

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 9.02

**ASSIGNMENT OF CIRCUIT AND COUNTY CASES BY CASE TYPE
IN BAKER, BRADFORD, LEVY, GILCHRIST AND UNION COUNTIES**

In order to provide for the requirements of the Eighth Judicial Circuit for consistently defining, identifying, and assigning cases to divisions uniformly throughout the circuit and pursuant to the Florida Rules of Judicial Administration 2.245(b), the clerks of the circuit and county court shall use the uniform case numbering systems as developed by the Office of the State Courts Administrator; and

THEREFORE, it is hereby

ORDERED that:

1. The Clerks of Court shall use the Florida Supreme Court Uniform Case Numbering System. Case numbers include unique identifiers that easily distinguish the origin of a case, year of filing, and the numerical sequence of a case (Samples 042004MH234, 042004CF123A) being careful to use the complete 4-digit year designator.

<u>County Designator</u>	<u>Year Designator</u>	<u>Court Type</u>	<u>Sequential Number</u>	<u>Party/Defendant Identifier</u>	<u>Branch Location</u>
01	2000	CF	000001	A/N (4)	A/N (2)
Baker 02	Bradford 04	Gilchrist 21	Levy 38	Union 63	

2. The Clerks of Court of Baker, Bradford, Gilchrist, Levy, and Union Counties shall assign cases as follows:

CIRCUIT COURT

CIVIL: Uniform Case Numbering System "CA"

Writ Petitions:

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.
Administrative Agency Appeals
Other Extraordinary Writs

Cases Involving:

Professional Malpractice
Products Liability
Auto Negligence
Other Negligence
Condominium
Contract and Indebtedness
Real Property/Mortgage Foreclosure
Eminent Domain
Declaratory Judgment
Bond Estreature
Replevin
Interpleader
Bond Validation
Forfeiture § 932.704 & Ch. 372, FLA. STAT.
Injunctions (other than domestic/repeat, etc.)
Delinquent Tangible Tax § 197.413, FLA. STAT.
Out of State Witness Ch. 942, FLA. STAT.
Statute of Limitations § 766.104(2), FLA. STAT.
Foreign Judgment § 55.604, FLA. STAT.

Trust Action Ch. 737, FLA. STAT.

Dissolve Corporation § 607.1431, FLA. STAT.

Other Civil Filings

Contempt: Criminal and Civil

When the respondent/contemnor is someone other than a named party in an action, the case should be opened with the Order to Show Cause.

When an outside agency files a Petition to Enforce Subpoena.

When a juror fails to appear for jury service, the case should be opened when the Court enters an Order Imposing Fines/Costs.

PROBATE: Uniform Case Numbering System “CP” and “GA”

Probate “CP” Estates and all estate matters relating to estate proceedings pursuant to Ch. 731, 732, 733, 734 and 735, Fla. Stat.
Estate matters such as Deposit of Will
Other Estate Filings
Petitions to Amend Death Certificate pursuant to § 382.016, Fla. Stat.

Probate “GA” Guardianship and all matters relating to:
Guardianship matters such as Professional Guardians and Pre-Need Guardians
Petitions for Approval of Settlement of Minors Claim w/o guardianship
Petition for Appointment of Guardian/Guardian Advocate pursuant to Ch. 744, Fla. Stat.
Petition for Appointment of Guardian Advocate pursuant to § 393.12, Fla. Stat.
Petition to Designate Custodian under Ch. 710, Fla. Stat., unless an estate is pending
Petition to Appoint Conservator for an Absentee Ch. 747, Fla. Stat.

FAMILY: Uniform Case Numbering System “DR”

Simplified Dissolution

Dissolution of Marriage

Annulment

Support

Support - UIFSA (Department of Revenue)

Adoption

Paternity

Change of Name

Change of Custody

Separate Maintenance

Delayed Birth Certificates pursuant to § 382.0195, Fla. Stat.

Expedited Affirmation of Parental Status pursuant to § 742.16, Fla. Stat.

Termination of Parental Rights pursuant to § 63.067, Fla. Stat. (other than dependency)

Domestic Violence, § 741.30, Fla. Stat., Repeat, Sexual or Dating Violence § 784.046, Fla. Stat.

