

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 5.01

UNIFIED FAMILY COURT

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

WHEREAS, the Supreme Court of Florida 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 the use of court resources in order to avoid conflicting decisions and to minimize inconvenience to families;

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

Whenever possible, families 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;

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).

Judges are responsible for managing their cases with due consideration of the needs of the families, the litigants, and the issues presented by the cases;

Judges should manage their cases in a manner that conserves judicial resources and diverts cases to non-judicial and quasi-judicial personnel for resolution, when appropriate and consistent with the ends of justice;

Courts must coordinate and maximize court resources, and they must establish linkages with community resources;

The court's role in restructuring families 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 should be 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 Eighth Judicial Circuit, in order to establish a Family Division 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 to serve better the needs of the citizens of the state of Florida, it is hereby **ORDERED** as follows:

I. SCOPE

The Family Division of the Eighth Judicial Circuit shall include, at a minimum, the types of cases specified by the Family Court Steering Committee,³ as well as those deemed appropriate for inclusion as follows:

- i. Dissolution of marriage;
- ii. Division and distribution of property arising out of a dissolution of marriage;

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

- iii. Annulment;
- iv. Support unconnected with dissolution of marriage;
- v. Paternity;
- vi. Child support;
- vii. URESA/UIFSA;
- viii. Custodial care of children and access to children;
- ix. Adoptions authorized in Chapter 63, Florida Statutes;
- x. Name change;
- xi. Declaratory judgment actions related to premarital, marital, or postmarital agreements;
- xii. Domestic, dating, sexual, and repeat violence injunctions;
- xiii. Termination of parental rights as authorized in Chapter 63, Florida Statutes;
- xiv. Emancipation of a minor;
- xv. Delayed certificate of birth;
- xvi. Modification and enforcement of orders entered in Family Division cases;
- xvii. Dependency;
- xviii. Termination of parental rights;
- xix. Juvenile delinquency;
- xx. Children in Need of Services/Families in Need of Services;
- xxi. Truancy;
- xxii. Specialty courts, including juvenile drug court and dependency drug court.

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 Eighth Judicial Circuit's comprehensive response to children and families in litigation.⁴ The Administrative Family Judge will manage the Family Division and be responsible for:⁵

- a. Coordinating the development in the Eighth Judicial Circuit of a comprehensive plan for implementation of the family court concept;
- b. Developing proposed policy, operating procedures, and administrative orders for the implementation of the circuit's family court plan;

⁴ 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 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.").

c. Monitoring and reporting progress toward implementation of the family court plan;

d. Coordinating the development of resources that may be required by family courts (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 treatment and placements because of drug/alcohol dependency or mental illness, and as appropriate, guardianships;

e. Developing and facilitating communications with court-related entities regarding 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

f. Developing a means of orienting newly assigned Family Division judges to the concept of 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.

III. UNIFIED FAMILY COURT DIVISION

In Alachua County, there shall be a Unified Family Court Division, which shall include cases in which a litigant is a party to a pending dependency proceeding and one or more additional Family Division cases. The Clerk is authorized and directed to assign any new case which meets this criterion to the Unified Family Court Division.

IV. ROTATION OF JUDGES

Judges are assigned to the Family Division for a term of three years unless they specifically request to serve for a longer period of time, or unless the needs of the circuit require otherwise. In order to ensure that Family Division judges are experienced in family law matters,⁶ and to ensure that continuity and consistency can be maintained in the Family

⁶ Recommendation of the Family Court Steering Committee.

Division, the periodic rotation of judges shall not cause the reassignment of more than one-half of the Family Division judges during any one year. In order to encourage the retention of Family Division judges who are committed to the welfare of children and families, judges may request that the Chief Judge consider assigning them to additional consecutive terms or permanency in the Family Division.

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 and domestic violence before assuming the assignment, or within sixty (60) days after assuming the assignment, or as soon as said training is available.⁷ Such training may be obtained at meetings of the Conference of Circuit Judges, at the College of Advanced Judicial Studies, or at the Florida Bar Family Law Certification Review course. The Chief Judge will ensure that these judges have this opportunity.

It is the policy of the Eighth 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 Family Division judge to function as a mentor to judges entering the division.

