

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA  
ADMINISTRATIVE ORDER NO. 8.100(O)

**GENERAL ASSIGNMENT OF ALACHUA COUNTY  
CIRCUIT AND COUNTY COURT CASES TO DIVISIONS**

**In order to provide for** the requirements of the Eighth Judicial Circuit with regard to the assignment of cases to divisions; and

**WHEREAS**, the Florida Rules of Judicial Administration require that the Chief Judge of the Circuit assign judges to the courts and divisions. Fla. R. Jud. Admin. 2.215(b)(4), and

**WHEREAS**, in order to assign judges in Alachua County, all county and circuit court cases should be properly defined and identified. Though most cases are adequately defined and labeled, some types of cases need to be defined and assigned to a division label. Some division names that are in place should be ratified and new division names should be created for the previously undefined cases.

**THEREFORE**, it is hereby

**ORDERED** that:

1. New division labels are created and old division labels are ratified for the circuit and county courts of Alachua County as follows. The Chief Judge may reassign cases by separate order when appropriate.

2. The Clerk of Court of Alachua County shall assign cases as follows:

<b>CIRCUIT COURT</b>
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<b>CIVIL: Uniform Case Numbering System "CA"</b>
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DIVISION "J"      Circuit "CA" cases assigned by a 50% blind draw to this division

DIVISION "K"      Circuit "CA" cases assigned by a 50% blind draw to this division

DIVISION "W"      Circuit "CA" cases involving Writ Petitions as follows:

*Prohibition* petitions, Art. V, § 5, Fla. Const.

*Habeas Corpus* petitions, Ch. 79, FLA. STAT; and Art. V, § 5(b), Fla. Const.

*Mandamus*, Fla. R. App. P. 9.100

*Certiorari* petitions, Fla. R. App. P. 9.030(b)(2); Art. V, § 5(b), Fla. Const.

All non-County Court Administrative Appeals, excluding appeals from code enforcement boards; and,

Jury Service cases where the court has entered an order imposing a fine or costs for failure to appear on an Order to Show Cause for jury service.

Post Judgment Proceedings for Non-Writ cases shall be assigned as follows:

If the case is already assigned to division “J” or “K”, it shall remain in that division, otherwise it shall be assigned by a 50% blind draw to division “J” or “K”.

DIVISION “MG” Circuit “CA” foreclosure cases.

**FAMILY: Uniform Case Numbering System “DR”**

DIVISION “UFC” UFC has jurisdiction to adjudicate, manage and coordinate all cases involving children and families in any DR, CJ, DP, DV, MH, CA, DOR, AD, CP, and/or GA divisions. All such cases should be conjoined by an order from the Chief Judge.

DIVISION “AA” Family “DR” cases assigned to this division by a 20% blind draw of all DR cases that are not classified as UFC, AD, DOR, or DV.

DIVISION “F” Family “DR” cases assigned to this division by a 10% blind draw of all DR cases that are not classified as UFC, AD, DOR, or DV.

DIVISION “M” Family “DR” cases assigned to this division by a 70% blind draw of all DR cases that are not classified as UFC, AD, DOR, or DV. All Simplified Dissolutions will be assigned to this division and will not be included in the 50% draw.

DIVISION “AD” Family “DR” all cases involving adoption, Ch. 63

DIVISION “N” Family “DR” Department of Revenue cases assigned by a 50% blind draw to this division

DIVISION “P” Family “DR” Department of Revenue cases assigned by a 50% blind draw to this division

DIVISION “DV” Family “DR” cases involving Domestic Violence, § 741.30, FLA. STAT., Repeat, Sexual or Dating Violence, § 784.046, FLA. STAT.

Post Judgment Proceedings in Family “DR” cases shall be assigned as follows:

1. If the case is already assigned to division “AA”, “AD”, “F”, “M”, “DV”, “N”, or “P” it shall remain in that division, otherwise it shall be assigned by a blind draw as indicated above.
2. All Department of Revenue division “N” and “P” cases will remain in a DOR division regardless of who the petitioner is on post-judgment proceedings.

**PROBATE: Uniform Case Numbering System “CP”**

DIVISION “A” Probate “CP”, and “MH” (Ch. 744 incapacities or restorations) cases with even case numbers

DIVISION “B” Probate “CP”, and “MH” (Ch. 744 incapacities or restorations) cases with odd case numbers

**MENTAL HEALTH: Uniform Case Numbering System "MH"**

- DIVISION "Q" "MH" TREATMENT cases involving treatment of mentally deficient and mentally ill defendants § 916.107, FLA. STAT. such as NFETC or Seguin Unit defendants  
"MH" Department of Corrections Mental Health Treatment § 945.43, FLA. STAT.
- DIVISION "R" "MH" Jimmy Ryce cases involving involuntary commitment of sexually violent predators §§394.910 - 394.930, FLA. STAT. (Assigned to felony criminal division judges pursuant to the procedures set forth for cases in the felony criminal division).  
  
