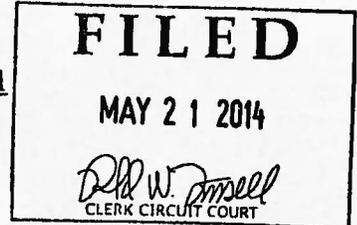


IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR CLAY, DUVAL AND NASSAU, FLORIDA

FOURTH AMENDED ADMINISTRATIVE ORDER NO. 92-1

In re: Administrative Provision for Family
Law Division; Unified Family
Court



WHEREAS, in response to the Supreme Court of the State of Florida decision In re: Report of the Commission on Family Courts, 588 So. 2d 586 (Fla. 1991), the Chief Judge established in the Fourth Judicial Circuit, in and for Duval County, Florida, a Unified Family Court Division effective January 1, 1993. See Administrative Order No. 92-1, In Re: Administrative Provision for Family Law Division, signed January 9, 1992, by Chief Judge John E. Santora, Jr.

WHEREAS, the Fourth Judicial Circuit has implemented a fully integrated, comprehensive approach to handling all cases involving children and families in the Second Amended Administrative Order 92-1, entered January 26, 2005.¹ The Third Amended Administrative Order 92-1 was entered on March 10, 2008; by Chief Judge Donald R. Moran, Jr.

WHEREAS, an additional Second Amended Administrative Order 92-1 was entered March 5, 2008, and recorded on Official Records Book 14408, Page 882 by Chief Judge Donald R. Moran, Jr.

WHEREAS, amendments to the order are required to address changes to the Unified Family Court model as espoused in In re: Amendments to Florida Rules of Judicial Administration, 39 Fla. L. Weekly S25 (Fla. Jan. 16, 2014);

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;

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

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

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 solution 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 Fourth Judicial Circuit, in order to maintain a Unified Family Court that will meet the requirements of the Florida Supreme Court as articulated in In re: Report of the Family Court Steering Committee, 794 So. 2d 518 (Fla. 2001), and In re: Amendments to Florida Rules of Judicial Administration, 39 Fla. L. Weekly S25 (Fla. Jan. 16, 2014), and to better serve the needs of the citizens of the state of Florida, it is hereby **ORDERED** as follows:

I. The Third Amended Administrative Order No. 92-1, entered May 10, 2008, and recorded in the Official Records of Duval County, Florida, in Book 14417, Page 1079, is hereby vacated and set aside.

II. JURISDICTION

The Family Court Division and Juvenile Court Division of the Fourth Judicial Circuit shall constitute a Unified Family Court ("UFC"). The UFC 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 the dissolution of marriage;
- E. Paternity;
- F. Child support;
- G. URESA/UIFSA;
- H. Custodial care of and access to children;
- I. Adoption authorized in Florida Statutes, Chapter 63;
- J. Name change;
- K. Declaratory judgment actions related to premarital, marital, or postmarital agreements;
- L. Civil domestic, dating, sexual, stalking, and repeat violence injunctions;
- M. Termination of parental rights as authorized in Florida Statutes, Chapter 63;
- N. Emancipation of a minor;
- O. Delayed certificate of birth;
- P. Modification and enforcement of orders entered in these cases;
- Q. Juvenile Dependency;
- R. Termination of parental rights;
- S. Juvenile Delinquency;
- T. Proceedings for temporary or concurrent custody of minor children by extended family;
- U. Truancy; and
- V. CINS/FINS.

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

III. ADMINISTRATIVE FAMILY LAW JUDGE

Pursuant to Rule 2.050(b)(5), Rules of Judicial Administration, an administrative judge for the UFC shall be designated to oversee and coordinate the Fourth Judicial Circuit's comprehensive response to children and families in litigation.⁴ At the discretion of the Chief Judge, separate administrative judges may be appointed for the Family Division or Juvenile Division. See Amended Administrative Order No. 96-20, In re: Duties of Administrative Family Law Judge, signed December 19, 1996, by Chief Judge Donald R. Moran, Jr.

The Administrative Unified Family Judge will manage the Unified Family Court and be responsible for:⁵

- 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 the 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, custody evaluations/home studies, parent coordinating services, 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, community social services entities, clerk of courts, and law enforcement agencies; and

⁴CONCEPT 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.).

⁵See In re: Report of the Commission of 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.).

- 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 material.

Because of the size of the Fourth Judicial Circuit, the court shall also designate an administrative UFC judge of Clay County and Nassau County. 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.

