

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER NO. A-2013- 56**

**ADMINISTRATIVE ORDER ESTABLISHING FORECLOSURE CASE STATUS  
REPORTING REQUIREMENTS**

**WHEREAS**, Florida Supreme Court Administrative Order SC13-51 requires each Chief Judge to issue an administrative order establishing a mechanism that enables judges to provide explicit direction to each Clerk of Court's office with regard to designating a change in the status of a foreclosure case for statistical reporting purposes;

As Chief Judge of this Fifth Judicial Circuit and in accordance with Florida Rule of Judicial Administration 2.215(b)(2), it is now therefore:

**ORDERED:**

The Clerk of Court in each county in this Fifth Judicial Circuit shall designate a foreclosure case as inactive when court activity is suspended pending resolution of an issue external to the Court or an issue that does not directly involve the court in resolving that issue.

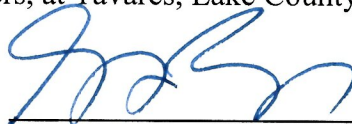
Examples of events that would move a case from active to inactive are:

1. When directed by the presiding judge or judge's staff
2. A stay of bankruptcy
3. Resolution of the case requires resolution of a related case
4. On-going settlement negotiations or agreement by both parties
5. Case is on hold pending appeal
6. A hold is placed on the case due to Department of Justice document review, and;
7. Any other criteria that would otherwise make a case inactive.

The Clerk of Court shall designate a foreclosure case as active when the criteria in the above paragraph cease to exist.

Judges judicial assistants and/or court case managers shall notify the clerk of court in writing (fax, email, letter, monthly spreadsheet) when they are aware that the Clerk of Court should change a case status from active to inactive or vice versa.

**DONE AND ORDERED** in Chambers, at Tavares, Lake County, Florida, on this 13 day of Nov, 2013.



**DON F. BRIGGS**  
Chief Judge  
Fifth Judicial Circuit