

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2016-030 PA/PI-CIR

RE: RELATED CASES IN THE FAMILY DIVISION

In *In Re: Report of the Commission on Family Courts*, 588 So. 2d 586 (Fla. 1991), the Supreme Court of Florida stated that the coordination of family law cases is critical. In order to conserve judicial resources, promote an efficient determination of actions, and prevent multiple court appearances by the same parties on the same issues, the Court adopted Florida Rule of Judicial Administration 2.545(d) on related cases. *See In re Amendments to Florida Rules of Judicial Admin.*, 132 So. 3d 1114 (2014); *see also* Fla. R. Jud. Admin. 2.545(d). The Rule requires the filing of a notice so that related cases can be assigned to one judge. In order to ensure that certain related family cases are handled by one judge unless impractical, and

In accordance with Article V, section 2(d), Florida Constitution, Rule of Judicial Administration 2.215, and section 43.26, Florida Statutes,

IT IS ORDERED:

1. The Clerk of the Circuit Court (“Clerk”) shall review initial pleadings and filings filed in the family division after the effective date of this Administrative Order to determine if a related case exists. For the purposes of this Administrative Order, a related case is one that involves one or more of the same parties or children as another case that is pending in the family division. Cases that have activity in the case progress docket within the preceding two years shall be treated as related cases. Cases that have no activity in the case progress docket for the preceding two years may be treated as related cases.
2. Once a related case is identified, the Clerk shall record the relationship in the electronic case management system. To the extent that the electronic case management system does not have the capability to record this information, the Clerk shall record the relationship in the paper case file, which must remain available to the Court until the information can be recorded in the electronic case management system.
3. When related cases involve two or more of the same parties or children, have had activity in the case progress docket within at least the preceding two years, and one of the cases is a civil domestic violence, dissolution, paternity, or child support action, the Clerk shall reassign the more recently initiated case to the same judicial section to which the older case is assigned. To the extent that the cases identified by this paragraph are also companion cases pursuant to Local Rule 3(B)1, the Court finds that reassignment of these cases by the Clerk as provided by this paragraph would result in the efficient administration of justice.
4. For all civil domestic violence, dissolution, paternity, or child support actions initiated after the effective date of this order, the Clerk shall require the filing of a

“Supplemental Information Regarding Parties” form, provided in Attachment A, with the case-initiating documents. This Form provides greater person identification information, and, as a result, allows more accurate identification of related cases. Filers must comply with the procedures in Rule of Judicial Administration 2.420 if the Supplemental Information Regarding Parties form contains confidential information.

5. The Supplemental Information Regarding Parties form does not supplant the Notice of Related Cases, which the petitioner must continue to file in accordance with Rule of Judicial Administration 2.545. Attorneys and Parties are warned that the Notice of Related Cases should include related cases, as defined by Rule 2.545, if they have a good faith belief after the exercise of due diligence that a related case actually exists. Attaching unchecked name search results from a case management system is not the exercise of due diligence.
6. Procedures for assigning cases between a family section and a Unified Family Court section shall remain unchanged. *See* Local Rule 3(B)2 and Administrative Orders PI-CIR-97-32, 2007-011 PI-CIR, 2009-005 PI-CIR, 2011-061 PA/PI-CIR, 2012-029 PI-CIR, and 2015-039 PA-CIR, or subsequent administrative orders.
7. The attachment to this Administrative Order may be modified without further changes to this Administrative Order.

DONE AND ORDERED in Chambers at St. Petersburg, Pinellas County, Florida, this _____ day of May 2016.