V. ESSENTIAL ELEMENTS⁸

A. Case Management

With the assistance of Family Division staff when available, the Family Division judges shall assess, differentiate, and monitor the resources needed for handling cases, identify all collateral cases affecting the parties involved, monitor the movement of cases through the judicial process, and dispose of cases in a timely manner.

Case management shall include:⁹

⁷ See In re: Report of the Family Court Steering Committee, 794 So.2d 518, 532 (Fla. 2001).

⁸ 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.”).

- i. initial review and evaluation of cases, including assignment of cases to court divisions or dockets;
- ii. case monitoring, tracking and coordination;
- iii. scheduling of judicial events; and
- iv. referral to services, and coordination, monitoring, and tracking of cases within the Family Division.

B. Self-Help

The judges of the Eighth Judicial Circuit shall ensure that self-help programs provide 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 clerks of the circuit court shall provide ministerial assistance to *pro se* litigants. Such assistance shall not include providing legal advice.¹⁰

Procedural information is provided through regularly scheduled seminars available free of charge in Alachua County. In the other five (regional) counties of the circuit, a Pro Se Manager is available on a regular basis to meet with unrepresented litigants.

Pro se cases may be heard by Family Division judges or by a General Magistrate. Case management assistance is provided by the Alachua County Pro Se Manager and the regional county Pro Se Manager.

C. Domestic Violence

1. Petitions for Temporary Injunctions

The Administrative Family Judge shall consult with other judges within the Family Division and develop a procedure which ensures that cases involving domestic violence (including repeat violence, dating violence, and sexual violence) are identified and managed in a manner that is organized, timely and sensitive to the special dynamics involved in

⁹ See amendments to section 29.004, Florida Statutes, in House Bill 113A, section 40.

¹⁰ See Amendments to section 28.215, Florida Statutes in House Bill 113A, section 27.

these cases.¹¹ The procedure shall comply with the requirements of Florida Family Law Rule of Procedure 12.610. Every effort shall be made to identify all Family Division cases in which domestic violence is an issue.

The review of petitions for injunctions against domestic, repeat, sexual and dating violence shall be a priority for the Family Division. Within the Family Division, one judge shall be designated as the domestic violence judge. During regular work hours, all petitions except those that have a corresponding Unified Family Court case will be taken to the assigned domestic violence judge for review. If that judge is unavailable, another Family Division judge shall be sought. If no Family Division judge is available, any Circuit Judge or County Court Judge who has been authorized to perform circuit judge duties may review the petitions. When there is a corresponding Unified Family Court case, the domestic violence petition shall be referred to the Unified Family Court judge when possible.

Until 4:00 PM on weekdays, petitions from Alachua County may be brought to the office of the Family Division. A staff person in that office will log in the petition and determine if the domestic violence judge is available. If that judge is available, staff will deliver the petition and any related files to that judge. That judge's judicial assistant or Family Division staff will prepare any necessary orders and referrals to the Department of Children and Families. When an order is signed, Family Division staff will be notified and will deliver the order to the Clerk's office. If the domestic violence judge is not available, staff shall type all potential orders and referrals and attempt to locate an available judge. If no judge is available in the Family and Civil Justice Center, staff may contact the domestic violence judge by telephone or may fax the petition and orders to a judge in the Criminal Justice Center. After 4:00 PM, the Clerk's office will take the petition directly to a judge.

In the regional counties, if no Circuit Judge or County Court Judge who has been authorized to perform circuit judge duties is available, the Clerk may fax the petition to the Family Division in Alachua County during regular work hours. Family Division staff will

¹¹ In re: Report of the Family Court Steering Committee, 794 So.2d 518, 526 (Fla. 2001).

attempt to locate an available judge to review the petition. Judges who review petitions for injunctions for protection shall carefully apply the standard of proof stated in Chapter 741, Florida Statutes.

All temporary injunctions will be processed by the Court and the Clerk's office on the same day the petition is filed.

2. Return Hearings

Unless a temporary injunction is denied, a return hearing is set before the domestic violence judge or the judge handling related Family Division cases for the same parties. When the court has ruled on the petition, all relevant sections of the order shall be completed and the order shall be signed. Copies shall be provided to the petitioner and respondent at that time unless the respondent is absent, in which case the order will be provided to the Sheriff's office for service.

