

In accordance with Florida Rule of Judicial Administration 2.215 (b)(3) the Chief Judge is required to develop and file with the Florida Supreme Court an Administrative Plan that demonstrates the proper and efficient administration of all courts within this Circuit.

# **Administrative Plan for the Fifth Judicial Circuit**

August 2, 2017

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# THE FIFTH JUDICIAL CIRCUIT OF FLORIDA

## ADMINISTRATIVE PLAN

**WHEREAS**, the Florida Rules of Judicial Administration 2.215 require the Chief Judge to develop an administrative plan for the efficient and effective administration of the courts and judicial resources within the circuit; and

**WHEREAS**, the administrative plan provides for the general operational policies of the court including the assignment of judges to divisions, the prompt disposition of cases, control of the dockets, and regulation of the use of court facilities, and other administrative matters detailed in the plan; it is therefore

### **ORDERED:**

The Administrative Plan for the operation of the Fifth Circuit is as follows:

#### **I. DESCRIPTION OF THE CIRCUIT**

The Fifth Judicial Circuit is composed of five counties: Citrus, Hernando, Lake, Marion, and Sumter. Occasionally, based on the geography, the circuit is divided into three areas for administrative planning purposes:

- (1) Tri-County Area:  
Citrus, Hernando, and Sumter Counties
- (2) Lake County, and
- (3) Marion County.

There are forty-two judges in the Fifth Circuit, consisting of thirty-one circuit judges and eleven county court judges. Marion County is designated as the headquarters of the Fifth Circuit, which is the main headquarters of the Chief Judge's office in this Circuit. Circuit court judicial assignments currently include 4.40 in Citrus County, 5.60 in Hernando County, 8.00 in Lake County, 11.00 in Marion County, and 2.00 in Sumter County. Circuit judges are assigned to each county within the circuit and receive their case assignments annually.

There are eleven county court judges as follows: one in Citrus County, two in Hernando County, three in Lake County, four in Marion County, and one in Sumter County.

**II.      EQUITABLE DELIVERY OF CIRCUIT AND COUNTY COURT SERVICES**

The Fifth Judicial Circuit is comprised of five diverse counties with different needs and political environments. The Circuit is committed to the equitable delivery of circuit and county court support, and court services and programs beneficial to all citizens within the circuit. Court services include services specifically for the operation and support of the judicial branch court system only and include without limitation:

- Court Administration & Americans with Disabilities Act Accommodations,
- Court reporting services and transcription services,
- Court foreign language and sign language interpreters and translators,
- Court appointed expert witness services via an express grant of statutory authority, and
- Alternative Dispute Resolution Services including court mediation services.

See attached list of administrative orders concerning delivery of court services.

**III.     ASSIGNMENTS AND ROTATIONS**

Administrative judges appointed by the chief judge in each county are directly responsible for determining judicial assignments under the direction of the chief judge. The length of each judge’s assignment may vary depending upon special circumstances of the court and the specific needs, skills, and experience of a judge and the specific needs of the county or the circuit. See attached list of administrative orders concerning assignments and rotations.

**IV.     APPEALS - APPELLATE DIVISION OF THE CIRCUIT COURT**

Appeals from county court to circuit court are heard by a panel of three judges. Appointment to the appellate panel is by the chief judge. See attached list of Local Rules and administrative orders concerning appeals, the appellate panel creation and judicial assignment.

**V.      JUDGES’ MEETINGS**

Judges’ meetings shall be held periodically at the discretion of the chief judge and/or the administrative judges for the counties.

**VI.     ADMINISTRATIVE JUDGES**

Administrative judges are responsible for the organization and delivery of court services on behalf of the chief judge. In this capacity, the administrative judges are responsible for the

oversight and case management as directed by the chief judge. An administrative judge is appointed by the chief judge to serve in each of the five counties of the circuit. In addition, there will be one family law administrative judge for the circuit appointed by the chief judge. The chief judge may serve as the family law administrative judge or the administrative judge of his or her county or both. Alternatively, the chief judge may appoint another judge to serve. As permitted by the rules of judicial administration, the chief judge may appoint other additional administrative judges. See attached list of administrative orders concerning administrative judge appointments and assignments.

**VII. SENIOR JUDGES**

Senior judges are a resource for the court and may be assigned by the chief judge to cover assignments as needed. See attached list of administrative orders concerning senior judge assignments.

