

Sample Administrative Order

The attached Sample Administrative Order for the Twenty-first Judicial Circuit is intended to assist circuits in continuing their implementation of the principles outlined in In re Report of the Family Court Steering Committee, 794 So. 2d 518 (Fla. 2001).

Elements of this sample administrative order which are **bold** represent directives from the Florida Supreme Court's four Family Court opinions and have footnotes with citations to relevant authority. Circuits should incorporate each of these concepts into their administrative orders in some fashion.

The language which is not bold is not mandatory. Some language represents principles endorsed by the Court and has footnotes with citations to relevant authority. Other non-bold language provides examples of how concepts endorsed by the Court might be addressed. Additionally, the sample administrative order contains language which is **shaded**. This language is optional. Some concepts have been taken from administrative orders from various circuits and provide examples of methods employed around the state to implement a model family court division.

The format of the sample administrative order was developed by staff of the Office of Court Improvement and has been approved by the Steering Committee on Families and Children in the Court. If you have questions or would like additional assistance, please call Sandy Neidert with the Office of Court Improvement at 850-414-1507. Thank you.

**IN THE TWENTY-FIRST JUDICIAL CIRCUIT
ANY COUNTY, FLORIDA**

WHEREAS, the Twenty-first Judicial Circuit is committed to developing a fully integrated, comprehensive approach to handling all cases involving children and families;¹

WHEREAS, the Florida Supreme Court has adopted the following guiding principles as a foundation for defining and implementing a model family court:²

Children should live in safe and permanent homes;

The needs and best interests of children should be the primary consideration of any family court;

All persons, whether children or adults, should be treated with objectivity, sensitivity, dignity and respect;

Cases involving inter-related family law issues should be consolidated or coordinated to maximize use of court resources to avoid conflicting decisions and to minimize inconvenience to the families;

Family court processes should attempt to address the family's interrelated legal and nonlegal problems, empower families through skills development, assist them to resolve their own disputes, provide access to appropriate services, and offer a variety of dispute resolution forums where the family can resolve problems without additional emotional trauma;

Whenever possible, parties and their attorneys should be empowered to select processes for addressing issues in their cases that are compatible with the family's needs, financial circumstances, and legal requirements;

The court is responsible for managing its cases with due consideration of the needs of the family, the litigants, and the issues presented by the case;

There should be a means of differentiating among cases so that judicial resources are conserved and cases are diverted to non-judicial and quasi-judicial personnel for resolution, when appropriate and consistent with the ends of justice;

Trial courts must coordinate and maximize court resources and establish linkages with community resources;

The court's role in family restructuring is to identify services and craft solutions that are appropriate for long-term stability and that minimize the need for subsequent court action;

Court services should be available to litigants at a reasonable cost and accessible without economic discrimination; and

Courts should have well-trained and highly-motivated judicial and non-judicial personnel.

NOW, THEREFORE, pursuant to the authority vested in me as the Chief Judge of the

¹ In re Report of the Commission on Family Courts, 633 So. 2d 14, 17 (Fla. 1994).

² See In re Report of the Family Court Steering Committee, 794 So. 2d 518, 522 (Fla. 2001).

Twenty-first Judicial Circuit, in order to establish a Family Division that will meet the requirements of the Florida Supreme Court articulated in In re Report of the Family Court Steering Committee, 794 So. 2d 518 (Fla. 2001), and to better serve the needs of the citizens of the state of Florida, it is hereby ORDERED as follows:

I. JURISDICTION

The Family Court Division of the Twenty-first Judicial Circuit shall include, at a minimum, the following types of cases:³

- A. dissolution of marriage**
- B. division and distribution of property arising out of a dissolution of marriage**
- C. annulment**
- D. support unconnected with dissolution of marriage**
- E. paternity**
- F. child support**
- G. URESA/UIFSA**
- H. custodial care of and access to children**
- I. adoption**
- J. name change**
- K. declaratory judgment actions related to premarital, marital, or postmarital agreements**
- L. civil domestic and repeat violence injunctions**
- M. juvenile dependency**
- N. termination of parental rights**
- O. juvenile delinquency**
- P. emancipation of a minor**
- Q. CINS/FINS**
- R. truancy**
- S. modification and enforcement of orders entered in these cases**

³ REQUIREMENT: See In re Report of the Family Court Steering Committee, 794 So. 2d 518, 525 (Fla. 2001).

