

# Supreme Court of Florida

IN RE: UNIFORM CASE NUMBERING SYSTEM

## ADMINISTRATIVE ORDER

Over the last several years, the Florida Courts Technology Commission has been evaluating the benefits of a Uniform Case Numbering System for the Florida Courts System. After considerable research and discussion as well as input from the trial courts, the district courts of appeal, and Florida Association of Court Clerks, the Commission approved for recommendation to this Court the implementation of a Uniform Case Numbering system for the Florida Courts System. Such a system is required to ensure that, in this age of technology, case numbers include unique identifiers that easily distinguish the origin of a case, type of case, year of filing, and the numerical sequence of a case when case numbers are displayed externally in an automated format for public access.

The Uniform Case Numbering system proposed by the Commission is supported by the representatives of the trial courts, the district courts of appeal, and the Florida Association of Court Clerks. Accordingly, this Court directs that the appellate courts are to implement the new case numbering system set forth in this Order by January 1, 2000. Further, this Court directs that the trial courts may implement the new case numbering system set forth in this Order as early as January 1, 1999, but must implement this numbering system before providing the public with access to court data via the Internet or by January 1, 2003, whichever occurs first. If a court cannot meet the January 1, 2003, deadline, that court must show cause to the Chief Justice of this Court why implementation cannot occur by that date.

The Uniform Case Numbering system will be in the following format for the appellate courts:

<u>Appellate Court Code</u>	<u>Year Designator</u>	<u>Sequential Number</u>
SC or ID	2000	00001

Sample Number for Florida Supreme Court: SC200000001

Sample Number for District Court: 1D200000001

The Uniform Case Numbering system will be in the following format for circuit and county courts:

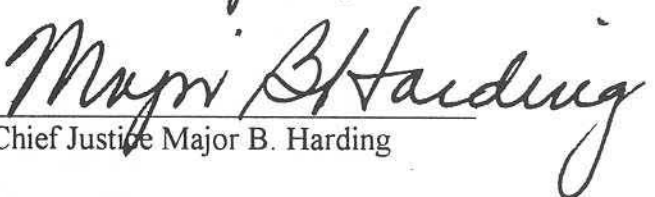
<u>County Designator</u>	<u>Year Designator</u>	<u>Court Type</u>	<u>Sequential Number</u>	<u>Party/Defendant Identifier</u>	<u>Branch Location</u>
01	2000	CF	000001	A/N* (4)	A/N* (2)

\*Alpha/Numeric


Sample Number: 012000CF000001A000XX

A more detailed breakdown of the case numbering system is attached as an appendix to this Order.

DONE AND ORDERED at Tallahassee, Florida, this 6 day of July, 1998.

  
Chief Justice Major B. Harding

ATTEST:

  
Sid J. White, Clerk  
Florida Supreme Court



## APPENDIX

### Uniform Case Numbering System Appellate Courts

- 1) Supreme Court - Sample Number: SC200000001

<u>Appellate Court Code</u>	<u>Year Designator</u>	<u>Sequential Number</u>
SC	2000	00001

- 2) District Courts of Appeal - Sample Number: 1D200000001

<u>Appellate Court Code</u>	<u>Year Designator</u>	<u>Sequential Number</u>
1D	2000	00001

Appellate Court Designator Codes:

SC = Supreme Court  
1D = First District Court of Appeal  
2D = Second District Court of Appeal  
3D = Third District Court of Appeal  
4D = Fourth District Court of Appeal  
5D = Fifth District Court of Appeal

## Uniform Case Numbering System Trial Courts

The case numbering system that follows provides: 1) minimum requirements for **local/internal** automated access to case information; and 2) the requirements for **external public access** to automated information and for state reporting purposes.

### 1) Local/Internal Automated Access

**Sample: 2000CF000001**

<u>Year</u>	<u>Court</u>	<u>Sequential</u>
<u>Designator</u>	<u>Type</u>	<u>Number</u>
2000	CF	000001

**Optional** requirements if these fields are needed. (Alpha/Numeric Characters)

<u>Party/Defendant Identifier</u>	<u>Branch Location</u>
A/N (4 characters)	A/N (2 characters)

### 2) External Public Access to Automated Information and State Reporting Purposes

**Sample: 012000CF000001A000XX**

<u>County</u>	<u>Year</u>	<u>Court</u>	<u>Sequential</u>	<u>Party/Defendant</u>	<u>Branch</u>
<u>Designator</u>	<u>Designator</u>	<u>Type</u>	<u>Number</u>	<u>Identifier</u>	<u>Location</u>
01	2000	CF	000001	A/N (4)	A/N (2)

**The Court Type Designators are as follows:**

#### **Court Type (Circuit Court)**

CF=Felony  
 DR=Domestic Relations/Family  
 CA=Circuit Civil  
 CP=Probate/Guardianship  
 MH=Mental Health  
 GA=Guardianship  
 CJ=Delinquency  
 DP=Dependency

#### **Court Type (County Court)**

MM=Misdemeanor  
 MO=Municipal Ordinance  
 CO=County Ordinance  
 CC=County Civil  
 SC=Small Claims  
 TR=Traffic Infractions\*\*  
 CT=Criminal Traffic\*\*

\*\*Counties will have the option to use the citation number or sequential case number. The court type designator is required.

## Florida County Designator Codes

01 Alachua	20 Gadsden	39 Liberty	58 Sarasota
02 Baker	21 Gilchrist	40 Madison	59 Seminole
03 Bay	22 Glades	41 Manatee	60 Sumter
04 Bradford	23 Gulf	42 Marion	61 Suwannee
05 Brevard	24 Hamilton	43 Martin	62 Taylor
06 Broward	25 Hardee	44 Monroe	63 Union
07 Calhoun	26 Hendry	45 Nassau	64 Volusia
08 Charlotte	27 Hernando	46 Okaloosa	65 Wakulla
09 Citrus	28 Highlands	47 Okeechobee	66 Walton
10 Clay	29 Hillsborough	48 Orange	67 Washington
11 Collier	30 Holmes	49 Osceola	
12 Columbia	31 Indian River	50 Palm Beach	
13 Dade	32 Jackson	51 Pasco	
14 Desoto	33 Jefferson	52 Pinellas	
15 Dixie	34 Lafayette	53 Polk	
16 Duval	35 Lake	54 Putnam	
17 Escambia	36 Lee	55 St. Johns	
18 Flagler	37 Leon	56 St. Lucie	
19 Franklin	38 Levy	57 Santa Rosa	