IV. ROTATION OF JUDGES

Judges are assigned either to the Family Law Division or Juvenile Division for a term not to exceed two years unless she or he specifically requests to serve for a longer period of time. **A rotation schedule shall be established to ensure that no more than one-half of the judges assigned to any UFC division is changed during any one-year assignment period to ensure that UFC judges are experienced in matters relating to children and families⁶ and to ensure continuity and consistency can be maintained in the Division. To encourage the retention of judges who are committed to children and families, judges may request additional consecutive terms or permanency in the Family or Juvenile Divisions for consideration by the Chief Judge.⁷**

Judges who are assigned to a UFC division for the first time or who have not served in a UFC division for two years should receive mandatory training in the fundamentals of family or juvenile law and domestic violence before assuming the assignment or within sixty (60) days after assuming the assignment, or as soon as such training is available.⁸ Such training may be obtained at the College of Advanced Judicial Studies. The Chief Judge will ensure that these judges have this opportunity.

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

⁶SUGGESTION: Recommendation of the Family Court Steering Committee.

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

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

V. ESSENTIAL ELEMENTS⁹

A. CASE MANAGEMENT

The UFC shall receive case management services and support to enable the family and juvenile court judges 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

1. initial review and evaluation of cases, including assignment of cases to court divisions or dockets;
2. case monitoring, tracking and coordination;
3. scheduling of judicial events; and
4. service referral, coordination, monitoring, and tracking of cases for which the Family or Juvenile Division has jurisdiction.

B. SELF HELP

The Fourth 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. See Administrative Order 1999-2, In re: Family Self-Help Program, signed January 19, 1999, *nunc pro tunc* to January 1, 1999, by Chief Judge Donald R. Moran, Jr. 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 UFC 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

⁹REQUIREMENT: 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.)

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

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

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

D. ALTERNATIVE DISPUTE RESOLUTION

It is the policy of the Fourth Judicial Circuit to make maximum use of alternative dispute resolution ("ADR") of family matters and issues as authorized by sections 44.102, Florida Statutes, and Florida Family Law Rules of Procedure 12.740 and 12.741. See Amended Administrative Order No. 97-10, In re: Pro Se Referrals to Family Mediation, signed February 11, 1998, by Chief Judge Donald R. Moran, Jr.

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.

The Fourth Judicial Circuit recognizes that not all litigants have the resources to pay for ADR services and, therefore, such services may be assessed in accordance with the fee schedule established in the Amended Administrative Order No. 98-6 In re: Family Mediation Fees, signed March 20, 2000, by Chief Judge Donald R. Moran, Jr., which provides a sliding scale for the waiver of fees based on litigants' income.

E. GUARDIAN AD LITEM

The Fourth Judicial Circuit's Guardian ad Litem Program currently provides services only in juvenile dependency cases. The Fourth Judicial Circuit will coordinate with the GAL Program to ensure representation of the best interest of children involved in dependency cases with allegations of abuse, abandonment and neglect. In other family law cases, the Fourth Circuit will appoint qualified persons to serve as guardians when necessary or appropriate. Such persons will either be compensated by the parties when feasible or act as pro bono volunteers.

F. MAGISTRATES AND CHILD SUPPORT HEARING OFFICERS

General Magistrates and Child Support Hearing Officers may be utilized to supplement the work of judges within a UFC division when a presiding judge determines that referral of a case is appropriate and consent of the parties is obtained.¹³ Child Support Hearing Officers may be utilized to supplement the work of judges within the UFC when a presiding judge determines that referral of a case is appropriate. Referrals shall be made in accordance with relevant Rules of Family and Juvenile Procedure, Administrative Order No. 95-17, In re: Reference of Certain Family Law Matters to General Masters, signed December

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

1, 1995, by Chief Judge Donald R. Moran, Jr., Administrative Order No. 96-5, In re: General Masters, signed January 31, 1996, *nunc pro tunc* to January 1, 1996, by Chief Judge Donald R. Moran, Jr., Administrative Order No. 96-7, In re: Child Support Hearing Officers, signed January 31, 1996, *nunc pro tunc* to January 1, 1996, by Chief Judge Donald R. Moran, Jr., Ninth Amended Administrative Order No. 96-10, In re: Order of Referral to General Master, signed October 21, 2004, by Chief Judge Donald R. Moran, Jr. and Third Amended Administrative Order 2004-13, Order of Referral to Child Support Hearing Officer, signed January 31, 2004, by Chief Judge Donald R. Moran, Jr.; and such other similar administrative orders that the Chief Judge enters from time to time.