If the permanent injunction requires action on the part of the respondent, such as enrollment in and attendance at a batterer's intervention program or anger management program, obtaining a substance abuse evaluation, surrender of firearms, or payment of child support, the court will issue an order to appear which requires the respondent to file proof of compliance. Such compliance hearings may be held before a Circuit Judge, a County Court Judge authorized to perform circuit judge duties, or a General Magistrate.

D. Alternative Dispute Resolution

It is the policy of the Eighth 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.

In any filed action involving family matters and issues, the parties are required to attend family mediation unless otherwise excepted by statute, rule, or court order. The policies and procedures regarding family mediation in the Eighth Circuit are set forth in Administrative Order 5.1070(D).

The ADR program will screen cases for issues of domestic violence and will determine how best to handle these issues.

Any case within the Family Division (see Sec. I of this order) may be referred to ADR.

E. Guardian Ad Litem

The Guardian ad Litem (GAL) Program currently provides services only in dependency cases. The Eighth Judicial Circuit will coordinate with the GAL Program to ensure representation of the best interests of children involved in dependency cases involving allegations of abuse, abandonment, or neglect. In other Family Division cases, the Eighth Circuit may appoint qualified persons to serve as guardians when necessary or appropriate. Such persons will be compensated by the parties when feasible, or will act as pro bono volunteers.

F. Magistrates and Child Support Hearing Officers

General Magistrates 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.¹² Child Support Hearing Officers 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.

G. Custody Evaluation

In domestic relations cases in which it is particularly difficult to determine the best interests of the child, the court may appoint a custody evaluator. When such appointments are made, it is the policy of the Eighth 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, and background investigations of parties. The information will be evaluated, and a written report with recommendations will be provided to the court. In

¹² Report of the Family Court Steering Committee, 2000-2002 Appendix A.

general, the cost of these evaluations will be paid by the parties. In limited circumstances, when the parties cannot pay these costs, and when funds are available to the court, the evaluation may be performed at no cost to the parties. The person performing the custody evaluation may not be appointed as the parenting coordinator in the same case.

When a custody evaluator's fees are to be paid by the court, he or she must enter into a contract with the Eighth Judicial Circuit before he or she may accept the assignment by the court of such a case.

H. Supervised Visitation

The Administrative Family Judge, or his or her designee, shall verify on an annual basis that the minimum standards for visitation centers as set forth by the Florida Supreme Court are met in the Eighth Judicial Circuit. The Family Visitation Center of Alachua County currently has a contract with the Eighth Judicial Circuit to provide supervised visitation and monitored exchange services. Additional centers may apply to provide services.

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 a parent education and family stabilization course prior to the entry of a final judgment in their case. Generally, this requirement may not be discharged by enrollment in an internet course or other such long distance learning course. The Florida Department of Children and Families is responsible for approving all classes offered pursuant to this section.

J. Counseling Services/Treatment Programs

Under the leadership of the Administrative Family Judge, and in consultation with the Family Division judges, Family Division staff and community service providers, the Eighth 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.¹³

¹³ See In re: Report of the Family Court Steering Committee, 794 So.2d 518, 526 (Fla. 2001).

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 and the Courthouse Security Committee to develop a plan which provides security personnel and equipment which are adequate to ensure that the work of the Family Division is conducted in environments that provide safety to judges, judicial staff, non-judicial staff, and the public.¹⁴

In order to promote safety, judges shall hold domestic violence hearings in a courtroom whenever possible. The Chief Judge, the Administrative Family Law 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 Eighth 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.¹⁵

M. Parenting Coordinators

In domestic relations cases in which parents continue to request judicial intervention in disputes after the entry of an initial final judgment, the court may refer the parties to a parenting coordinator. When such referrals are made, it is the policy of the Eighth Judicial Circuit to use appropriately credentialed mental health professionals. Parent coordinators shall be mental health professionals with either a masters or doctorate degree, and shall be certified family mediators. The person acting as the parenting coordinator in a case may not perform a custody evaluation in the same case.