OPTIONAL:

Circuits may wish to include other types of cases in their Family Court Divisions. For example:

The Twenty-first Judicial Circuit has also decided to include its probate and drug court in its Unified Family Court Division.

II. ADMINISTRATIVE FAMILY LAW JUDGE

Pursuant to Rule 2.050(b)(5), Rules of Judicial Administration, an administrative judge for the Family Division shall be designated to oversee and coordinate the Twenty-first Judicial Circuit's comprehensive response to children and families in litigation.⁴ See Administrative Order 2001-21.XX. The Administrative Family Judge will manage the Family Division and be responsible for⁵:

- A. Coordinating the circuit's development of the overall plan for implementation of the family court concept;
- B. Developing proposed policy, operating procedures, and administrative orders for implementation of the circuit's plan;
- C. Monitoring and reporting progress toward implementation;
- D. Coordinating the development of resources that may be required by various courts dealing with family matters, (e.g., guardian ad litem, mediation services, drug referral and treatment, home studies, etc.) and assessing the possible integration of cases regarding involuntary commitments for drug and alcohol dependency or mental health, and as appropriate, guardianships;
- E. Developing and facilitating communications with court-related entities on policy with respect to family cases, including but not limited to state attorneys, public defenders, the Department of Children and Families, the Department of Revenue, the Department of Juvenile Justice, community social services entities, clerk of courts, and law enforcement agencies; and
- F. Developing a means of orienting judges newly assigned to matters affecting children and families to the family court concept for integrating the court's response to cases involving the same family, including directing them to appropriate initial and continuing judicial education offerings and reference materials.

OPTIONAL LANGUAGE:

Because of the size of the Twenty-first Judicial Circuit, it is also necessary to designate an administrative judge of (county/division). The administrative judges shall work together to ensure genuine coordination of cases and a coordinated approach to the overall handling of cases and utilization of resources.

AND/OR

⁴ CONCEPT ENDORSED BY SUPREME COURT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 532 (Fla. 2001) (Although we endorse the principle embodied in these recommendations, we decline to mandate the appointment of [a single] administrative family court judge. Instead, we leave it to each circuit to devise a plan for coordination of cases within the family division to achieve the goals of the model family court.).

⁵ See In re Report of the Commission on Family Courts, 633 So. 2d 14, 17-18 (Fla. 1994) (An administrative judge must be appointed in each circuit to be directly responsible for administratively managing the family divisions.).

The chief judge will designate one of the administrative judges as the coordinating judge. That person will be responsible for ensuring cases are properly assigned, coordinated and/or reassigned in accordance with the circuit's coordinated management plan and the goals of the unified family court.

III. ROTATION OF JUDGES

Judges are assigned to the Family Law Division on a three-year rotation with staggered rotations to ensure that family law judges are experienced in family law matters.⁶ To encourage the retention of family law judges who are committed to children and families and the model family court, judges may request additional consecutive terms or permanency in the Family Division for consideration by the Chief Judge.⁷

Judges who are assigned to the Family Division for the first time or who have not served in the Family Division for two years should receive mandatory training in the fundamentals of family law, domestic violence, juvenile dependency, and juvenile delinquency before assuming the assignment or within 60 days after assuming the assignment.⁸

OPTIONAL LANGUAGE:

It is the policy of the Twenty-first Judicial Circuit to ensure that all judges receive proper orientation and are well-prepared to undertake their judicial assignments. Therefore, the chief judge will designate an experienced Family Division judge to function as a mentor to judges entering the division.

AND/OR

It is the policy of the Twenty-first Judicial Circuit to require all judges who are assigned to the Family Division for the first time or who have not served in the Family Division for two years to attend the College of Advanced Judicial Studies. The chief judge will ensure that these judges have this opportunity.

IV. ESSENTIAL ELEMENTS⁹

A. CASE MANAGEMENT

To the extent existing staff and resources can be allocated, the Family Division shall receive case management services and support to enable the family court judge to assess, differentiate, and monitor the resources needed for handling cases, to be able to identify all collateral cases affecting the parties involved, and to monitor the movement of cases through the judicial process.