G. CUSTODY EVALUATION

When such referrals are made, it is the policy of the Fourth Judicial Circuit to use appropriately credentialed custody evaluators. Judges may order evaluators to conduct court ordered custody evaluations, including interviews of the parties, interviews of children, observation of parent child interactions, background investigations of parties, evaluation of information to report and make recommendations to the court.

H. SUPERVISED VISITATION

The Family Nurturing Center (formerly known as Family Visitation Center) has been approved by this court to provide supervised visitation and monitored exchange services. See Fourth Judicial Circuit Agreement with Family Visitation Center, signed December 22, 1999, by Chief Judge Donald R. Moran.

Visitation and exchange services from other providers (such as those arranged for by the Department of Children and Families) may be used when approved by the court.

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 that 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 final judgement. Pursuant to First Amended Administrative Order 93-8, entered October 14, 2003, such requirement may only be met by attending such course at Hope Haven Children's Clinic and Family Center. This requirement may generally not be discharged by enrollment in an internet or other such long distance learning course. See First Amended Administrative Order 93-8, entered October 14, 2003.

J. COUNSELING SERVICES/TREATMENT PROGRAMS

Under the leadership of the Administrative UFC Judge and in consultation with the UFC judges, court staff and community service providers, the Fourth 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 UFC are aware of the special security issues attendant to UFC matters. The Chief Judge and the Administrative Family Law Judge shall collaborate with relevant stakeholders and the Courthouse Security Committee to develop a plan to **ensure that adequate and sufficient security personnel and equipment is available to ensure that UFC Divisions are safe environments for judges, non judicial staff and the public.**¹⁵

Due to safety concerns, judges shall hold domestic violence hearings in the courtroom whenever possible. The Chief Judge, the Administrative UFC Judge, and the Sheriff shall develop 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 Fourth 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

M. PARENTING COORDINATORS

When such referrals are made, it is the policy of the Fourth Judicial Circuit to use appropriately credentialed mental health professionals. Parent coordinators shall be mental health professionals with either a masters or doctorate degree.

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

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

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

VI. IDENTIFICATION AND COORDINATION OF RELATED CASES

The Fourth Judicial Circuit's plan for coordination of cases is based on the coordinated management model adopted by the Florida Supreme Court¹⁷ 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 family-one judge model in Duval County.

In identifying related cases, the Fourth Circuit recognizes that many family cases involve individuals and issues that are interrelated, but do not involve a family¹⁸ relationship or children. A family judge or case manager 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.

A. ASSIGNMENT OF CROSSOVER CASES

Any action pending in the Family Law Division, which involves a minor child or party that is then currently, or within the past 36 months was the subject of or party to a dependency or termination of parental rights ("TPR") proceeding in the dependency court of the juvenile division, or which involves a child who has ever been found to be dependent within the meaning of Chapter 39, Florida Statutes, shall be transferred by the judge presiding in the Family Law Division to the dependency court of the Juvenile Division for disposition of the entire family law proceeding, unless the dependency court has terminated its jurisdiction over the child. **Such proceeding shall remain in the dependency section of the Juvenile Division for purpose of any further actions until such time that the child reaches the age of majority and is not otherwise legally dependent on his or her parents, such as in the case of physical or mental disability.**¹⁹ This paragraph shall not

¹⁷In re: report of the Family Court Steering Committee, 794 So. 2d 518, 528 (Fla. 2001); **In re: Amendments to Florida Rules of Judicial Administration, 39 Fla. L. Weekly S25 (Fla. Jan. 16, 2014).**

¹⁸Pursuant to chapter 39 and 985, Florida Statutes, "family"²⁰ is defined as a collective body of persons, consisting of a child and parent, legal custodian, or adult relative, in which: (a) The persons resid 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.

¹⁹For example, Judges in the Family Law Division routinely are assigned dissolution of marriage cases that involve dissolution of the marital bond, determination of parental responsibility, including a determination of a child or children's primary and secondary residence, distribution of assets and liabilities, determination of alimony, and a name change for the wife. If the child or children involved in such family law action have been the subject of a Chapter 39 proceeding, but not adjudicated as dependent(s), within the prior 36 months, or adjudicated dependent at any time during their life, the judge in the Family Law Division, would be obligated to transfer the entire case for disposition to the judge presiding in the dependency court of the Juvenile Division. The case would remain in the dependency court of the Juvenile Division until the termination of the dependency.

be construed, however, to prevent child support hearing officers from hearing any Title IV-D or Title IV-D eligible child support proceedings as otherwise currently heard in this Circuit, notwithstanding that any party or child therein is also involved in a dependency action.