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

¹⁵ 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 Eighth Judicial Circuit's plan for coordination of cases is based on the coordinated management model adopted by the Florida Supreme Court¹⁶ 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 throughout the circuit.

Pursuant to Florida Rule of Judicial Administration 2.085 (2005), every party filing a case in the Family Division must also file a Notice of Related Cases (attached) identifying any known cases involving the parties. The Clerk will assist the court in providing complete information about known cases. In identifying related cases, the Eighth Circuit recognizes that many family cases involve individuals and issues that are interrelated, but do not involve a family¹⁷ relationship or children. A Family Division judge or case manager will determine whether any of the parties or children have pending or closed Family Division cases. If they have such cases, the court will decide whether all or some of the cases should be assigned to the Unified Family Court judge in order to conserve judicial resources, avoid inconsistent court orders, and eliminate multiple court appearances on the same issue.

A. Assignment of Crossover Cases

Any party filing a case in the Family Division shall file a Notice of Other Pending Family Court Actions, including as much information as possible about any known cases. This form will be available at the Clerk's office and on the Eighth Judicial Circuit website. Upon notice that other pending cases exist, the Clerk will identify those cases.

In all instances in which a litigant is a party to a pending dependency case and another related Family Division case, the related case shall be assigned or transferred to the Unified Family Court Division.

¹⁶ In re: report of the Family Court Steering Committee, 794 So.2d 518, 528 (Fla. 2001).

¹⁷ Pursuant to chapter 39 and 985, Florida Statutes, "family" is defined as a collective body of persons, consisting of a child and 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.

In all instances in which a litigant is a party to two or more related pending Family Division cases, none of which is a dependency case, the cases shall be assigned or transferred to the division to which that party's first related case was assigned.

When a petition for protection against domestic violence (including repeat violence, dating violence, and sexual violence) is filed and another Family Division case is pending, the case shall be assigned to the division to which the pending family case is assigned. Each Family Division judge will have a time set aside each week to hold return hearings. The time for each judge will be designated in the Master Calendar. Petitions for protection filed when there are no other pending family cases shall be assigned to Division DV.

"Pending" shall be defined for the purpose of this order as any Family Division case over which the court has jurisdiction. This paragraph shall not be construed, however, to prevent child support hearing officers from hearing any Title IV-D or Title IV-D eligible child support proceedings that otherwise would be heard by the hearing officer, notwithstanding that any party or child therein is also involved in a related Family Division case.

Upon notification by a judge or judge's designee, the Clerk shall conjoin and transfer a case from one division to another to accomplish the goals of the Unified Family Court.

B. Domestic Violence Cases

One judge from the Family Division is assigned as the domestic violence judge. That judge will have the primary responsibility for reviewing and acting on all petitions seeking an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence, except those that have a corresponding Unified Family Court case. However, in deciding whether or not to grant temporary injunctive relief, the judge must consider the written petition on an ex parte basis.

The domestic violence judge is also assigned the responsibility for conducting evidentiary hearings to consider whether to enter final injunctions for protection in all cases in

which there is not already a pending family law case involving the same parties. It is that judge's responsibility to grant or deny the injunction on the claims raised in the petition for the injunction, including claims for child custody and exclusive use of a marital residence. Post-judgment hearings to review a respondent's compliance with court-ordered acts, such as substance abuse treatment or batterer's intervention classes, may be referred to a General Magistrate. Parties may be referred to mediation pursuant to Florida Family Law Rule of Procedure 12.610(c)(1)(C).

C. Judicial Discretion

Upon discovery of the existence of multiple pending related cases, not otherwise subject to the provisions above regarding dependency cross-over, judges shall confer to determine the best way to address the pending issues in such cases. The assigned judges 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, and how judicial labor should be divided. In making such determinations, the following guidelines should be used:

- i. Which judge has been assigned to the case longest, and which judge has been the most active and is most familiar with the family and/or its issues;
- ii. Whether one of the cases is active or closed;
- iii. Whether there are ongoing financial issues, other than child support between the parties; and
- iv. Whether there are ongoing dependency issues which are being addressed by the Juvenile Division of the court as required by law.

