

**ORDER GOVERNING CASE ASSIGNMENT METHOD FOR THE
CIRCUIT CIVIL DIVISION, OSCEOLA COUNTY**

The Circuit and County Courts in Osceola County are organized into divisions for more efficient case and records management. Caseloads in each division are identified by numbered subdivisions to facilitate the exchange of caseloads when changes of division assignment occur. After a careful review of case filings and caseloads and for the sake of judicial economy and to prevent confusion, occasionally subdivisions may need to be de-activated, new subdivisions created, and existing subdivisions caseloads modified. Additionally, the clerks of court provide court-related functions which are essential to the orderly operation of the judicial branch, including, but by no means limited to effective case maintenance.

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. This administrative order applies to Osceola County subdivisions 20-B, 22-B, and 24-B only and governs the assigning of civil, probate, guardianship, and mental health cases only.
2. The Clerk of Court shall assign new civil cases sequentially between subdivisions 20-B, 22-B, and 24-B, one case of all newly filed civil cases to each subdivision per each case filed.
3. The Clerk of Court shall assign new probate cases sequentially between subdivisions 20-B, 22-B, and 24-B, one case of all newly filed probate cases to each subdivision per each case filed.
4. The Clerk of Court shall assign new guardianship cases sequentially between subdivisions 20-B, 22-B, and 24-B, one case of all newly filed guardianship cases to each subdivision per each case filed. Guardianship cases must be kept with the associated mental health capacity case.
5. The Clerk of Court shall assign new mental health cases sequentially between subdivisions 20-B, 22-B, and 24-B, one case of all newly filed mental health cases to each subdivision per each case filed. Capacity cases must be kept with the guardianship case.
6. The Clerk of Court shall alternate signing judge responsibilities for mental health cases, risk protection order cases, Baker Act cases, Marchman Act cases, and vulnerable adult injunction cases on a three-week rotating basis to the subdivision (either Subdivision 20-B, 22-B, or 24-B) scheduled to be the signing judge the week the case is initiated. Each vulnerable adult injunction case or risk protection order case shall then be reassigned, if necessary, to remain with the judge who signed the injunction or protection order until entry of a final judgment. The Clerk of Court shall utilize a schedule provided by the Court.

7. As previously directed by Administrative Order No. 2014-21, Order Governing Case Assignment Method, Osceola County, the Clerk of Court shall continue to assign all cases in all divisions by division number only so as to prevent confusion and inefficiencies when a judge is assigned to another division.

8. This Order does not preclude any judge being given an assignment by the Chief Judge of the Ninth Judicial Circuit Court for the proper administration of justice.

DONE AND ORDERED at Orlando, Florida, this 20th day of August, 2026.

/s/
Lisa T. Munyon
Chief Judge

Copies provided to:

Clerk of Court, Orange County
Clerk of Court, Osceola County
General E-Mail Distribution List
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