Case management shall include:¹⁰

⁶ SUGGESTION: Recommendation of the Family Court Steering Committee

⁷ SUGGESTION: Administrative Order No. 2001-72, First Judicial Circuit.

⁸ REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 532 (Fla. 2001).

⁹ REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518 (Fla. 2001) (We wholeheartedly endorse each of these essential elements to the successful function of the model family court.).

- ◆ initial review and evaluation of cases, including assignment of cases to court divisions or dockets;
- ◆ case monitoring, tracking and coordination; and
- ◆ service referral, coordination, monitoring, and tracking for treatment-based drug programs under section 397.334, Florida Statutes.

B. SELF HELP

The Twenty-first Judicial Circuit shall ensure that Self Help Programs provide litigants with Florida Supreme Court approved forms, instructions, definitions, and procedural information to persons who choose to represent themselves consistent with Rule 12.750, Florida Family Law Rules of Procedure. As part of its intake function, the clerk of the circuit court shall provide ministerial assistance to pro se litigants. Such assistance shall not include the provision of legal advice.¹¹

C. DOMESTIC VIOLENCE

The Administrative Family Judge shall work with other judges within the division to develop a policy to **ensure that cases involving domestic violence are identified and managed in a manner that is organized, timely and sensitive to the special dynamics involved in these cases.**¹²

D. ALTERNATIVE DISPUTE RESOLUTION

It is the policy of the Twenty-first Judicial Circuit to make maximum use of alternative dispute resolution (“ADR”) of family matters and issues as authorized by sections 44.102 and 39.4075, Florida Statutes, and Florida Family Law Rules of Procedure 12.740 and 12.741 and Florida Juvenile Rule of Procedure 8.290.

The court, and any staff member designated by the court to conduct case management should screen cases before a referral to any ADR program is made to ensure that cases with allegations of domestic violence and parties with prior injunctions against domestic violence are identified. The court shall determine whether a referral to ADR is appropriate in light of the domestic violence issues or whether the safety of the parties and the ADR process would be compromised such that a referral to ADR should not be made.

OPTIONAL LANGUAGE:

The Twenty-first Judicial Circuit recognizes that not all litigants have the resources to pay for ADR services, and therefore such services may be accessed in accordance with the fee schedule established in Administrative Order 2002-21.XX, which provides a sliding scale for the waiver of fees (or portions of the fees) based on litigants’ income.

¹⁰ See Amendments to section 29.004, Florida Statutes, in House Bill 113A, section 40.

¹¹ See Amendments to section 28.215, Florida Statutes, in House Bill 113A, section 27.

¹² REQUIREMENT: In re Report of the Family Court Steering Committee, 794 So. 2d 518, 526 (Fla. 2001).

E. GUARDIAN AD LITEM

The Twenty-first Judicial Circuit will coordinate with the GAL Program to ensure representation of the best interests of children involved in cases with allegations of abuse, abandonment and neglect.

F. GENERAL MASTERS

General masters may be utilized to supplement the work of judges within the Family Division when a presiding judge determines that referral of a case is appropriate and consent of the parties is obtained.¹³ Referrals shall be made in accordance with relevant Rules of Juvenile and Family Procedure and Administrative Order 2003-21.XX.

G. CUSTODY EVALUATION

OPTIONAL LANGUAGE:

When such referrals are made, it is the policy of the Twenty-first Judicial Circuit to use appropriately credentialed custody evaluators.

AND/OR

Judges may order Master- or Ph.D.-level mental health professionals to conduct court ordered custody evaluations, including clinical interviews of the parties, interviews of children, observation of parent child interactions, background investigations of parties, evaluation of information to report and make recommendation to the court.

H. SUPERVISED VISITATION

A list of approved supervision visitation centers is available in the Self Help Center in the Clerk's office.

I. PARENTING EDUCATION

Pursuant to section 61.21, Florida Statutes, all parties to a dissolution of marriage proceeding with minor children or a paternity action which involves issues of parental responsibility shall be required to complete the parent education and family stabilization course prior to the entry of the court's a final judgment. See Administrative Order 2001-21.XX.