VII. FAMILY LAW ADVISORY GROUP¹⁸

The success of the Family Division is dependent upon effective communication among all stakeholders, both in the judicial system and in the community. The Administrative Family Judge shall oversee the Family Law Advisory Group for the Eighth Judicial Circuit. An executive committee shall be established which shall meet periodically. Plenary meetings of the total

¹⁸ 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).

membership shall be held at least twice a year. The membership of the executive committee may include:¹⁹

- Family Division Judge
- Family Court Manager
- Hearing Officer
- Magistrate
- Domestic Violence Advocates/Shelter Staff
- State Attorneys
- Legal Services/Legal Aid
- Department of Children and Families
- Faith-based-Community Programs
- Family Law Attorney(s)
- ADR Director
- Clerk of Court

VIII. REGIONAL COUNTIES

This Administrative Order does not establish a separate Family Division in Baker, Bradford, Gilchrist, Levy, or Union Counties, as their respective sizes do not presently justify separate Family Divisions, and a circuitwide Family Division in the Eighth Circuit has been created by local rule. These counties will make every effort to utilize the coordinated management model adopted by the Florida Supreme Court,²⁰ taking into account the individual needs and resources of litigants and the court within each county. The essential elements identified by the Family Court Steering Committee will be utilized in these counties when they are available and appropriate.²¹ The cross-over provisions of this order shall not apply in those counties, but judges in those counties are encouraged to adopt similar procedures for the coordination of Family Division cases.

This Administrative Order shall become effective upon being signed.

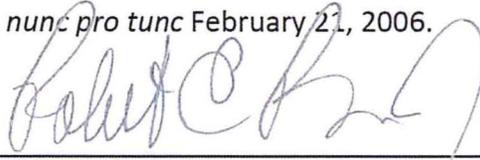
¹⁹ Suggested membership approved by the Unified Family Court Subcommittee of the Steering Committee on Families and Children in the Court.

²⁰ In re: Report of the Family Court Steering Committee, 794 So.2d 518, 528 (Fla. 2001).

²¹ See In re: Report of the Family Court Steering Committee, 794 So.2d 518, 532 (Fla. 2001).

This order renumbers and reformats prior Administrative Order No. 5.1222 entitled
"Unified Family Court."

ORDERED ON this 5th day of October, 2012 *nunc pro tunc* February 21, 2006.

A handwritten signature in blue ink, appearing to read "Robert E. Roundtree, Jr.", written over a horizontal line.

Robert E. Roundtree, Jr., Chief Judge

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR _____ COUNTY

Petitioner/Plaintiff,

CASE NO.:

v.

DIVISION:

Respondent/Defendant.

NOTICE OF RELATED CASES

Pursuant to Fla. R. Jud. Admin. 2.085, the (Petitioner/Plaintiff/Respondent/Defendant) by and through his/her undersigned attorney, hereby gives notice that the following court action(s) involving one or more of the above-named persons, the children of these persons in the case of a family law matter, or the same issues, is/are pending:

1.

Case caption and case number - If unknown, state the names of the parties and the county in which the action is pending. For juvenile cases, children may be identified by initials.

Brief statement as to how the cases are related

If a family law case, a statement as to whether assignment to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions

2.

Case caption and case number - If unknown, state the names of the parties and the county in which the action is pending. For juvenile cases, children may be identified by initials.

Brief statement as to how the cases are related

If a family law case, a statement as to whether assignment to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions

If the related cases involve the minor children of the parties, list the children's names and date of birth:

_____	_____
Name	Date of birth
_____	_____
Name	Date of birth
_____	_____
Name	Date of birth
_____	_____
Name	Date of birth

Use additional sheets if necessary for either cases or children's names.

If any related cases are identified, a copy of this notice must be served on the presiding judges, the administrative judge, and all parties in the related cases and the following certificate of service must be completed.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true copy of this Notice of Related Cases has been provided either by hand delivery or U.S. mail to the following addressees this _____ day of _____ 20__.

Presiding Judge	Presiding Judge
Administrative Judge	Party to related case
Party to related case	Party to related case

Signature
Print Name: _____
Address: _____
Telephone: _____