Foreign Judgments: Custody pursuant to § 61.528, Fla. Stat.

Foreign Judgments: Support pursuant to § 88.6021, Fla. Stat.

Other Domestic Relations Filings

Removal of Disabilities of Non-Age of Minors § 743.015, Fla. Stat.

MENTAL HEALTH: Uniform Case Numbering System “MH”

Treatment (medical procedures/forced medication) cases involving treatment of mentally deficient and mentally ill defendants pursuant to § 916.107, Fla. Stat. (Criminal defendants committed as not guilty by reason of insanity or incompetent to proceed)

Treatment (medical procedures/forced medication) cases pursuant to §§ 394.459(3)(c) and 394.4598(6), Fla. Stat. (Civilly placed persons in facilities under involuntary/voluntary Baker Act)

Developmental Disability Involuntary Admission § 393.11, Fla. Stat.

Incapacities or restorations pursuant to Ch. 744, Fla. Stat.

Department of Corrections Mental Health Treatment “Baker Act” § 945.43, Fla. Stat.

Jimmy Ryce involving involuntary commitment of sexually violent predators §§ 394.910-394.930, Fla. Stat.

Sexual Predator Petitions filed by the State Attorney to designate a person as a sexual predator pursuant to § 775.21(5)(a), Fla. Stat.

Baker Act involving examination or placement. Ch. 394, Fla. Stat.

Marchman Act involving assessment or treatment. Ch. 397, Fla. Stat.

Adult Protective Services Ch. 415, Fla. Stat.

Medical Treatment (Health Care) Fla. Prob. R. 5.900 and, § 765.105, Fla. Stat.

Tuberculosis Control §§ 392.55, 392.56 and 392.57, Fla. Stat.

Sexually Transmissible Diseases § 384.287, Fla. Stat.

Other Mental Health Filings Not Already Identified in Other Case Types

Involuntary HIV Testing § 381.004(3)(h)(10), Fla. Stat.

Certification of Imminent Danger/Firearm Prohibition reviews, pursuant to § 790.065, Fla. Stat.

Petitions for Relief from Firearm Disabilities, pursuant to § 790.065, Fla. Stat.

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

“CJ” DELINQUENCY Cases involving children charged with a felony, misdemeanor, contempt of court or municipal/county ordinance, other than traffic.

“DP” DEPENDENCY All matters involving children pursuant to Ch. 39, FLA. STAT.

All matters involving children/families in need of services pursuant to Ch. 984, Fla. Stat. (CINS FINS)

Waiver of Parental Notification of Termination of Pregnancy of Minors § 390.01114, Fla. Stat.

CRIMINAL: Uniform Case Numbering System “CF”

All felony criminal offenses

Extraditions

APPEAL: Uniform Case Numbering System “AP”

All Appeal Cases from the County Courts to the Circuit Court

COUNTY COURT

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

“TR” All uniform traffic infractions

“IN” All Non-Criminal Infractions, such as parking or no boat cushions infractions

“SC” Small Claims, all claims up to and including \$5,000

“CC” County Court, all claims from \$5,001 to \$15,000

All Eviction cases regardless of amount of rent due

Mortgage Foreclosures (less than \$15,000)

Replevin (less than \$15,000)

Injunctive Relief (less than \$15,000)

Declaratory Judgment (less than \$15,000)

Foreign Judgment (less than \$15,000) § 55.604, FLA. STAT.

Control of Animals

Interred Bodies

CRIMINAL: Uniform Case Numbering System “MM”, “MO”, “CO”, and “CT”

“MM” All Criminal Misdemeanor Offenses

“MO” All Municipal Ordinance Offenses

“CO” All County Ordinance Offenses

“CT” All Criminal Traffic Offenses

This order replaces Administrative Order 8.150(A), "Assignment of Circuit and County Cases By Case Types in Baker, Bradford, Levy, Gilchrist and Union Counties," dated November 29, 2006.

This order replaces Administrative Order No. 9.02(v2) entitled "Assignment of Circuit and County Cases by Case Types in Baker, Bradford, Levy, Gilchrist and Union Counties" dated February 19, 2014.

ORDERED ON this 3rd day of July, 2014, nunc pro tunc to July 1, 2014.



Robert E. Roundtree, Jr., Chief Judge