For purpose of this section, "dependency action" means any proceeding brought under Chapter 39, Florida Statutes, whether by petition or otherwise, involving a minor child and specifically includes any case where a dependency judge has addressed the sheltering of a child prior to filing of a dependency action.

Delinquency cases in which the child is also the subject of a dependency case shall be subject to the crossover reassignment rules set forth in Administrative Order 08-_____, In re: Creation of Consolidated Juvenile Division Encompassing Delinquency and Dependency Cases.

B. DOMESTIC VIOLENCE CASES

Each week a circuit judge serving in the Family, Juvenile or Civil Divisions is assigned responsibility for reviewing and acting on all petitions seeking an injunction for protection from domestic, dating or repeat violence. This judge considers only the written petition on an ex parte basis in deciding whether to grant temporary injunctive relief.

Each week a different judge serving in the Family, Juvenile, or Civil Divisions is assigned responsibility for conducting evidentiary hearings to consider whether to enter final injunctions for protection. These hearings are conducted at Courtroom 210 of the Duval County Unified Courthouse, 501 West Adams Street, Jacksonville, Florida, 32202. The judge presiding over such hearings shall grant or deny the injunction on the claims raised in the petition for the injunction. In addition to the injunction, the judge may also address any other ancillary claims raised in the petition for injunction, such as claims for child custody and temporary and exclusive use of the marital residence, and any other claims provided for under chapter 741, Florida Statutes. Claims for child support may be referred for hearing to a child support hearing officer and claims for temporary alimony may be referred to a general magistrate. Post-judgment hearings to review a respondent's compliance with court-ordered acts such as substance abuse treatment or batterer's intervention classes may also be referred to a general magistrate.

Motions for rehearing, including motions that address errors in the hearing procedure or sufficiency of the evidence, shall be referred to the judge who conducted the final hearing. All other post-judgment proceedings, such as motions to vacate, modify or enforce injunctions, and motions for contempt, domestic violence cases shall be referred first to the judge who conducted the final hearing. If that judge does not choose to rule on the matter, such proceedings shall be assigned to a dependency or family law division of the circuit court using the following criteria:

1. if the domestic violence case involves (injunctive relief granted on his or her behalf or custody determination made) a minor child or party who is currently or within the past 36 months has been the subject of or party to a dependency or termination of parental rights (TPR) proceeding in the dependency division of the juvenile court, or the case involves a child who has ever been found to be dependent or had the rights of his or her parents terminated under Chapter 39, Florida Statutes, the case shall be transferred to the Juvenile Division that has jurisdiction over the child or parties (but not if the court had previously terminated its jurisdiction over the child);
2. if there is no related dependency proceeding, the domestic violence case shall be transferred to a Family Law Division in which there is either a pending or closed action between the same parties or an action that involves any child also involved in the domestic violence action; and
3. if there are no related cases as defined in subparagraph one or two, the domestic violence case shall be assigned to a Family Law Division on a random basis.

C. MULTIPLE PENDING CASES

Pursuant to Florida Rule of Family Law Procedure 12.003, when multiple related family cases are pending, the related cases must be handled before one judge unless impractical. Upon discovery of two or more cases with substantially the same issues and parties, the latest filed case shall be closed or consolidated into the first filed of the related actions.

Upon discovery of the existence of other multiple pending related cases, not otherwise subject to the cross-over provisions in Section VI., A. or B., should it be impractical for one judge to handle all pending related cases, 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 the 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; and

4. Whether there are ongoing dependency issues which are being addressed by the Juvenile Division of the court as required by law.

D. COORDINATION AMONG THE JUDICIARY

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 the purposes of hearings, dispositions, and resolution of the matters before the court. To the extent that any issue of confidentiality may apply, all legal requirements shall be observed.