J. COUNSELING SERVICES/TREATMENT PROGRAMS

Under the leadership of the Administrative Family Judge and in consultation with the FLAG,

¹³ SUGGESTION: Report of the Family Court Steering Committee, 2000-2002 Appendix A.

Community Alliances, and community service providers, the Twenty-first Judicial Circuit will develop strategies to ensure availability of counseling services and treatment programs to litigants in the Family Division. At a minimum, such strategies shall **ensure the availability of crisis intervention and long-term counseling/treatment programs**. Additionally, the strategies shall **ensure that compliance is monitored when such services are court-ordered**.¹⁴

K. SECURITY

Judges in the Family Division are aware of the special security issues attendant to family law matters. The Chief Judge and the Administrative Family Law Judge shall collaborate with relevant stakeholders to develop a plan to **ensure that adequate and sufficient security personnel and equipment is available to ensure that Family Divisions are safe environments for judges, non-judicial staff and the public**.¹⁵

OPTIONAL LANGUAGE:

Due to safety concerns, judges shall hold domestic violence hearings in the courtroom whenever possible. The Chief Judge, the Administrative Family Law Judge, and the Sheriff (or agency providing bailiffs) shall develop written safety procedures for domestic violence cases that include separating petitioners and respondents before the hearing, monitoring hallways outside the courtroom and providing staggered departure times for the parties when an injunction is entered.

L. TECHNOLOGY

The Twenty-first Judicial Circuit shall use available technology to **access information essential to case management and coordination, to print forms and notices immediately, to generate statistical reports, to provide public and inter-agency access to records and to allow teleconferencing and the appearance of witnesses by electronic means**.¹⁶

OPTIONAL LANGUAGE:

Circuits may wish to include a description of the process, software or technology utilized by the circuit. Consider including relevant cooperative agreements or procedures that aid in case management and coordination.

OPTIONAL LANGUAGE:

M. OTHER

Circuits may wish to include other elements which have been identified as essential to its Family Division, for example, Parenting Coordinators.

V. IDENTIFICATION AND COORDINATION OF RELATED CASES

14 REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 526 (Fla. 2001).

15 REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 526 (Fla. 2001).

16 REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 526 (Fla. 2001).

SEE EXAMPLE LANGUAGE IN ATTACHMENT A

A. ASSIGNMENT OF CROSSOVER CASES

SEE EXAMPLE LANGUAGE IN ATTACHMENT B

B. MULTIPLE PENDING CASES

SEE EXAMPLE LANGUAGE IN ATTACHMENT C

VI. FAMILY LAW ADVISORY GROUP¹⁷

The success of any family court is dependent upon effective communication among all stakeholders both in the judicial system and in the community. The Administrative Family Judge shall be the Chair of the Family Law Advisory Group for the Twenty-first Judicial Circuit. Membership shall include:¹⁸

- | | |
|---|-------------------------------------|
| Judge(s), Domestic Relations | Judge(s), Dependency |
| Judge(s), Domestic Violence | Judge(s), Delinquency |
| Hearing Officer | General Master |
| Trial Court Administrator | Case Manager |
| Self Help Center Director | Clerk of Court |
| Clerk's Office Staff | Mediators |
| Guardian ad Litem | Custody Evaluators |
| Parenting Course Providers | Supervised Visitation Providers |
| Domestic Violence Advocates/Shelter Staff | Batterers' Intervention Providers |
| Substance Abuse and Mental Health Providers | Process Servers |
| Private Attorneys | Public Defenders |
| State Attorneys | Legal Services/Legal Aid |
| Department of Revenue | Department of Children and Families |
| Department of Juvenile Justice | School Board/Dept. of Education |
| Law Enforcement | Local Government Officials |
| Community Organizers | Parents and Children (Consumers) |
| Local Colleges, University Professionals | Parenting Coordinators |
| Certified Public Accountants | Faith-based Community Programs |

Specific details related to **establishment of the FLAG** and individual membership are addressed in Administrative Order 2001-21.XX. The FLAG shall meet quarterly, or more often upon the call of the Chair. A report on the progress of the group in meeting the goals of the Model Family Court shall be submitted to the Chief Judge by December 1 of each year.

¹⁷ REQUIREMENT: See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 534 (Fla. 2001) (mandating the establishment of a Family Law Advisory Group in each circuit).