ORIGINAL SIGNED ON MAY 17, 2016
BY ANTHONY RONDOLINO, CHIEF JUDGE

Attachment A: Supplemental Information Regarding Parties Form (with instructions)

cc: All Judges
The Honorable Bernie McCabe, State Attorney
The Honorable Bob Dillinger, Public Defender
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County
The Honorable Paula S. O’Neil, Clerk of the Circuit Court, Pasco County
The Honorable Chris Nocco, Pasco County Sheriff
The Honorable Bob Gualtieri, Sheriff, Pinellas County
Gay Inskip, Trial Courts Administrator
Lillian Simon, Director of Administrative Services, Pasco County
Ngozi Acholonu, Assistant Regional Counsel
Bar Association, Pasco and Pinellas County
Law Libraries, Pasco and Pinellas Counties

INSTRUCTIONS FOR THE SUPPLEMENTAL INFORMATION REGARDING PARTIES FORM

The Supplemental Information Regarding Parties form will aid the Court and the Clerk of the Circuit Court in identifying related cases. This will help ensure that your related cases are heard before the same judge at the same time and reduce the number of times you have to appear in court.

When should this form be filed?

The Supplemental Information Regarding Parties form only needs to be completed and filed in civil domestic violence cases, dissolution cases, paternity cases, or child support actions.

Who should complete and file the form?

The Supplemental Information Regarding Parties form must be completed and filed by the Petitioner with the case-initiating documents. The Respondent may choose to complete and file the form at a later date.

How should the form be completed?

The person completing the Supplemental Information Regarding Parties form should answer the questions relating to them thoroughly and accurately. The person should also make a good faith effort to complete the portion of the form relating to the opposing party.

What should I do next?

The Supplemental Information Regarding Parties form must be served on the opposing party. Service must be in accordance with Florida Rule of Judicial Administration 2.516, except that the Petitioner may choose to serve the form along with the case-initiating documents.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT,
IN AND FOR PASCO/PINELLAS COUNTY, FLORIDA**

Petitioner,
and

Case No.: _____
Section: _____

Respondent.
_____ /

SUPPLEMENTAL INFORMATION REGARDING PARTIES

The information provided in this form will assist the court and the Clerk of the Circuit Court in identification of related cases pursuant to Florida Rule of Judicial Administration 2.545.

1. Petitioner's Information:

- a. Full Legal Name: _____
- b. Previous Names: _____
(Maiden names, previous married or legal names, aliases (AKA's))
- c. Date of Birth: _____ PID/SPN: _____
- d. Information on Children:
 - i. ___Petitioner does not have any minor children.
 - ii. ___Petitioner has a minor child(ren) **in common** with Respondent.
(If you have checked this line, please complete page 2.)
 - iii. ___Petitioner has a minor child(ren) **NOT in common** with Respondent.
(If you have checked this line, please complete page 3.)

2. Respondent's Information:

- a. Full Legal Name: _____
- b. Previous Names: _____
(Maiden names, previous married or legal names, aliases (AKA's))
- c. Date of Birth: _____ PID/SPN: _____
- d. Information on Children:
 - i. ___Respondent does not have any minor children.
 - ii. ___Respondent has a minor child(ren) **in common** with Petitioner.
(If you have checked this line, please complete page 2.)
 - iii. ___Respondent has a minor child(ren) **NOT in common** with Petitioner.
(If you have checked this line, please complete page 3.)

Case Number:

Section:

3. **Minor Child(ren) In Common:** The number of minor children **In Common** is _____.

Information about child #1: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

Information about child #2: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

Information about child #3: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

Information about child #4: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

Information about child #5: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

Information about child #6: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

If additional space is needed, please use another sheet of paper and attach it to this form.

Case Number:

Section:

4. **Minor Child(ren) NOT In Common:** The number of minor children **NOT In Common** is _____.

Information about child #1: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

Information about child #2: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

Information about child #3: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

Information about child #4: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

Information about child #5: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

Information about child #6: Date of Birth: _____ Sex: _____

Child's Full Legal Name: _____

Has the child's name ever been changed? ___ Yes ___ No

If yes, list the child's name before it was changed: _____

This is the child of (*please check one*): _____ Petitioner _____ Respondent

If additional space is needed, please use another sheet of paper and attach it to this form.

Case Number:

Section:

5. The undersigned party acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.

Dated: _____

Party's Signature

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-mail Address(es): _____

If a nonlawyer helped you fill out this form, he/she must fill in **ALL** the blanks below:

This form was prepared for the {choose only one}: () Petitioner () Respondent.

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{address} _____

{city} _____ {state} _____, {telephone number} _____