After consultation, if the judges assigned to the cases at issue decide it is impractical to assign all of the related cases to the same judge, the judges will enter appropriate orders expressing such findings and thereafter exchange information so that each judge involved with the family is aware of the other pleadings and the issues being addressed.²⁰

VII. FAMILY LAW ADVISORY GROUP²¹

The success of any UFC is dependent upon effective communication among all stakeholders both in the judicial system and in the community. The Administrative UFC Judge shall oversee the Family Law Advisory Group ("FLAG") for the Fourth Judicial Circuit. Membership may include:²²

- Family Law Division Administrative Judge
- Juvenile Division Administrative Judge
- Judges, Domestic Relations
- Judges, Juvenile
- Judges, Domestic Violence
- Judges, County
- General Counsel or Assistant General Counsel(s), Fourth Judicial Circuit
- Hearing Officers
- Magistrates
- Case Managers
- Self Help Center Director
- Clerk of Court
- Clerk's Office Staff
- Supervised Visitation Providers

²⁰SUGGESTION: Administrative Order M2002-04, Fifth Judicial Circuit.

²¹REQUIREMENT: 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).

²²Suggested membership approved by the Unified Family Court Subcommittee of the Steering Committee on Families and Children in the Court.

Domestic Violence Advocates/Shelter Staff
Senior Deputy Court Administrator
State Attorneys
Public Defenders
Criminal Conflict and Civil Regional Conflict Counsel and Staff
Legal Services/Legal Aid Attorneys and Staff
Department of Children and Families
Department of Juvenile Justice
Batterers' Intervention Providers
Office of Guardian ad Litem
Community-Based Care Providers for DCF
Law Enforcement
Community Organizers
Faith-Based-Community Programs
United States Navy Family Services Staff
Attorneys
Bar Association Representatives

Specific details related to **establishment of the FLAG** and individual membership are addressed in Administrative Order 2001-21.XX. The FLAG shall meet monthly, or more often upon the call of the Chair.

VIII. CLAY AND NASSAU COUNTIES

This Rule (Administrative Order) does not establish a Family Law or Juvenile Division in Clay and Nassau Counties. Clay and Nassau Counties will make every effort to utilize the coordinated management model adopted by the Florida Supreme Court,²³ taking into account the individual needs and resources within each county. The essential elements identified by the Family Court Steering Committee will be utilized in Clay and Nassau Counties when available and appropriate.²⁴ The cross-over provisions of this Rule shall also not apply to Clay and Nassau Counties, but both such counties are encouraged to adopt similar procedure for the consolidation of family law and juvenile actions before the judges serving in such counties.

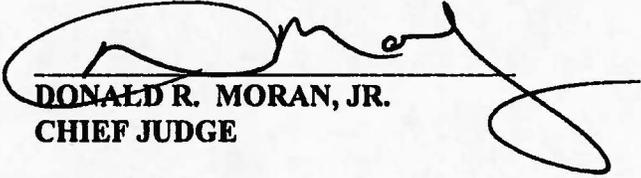
IX. This Administrative Order shall become effective upon signing and remain in effect until further Order of the Court, and all terms and conditions set forth in this Fourth Amended Administrative Order 92-1 shall apply unless otherwise ordered by the Court.

²³In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 528 (Fla. 2001).

²⁴See In re: Report of the Family Court Steering Committee, 794 So. 2d 518, 532 (Fla. 2001).

X. This Fourth Amended Administrative Order No. 92-1 shall be recorded in the Official Records of Duval County in the State of Florida, and Certified Copies of this Order shall be furnished to the Jacksonville Bar Association and the Clerk of Courts in Clay and Nassau Counties for recording in those counties. The Clerks of Court for Clay and Nassau Counties shall provide Certified Copies of this Order to their respective Bar Associations.

ORDERED in Duval County, Florida, this 21 day of May, 2014.


DONALD R. MORAN, JR.
CHIEF JUDGE

Copies to:

All Judges of the Fourth Judicial Circuit
The Honorable David C. Wiggins, Administrative Judge, Family Law Division
All Magistrates in the Fourth Judicial Circuit
The Honorable Ronnie Fussell, Clerk of the Circuit Court, Duval County
The Honorable Tara S. Green, Clerk of the Circuit Court, Clay County
The Honorable John A. Crawford, Clerk of the Circuit Court, Nassau County
Jim Kowalski, Esq., Executive Director JALA
Charles Bishop, Family Court Manager, Fourth Circuit
Joseph G. Stelma, Jr., Fourth Judicial Circuit Trial Court Administrator
Eve Janocko, Chief Deputy Court Administrator
The Jacksonville Bar Association
The Clay County Bar Association
The Nassau County Bar Association
Caroline C. Emery, Court Counsel
Judicial Staff Attorneys, Fourth Judicial Circuit
Duval County Law Library