caseload, the Clerk must be attentive to ensuring that cases are accurately closed within the case maintenance system.

21. Administrative Order 2025-03 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, 2026.



Lisa T. Munyon
Chief Judge

Copies provided to:

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