¹⁸ Suggested membership approved by the Unified Family Court Subcommittee of the Steering Committee on Families and Children in the Court.

This Administrative Order shall become effective upon signing.

DONE AND ORDERED in Chambers in Any County, Florida, this ___ day of _____, 2003.

CHIEF JUDGE

ATTACHMENT A

V. IDENTIFICATION AND COORDINATION OF RELATED CASES

The Twenty-first Circuit's plan for coordination of cases is based on the coordinated management model adopted by the Florida Supreme Court¹⁹ and is designed to take into account the individual needs and resources within the circuit (and within each county in the circuit). The Circuit will utilize the one judge-one family model in Counties 1 and 2, and the one family-one team model in Counties 3 and 4.

In identifying related cases, the Twenty-first Circuit recognizes that many family cases involve individuals and issues that are interrelated, but do not involve a family²⁰ relationship or children. A case manager or the clerk will determine if any of the parties or children have pending or closed family cases. If they have pending or closed family cases, the court will decide whether all or some of the cases should be assigned to the same judge or coordinated to conserve judicial resources, avoid inconsistent court orders, and eliminate multiple appearances on the same issue.

EXAMPLES:

Eleventh Judicial Circuit.

In its administrative order, this circuit has defined a crossover case as "two or more cases filed or pending in the Juvenile, Family, and/or Domestic Violence Divisions among family members with issues concerning the case child(ren)."

Seventeenth Judicial Circuit.

This circuit has defined parameters for the identification of crossover cases. Specifically, "related cases are those in which the parties appearing in the case are the same, for example, if a family is involved in a dependency case, a related domestic relations case would be one in which both parents are parties."

¹⁹ In re Report of the Family Court Steering Committee, 794 So. 2d 518, 528 (Fla. 2001).

²⁰ Pursuant to chapters 39 and 985, Florida Statutes, "family"²⁰ is defined as a collective body of persons, consisting of a child and a parent, legal custodian, or adult relative, in which: (a) The persons reside in the same house or living unit; or (b) The parent, legal custodian, or adult relative has a legal responsibility by blood, marriage, or court order to support or care for the child.

However, circuits are not bound by any definition of "family" when deciding how to manage and coordinate cases included in the family division pursuant to In re Report of the Family Court Steering Committee, 794 So. 2d 518, 525 (Fla. 2001).

ATTACHMENT B

SAMPLE LANGUAGE RE: ASSIGNMENT OF CROSSOVER CASES - 11TH CIRCUIT.

EXAMPLE:

The Eleventh Judicial Circuit has identified the following methods to identify related cases:

At the time of filing, parties and/or their attorneys shall be required to complete the “Uniform Information Sheet” and indicate, as appropriate, the existence of prior or pending cases involving the same parties. If possible, the party/attorney shall set forth the style, case number and date of disposition of the case.²¹

For purposes of coordination of cases “other related cases” shall be defined to include cases which one or more of the parties have participated and which are closed but which may affect the resolution of the current case.

Upon the filing of a case in the Family Division, the Clerk shall conduct a search of existing cases to determine the existence of other litigation involving the same family. The clerk shall assign Family Division cases based on the alphabetical range into which the child’s last name falls, to the division handling that alphabetical range.²²

EXAMPLE FROM THE FIFTH JUDICIAL CIRCUIT:

1. Automatic assignment subsequent cases by Clerk of Court.²³

When there’s a pending or closed dependency case:

- a. If a party or a child is involved in pending dependency case, the Clerk will automatically assign all subsequent domestic relations, domestic violence, and repeat violence cases involving any of the parties or the child to the dependency docket.
- b. If a party or a child has been involved in a closed dependency case on any docket, the Clerk will automatically assign all subsequent domestic violence, domestic relations, or repeat violence cases involving any of the parties or the child to dependency docket.
- c. The clerk will automatically assign subsequent dependency cases, including termination of parental rights proceedings involving the same parties are children to the same docket as earlier cases.

2. When there’s a pending delinquency case:

- a. If a child has a pending delinquency case and the Department of Children and Families files a juvenile dependency petition involving same child, the clerk will automatically assign the dependency case to the delinquency docket whether or not there are other family cases pending.

