

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 9.02 (v 2018-1)

**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, Fla. R. Civ. P. 1.630, Fla. R. App. P. 9.100, Fla. R. App. P. 9.030(c)(3), and Art. V, § 5(b), Fla. Const.

Habeas Corpus petitions, Ch. 79, Fla. Stat., Fla. R. Civ. P. 1.630, Fla. R. App. P. 9.100, Fla. R. App. P. 9.030(c)(3), and Art. V, § 5(b), Fla. Const.

Mandamus petitions, Fla. R. Civ. P. 1.630, Fla. R. App. P. 9.100, Fla. R. App. P. 9.030(c)(3), and Art. V, § 5(b), Fla. Const.

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

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. 736, Fla. Stat.

Dissolve Corporation § 607.1431, Fla. Stat.

Other Civil Filings

Civil Contempt Cases

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 § 63.087, Fla. Stat. (other than dependency)

Domestic Violence, pursuant to § 741.30, Fla. Stat.; Repeat, Sexual or Dating Violence, pursuant to § 784.046, Fla. Stat.; and, Stalking pursuant to § 784.0485, 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”

Risk Protection Order Act cases, pursuant to § 790.401, Fla. Stat.

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 § 394.910-394.932, 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.

All matters involving truancy pursuant to § 984.151, 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

Criminal Contempt Cases: All Criminal Contempt cases, whether direct or indirect, Circuit Court or County Court, shall be assigned a “MM” case number and shall remain in the division where the Contempt action was requested or entered.

This order replaces Administrative Order No. 9.02(v3) entitled “Assignment of Circuit and County Cases by Case Types in Baker, Bradford, Levy, Gilchrist and Union Counties” dated July 3, 2014.

ORDERED ON this 20th day of March, 2018.



Toby S. Monaco, Chief Judge