"MH" Sexual Predator petitions filed by the State Attorney to designate a person as a sexual predator pursuant to § 775.21(5)(a), FLA. STAT.
- DIVISION "S" The following cases are assigned to this division:  
  
"MH" Baker Act cases involving examination or placement. Ch. 394, FLA. STAT.  
"MH" Marchman Act cases involving assessment or treatment. Ch. 397, FLA. STAT.  
"MH" Adult Protection cases. See Ch. 415, FLA. STAT.  
"MH" Medical/Psychiatric Treatment § 394.459(3)(c) and § 394.4598(6), FLA. STAT.  
"MH" Medical Treatment cases. Fla. Prob. R. 5.900 and, § 765.105, FLA. STAT.  
"MH" Tuberculosis Control cases. §§ 392.55, 392.56 and 392.57, FLA. STAT.  
"MH" Developmental Disability Involuntary Admission cases. § 393.11, FLA. STAT.  
"MH" Sexually Transmissible Diseases cases. § 384.287, FLA. STAT.  
"MH" Involuntary HIV testing. § 381.004(3)(h)(10), FLA. STAT.

**CRIMINAL: Uniform Case Numbering System "CF"**

- DIVISION I "CF" felony cases where the "A" defendant's last name falls between A - E.
- DIVISION II "CF" felony cases where the "A" defendant's last name falls between F - K.
- DIVISION III "CF" felony cases where the "A" defendant's last name falls between L - R.
- DIVISION IV "CF" felony cases where the "A" defendant's last name falls between S - Z.
- DIVISION V "CF" felony cases where the defendant has been found incompetent to proceed or not guilty by reason of insanity.
- DIVISION VI "CF" felony cases in which a defendant initiates collateral proceedings as identified in Administrative Order 4.954.

Multiple Defendants: Where there is more than one defendant, each defendant shall be assigned to the division to which the “A” defendant is assigned.

Violation of Probation Cases: When a violation of probation affidavit has been filed, the case shall remain in the division to which it was assigned at the time of the initial sentencing.

**JUVENILE: Uniform Case Numbering System - Delinquency “CJ”- Dependency “DP”**

DELINQUENCY “CJ” All cases involving delinquent juveniles.

DEPENDENCY “DP” All cases involving: dependent juveniles; Waiver of Parental Notification of Termination of Pregnancy of Minors (§ 390.01114, FLA. STAT.); truancy (§ 984.151, FLA. STAT.); and, children in need of services (Ch. 984, FLA. STAT.).

**APPEAL: Uniform Case Numbering System “AP”**

DIVISION “AP” Appellate cases from the County Courts of Alachua, Baker, Bradford, Gilchrist, Levy and Union counties, as well as appeals from code enforcement boards.

## COUNTY COURT

**CIVIL: Uniform Case Numbering System “SC”, “CC”, “TR” and “IN”**

DIVISION “T” Civil Traffic Infraction Hearing Officer.

“TR” – Traffic Infraction cases, unless the violator has requested in writing to have the case heard by a County Court Judge.

“IN” – Non-Criminal Infractions, specifically Parking Infraction cases, unless the violator has requested in writing to have the case heard by a County Court Judge.

DIVISION “IV” Small Claims “SC” cases assigned by a 50% blind draw to this division.

County Court “CC” cases assigned by a 50% blind draw to this division.

“TR” Traffic Infraction cases where the violator requested in writing to have the case heard by a County Court Judge, where the violator’s last name falls between A-K.

“IN” - Non-Criminal Infractions, excluding traffic and parking infractions, where the violator requested in writing to have the case heard by a County Court Judge, where the violator’s last name falls between A-K.

DIVISION “V” Small Claims “SC” cases assigned by a 50% blind draw to this division.

County Court “CC” cases assigned by a 50% blind draw to this division.

“TR” Traffic Infraction cases where the violator requested in writing to have the case heard by a County Court Judge, where the violator’s last name falls between L-Z.

“IN” - Non-Criminal Infractions, excluding traffic and parking infractions, where the violator requested in writing to have the case heard by a County Court Judge, where the violator’s last name falls between L-Z.

Post Judgment Proceedings for SC and CC cases other than appeals shall be assigned as follows:

If the case is already assigned to division “IV” or “V”, it shall remain in that division, otherwise it shall be assigned by a 50% blind draw to division “IV” or “V”.

<b>CRIMINAL: Uniform Case Numbering System “MM”, “MO”, “CO”, and “CT”</b>
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DIVISION “I”	Misdemeanor, Municipal Ordinance violations, County Ordinance violations, Traffic cases where the “A” defendant’s last name falls between A - G.
DIVISION “II”	Misdemeanor, Municipal Ordinance violations, County Ordinance violations Traffic cases where the “A” defendant’s last name falls between H - N.
DIVISION “III”	Misdemeanor, Municipal Ordinance violations, County Ordinance violations Traffic cases where the “A” defendant’s last name falls between O - Z.
DIVISION “VI”	Misdemeanor Worthless Check Cases where the defendant’s last name falls between A-K.
DIVISION “VII”	Misdemeanor Worthless Check Cases where the defendant’s last name falls between L-Z.
DIVISION “VIII”	Cases set on Compliance Dockets where the original case was filed in Divisions I, II, III, VI and VII.

Multiple Defendants: Where there is more than one defendant, each defendant shall be assigned to the division to which the “A” defendant is assigned.

Violation of Probation Cases: When a violation of probation affidavit has been filed, the case shall remain in the division to which it was assigned at the time of the initial sentencing.

3. This order replaces Administrative Order 8.100(N), “General Assignment of Alachua County Circuit and County Court Cases to Divisions,” dated May 28, 2010.

The effective date of this Order is January 1, 2012.

**ORDERED** on 20 day of December 2011.

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/s  
Martha Ann Lott, Chief Judge