

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 1.30

NOTICE OF APPEARANCE REQUIREMENTS FOR ALL CASES

In order to provide for the fair, orderly, and efficient administration of justice in the Eighth Judicial Circuit and to ensure compliance with the Florida Rules of Judicial Administration for those appearing before the court; and

WHEREAS, Florida Rule of Judicial Administration 2.505(e) states that an attorney may only appear in a judicial proceeding in one of three ways: (1) by filing and serving the first pleading or paper on behalf of a party in a proceeding; (2) by substitution of counsel, requiring written consent of the client, filed with the court, and a court order permitting substitution; or (3) by filing with the court and serving upon all parties a written notice of appearance for a previously pro se party, or as co-counsel for a party currently represented by counsel; it is therefore

ORDERED:

1. Before the court will recognize an attorney as representing a party, the attorney must comply with Florida Rule of Judicial Administration 2.505(e) by:
 - a. Filing the initial pleading on behalf of a party;
 - b. Obtaining an order permitting substitution of counsel;
 - c. Filing a written notice of appearance as counsel or co-counsel.

2. From time to time, with the permission of the client, an attorney may arrange for another attorney to appear at a proceeding to represent a party. Such “coverage” attorneys must file a notice of appearance as co-counsel before the court will recognize the attorney as representing that party. Fla. R. Jud. Admin. 2.505(e).

3. If an attorney signs an initial pleading or notice of appearance on behalf of a firm, any attorney from that firm will be permitted to appear in that action without filing a separate notice of appearance.

4. Attorneys in family or probate matters seeking to enter a limited appearance on behalf of a party must file, at the time the attorney enters an appearance, a notice of limited appearance pursuant to Florida Family Law Rule of Procedure 12.040, or Florida Probate Rule 5.030, signed by the party, and must otherwise fully comply with Florida Family Law Rule of Procedure 12.040, or Florida Probate Rule 5.030, as well as Florida Rule of Judicial Administration 2.505(e). "Limited Appearance" attorneys are considered attorney of record until they have filed the notice of completion of limited appearance required by Rule 12.040(c)(1), or Florida Probate Rule 5.030.

5. This Order shall not be construed to require a separate notice of appearance for shelter proceedings governed by Administrative Order 6.13 ("Standing Shelter Order"), or for hearings where an attorney appears for the sole purpose of requesting non-substantive action, such as a continuance.

This Order renumbers and replaces Administrative Order 5.11, "Notice of Appearance Requirements," dated June 16, 2015.

The effective date of this Order is July 1, 2015.

ORDERED ON the 24th day of June, 2015.



Robert E. Roundtree, Jr., Chief Judge