²¹ SUGGESTION: Administrative Order 99-16, Eleventh Judicial Circuit.

²² SUGGESTION: Administrative Order No. 7.006-5/00, Fifteenth Judicial Circuit. Alternatively, cases could be assigned by zip code.

²³ SUGGESTION: Administrative Order M2002-04, Fifth Judicial Circuit

3. When there is a pending or closed domestic relations, domestic violence, or repeat violence case:

- a. If a party who files a domestic relations, domestic violence, or repeat violence case has a pending domestic relations, domestic violence, or repeat violence case, the clerk will automatically assign the new case to the same docket as the earlier case.

4. When the Department of Revenue petitions to establish or enforce support:

- a. The clerk will assign initial petitions filed by the Department of Revenue to establish or enforce child support to the child support judge whether or not there's an open or closed dependency case.
- b. If either party has an open or closed domestic relations, domestic violence, or repeat violence case on the Family Division docket, the clerk will assign the child support enforcement case to the same docket as the previous case.
- c. If either party has an open or closed child support enforcement case, the clerk will assign all subsequent domestic relations, domestic violence or repeat violence cases the same docket as the earlier case, unless the clerk assigns the case to the dependent docket under paragraph a. because of an open or closed dependency case involving the same family.

The judge may decide to defer issues involving the children to the dependency judge without transferring the entire case.²⁴ Judges who are coordinating cases in this manner must ensure that copies of the order are filed in the each case and furnished to any parties who are not involved. It is important for these orders to explain what happened and identify which order controls the issues involved.

All Family Division judges are juvenile court judges within the meaning of Chapter 39. Judges who are not assigned to dependency cases as their primary responsibility may hear dependency cases when they have more knowledge of the families than another judge assigned to the division.²⁵

²⁴ For example, the judge assigned to a dissolution of marriage case may dissolve the marriage, distribute the assets and liabilities, determine alimony, and change the wife's name, but defer primary physical residence and parenting time to the dependency judge. The order in the dependency case on these issues is entitled to priority, so allowing one judge to decide these issues avoids entry of inconsistent orders. s. 39.013(4), Fla. Stat.; s. 39.51(3)(b)1., Fla. Stat.

²⁵ For example, the Department of Children and Families may file a dependency case involving a family that has a long history of litigation in a domestic relations case. The judge who has been working with that family may be in a better position to hear the dependency case because of this historical knowledge. In this situation, cases will be coordinated by agreement of the assigned judges.

ATTACHMENT C

SAMPLE LANGUAGE RE: MULTIPLE PENDING CASES – ELEVENTH CIRCUIT

Upon discovery of the existence of multiple pending cases involving the same parties, judges shall confer to determine the best way to address the pending issues in these cases. The judges assigned shall confer to determine how to coordinate the cases, including which division shall take precedence in managing the cases and determining issues, whether one case shall proceed while another is inactive or abated, or how judicial labor should be divided. In making such determinations, the following guidelines should be used:

1. Which judge assigned has had the case longest, has been most active and is most familiar with the family and/or its issues.
2. Whether one of the cases is active or closed.
3. Whether there are ongoing financial issues other than child support between the parties.
4. Whether there are ongoing dependency issues which are being addressed by the court as required by law.
5. Whether, and at what stage of the proceedings, a delinquency case has been filed.²⁶

In order to avoid duplication and maximize the efficient use of resources, all reports, evaluations, memoranda and orders pertaining to cross-over cases shall be shared by the judges assigned to such cases, and shall be made available to counsel and the parties for purposes of hearings, dispositions, and resolution of the matters before the court. To the extent that any issues of confidentiality may apply, all legal requirements shall be observed. A status sheet will be created and sent to each division file updating the last action taken or the filing of an initial pleading.²⁷

When the judges decide it is unnecessary or impractical to assign all of the cases to the same judge, the judges will exchange information so that each judge involved with the family is aware of the other pleadings and the issues being addressed.²⁸

²⁶ SUGGESTION: Administrative Order 00-1, Eleventh Judicial Circuit.

²⁷ SUGGESTION: Administrative Order 00-1, Eleventh Judicial Circuit.

²⁸ SUGGESTION: Administrative Order M2002-04, Fifth Judicial Circuit