**VIII. GENERAL MAGISTRATES/JUDICIAL HEARING OFFICERS**

General magistrates and judicial hearing officers support family, including child support, civil, and traffic case divisions, and may perform other assignments as permitted by the law and as directed by the chief judge. General magistrates and judicial hearing officers are managed by the chief judge, with judicial oversight and supervision by their local county administrative judge or, where applicable, the family law administrative judge. General magistrates' assignments are currently assigned within civil and family divisions as follows: 1.00 in Citrus County, 1.00 in Hernando County, 1.00 in Lake County, 1.60 in Marion County, and 0.40 in Sumter County. Child support hearing officer assignments include 0.30 in Citrus County, 0.40 in Hernando County, 0.60 in Lake County, 1.00 in Marion County, and 0.20 in Sumter County. Civil traffic hearing officer assignments include 0.25 in Citrus County, 0.50 in Lake County, and 0.50 in Marion County. See attached list of administrative orders concerning general magistrates and hearing officers.

**IX. WEEKEND AND HOLIDAY FIRST APPEARANCE HEARINGS**

All circuit and county court judges shall take weekend/holiday duty for first appearance equally and will be assigned by rotation by administrative order for each county or administrative area. See attached list of administrative orders concerning weekend and holiday first appearance hearings.

**X. SPECIALTY AND ALTERNATIVE COURTS**

The Fifth Judicial Circuit is committed to the support of the Specialty and Alternative Courts. The Fifth Circuit has the following Specialty and Alternative Courts:

- (1) Felony Drug Court (Citrus County)
- (2) Dependency Drug Court (Citrus County)
- (3) Felony, Misdemeanor, and Juvenile Mental Health Court (Citrus County)
- (4) Felony Drug Court (Hernando County)
- (5) Felony Mental Health Court (Hernando County)
- (6) Felony Veterans Treatment Court (Hernando County)
- (7) Felony and Misdemeanor Veterans Court (Lake County County)
- (8) Felony Drug Court (Marion County)
- (9) Felony Expansion Drug Court (Marion County)
- (10) Dependency Drug Court (Marion County)
- (11) Delinquency Drug Court (Marion County)
- (12) Misdemeanor Drug Court (Marion County)
- (13) Felony and Misdemeanor Mental Health Court (Marion County)
- (14) Felony and Misdemeanor Veterans Treatment Court (Marion County)
- (15) DUI Court (Marion County)
- (16) Felony and Misdemeanor Drug Court (Sumter County)
- (17) Felony Veterans Treatment Court (Sumter County)

See attached list of administrative orders concerning specialty courts.

**XI. OTHER COURT PROGRAMS**

The Fifth Judicial circuit has a number of other Court Programs administered by Court Administration for the benefit of the litigants and the Judiciary. See attached list of administrative orders concerning other Court Programs.

**XII. UNIFIED FAMILY COURT**

The Fifth Judicial Circuit supports the principals and practice of Unified Family Court. Family cases are screened for related cases. Related cases are assigned following the policy of

“one family one judge” within each county pursuant to circuit-wide administrative order and administrative orders for each county. A major component of the Unified Family Court is case management. The court system, through a cooperative effort between the Clerk’s offices in the circuit, family court case management, the Department of Children and Families, and other agencies, will continue to focus on improved outcomes for children and families in all family law cases. See attached list of Local Rules and administrative orders concerning Unified Family Court.

### **XIII. CASE MANAGEMENT**

Cases are expected to be resolved timely. Resolving cases timely requires judicial commitment, technology, technology staff, case managers, and quality data entry. The Fifth Judicial Circuit will continue to develop the technology resources and foster the judicial commitment for case management. Case management includes initial review and evaluation of cases, case monitoring, tracking, and coordination of service referrals. See attached list of administrative orders concerning case management.

### **XIV. SECURITY**

The safety and security of attorneys, litigants, staff, jurors, judges, and the public in all courthouses is paramount. There shall be consistent procedures and practices for court security throughout the Fifth Judicial Circuit implemented through administrative orders. See attached list of administrative orders concerning security.

Dated August 2, 2017.



S. Sue Robbins  
Chief Judge  
Fifth Judicial Circuit

**I. DESCRIPTION OF THE CIRCUIT**

**II. EQUITABLE DELIVERY OF CIRCUIT AND COUNTY COURT SERVICES**

<a href="#">A1994-21</a>	AO Regarding the Equal Employment Opportunity Statement & Complaint Procedure for the Fifth Judicial Circuit
<a href="#">A2004-14</a>	Sexual Harassment Policy and Complaint Procedures Against Judges
<a href="#">A2010-01-E</a>	AO Regarding Court Reporting- Fourth Amended A-2010-01-E
<a href="#">A2010-12-A</a>	Amended AO Regarding the Americans With Disabilities Act of 1990
<a href="#">A2010-39</a>	AO RE: Legal Representation for Judicial Officers and Employees
<a href="#">A2012-46</a>	AO Rescinding A2008-27, Providing for Court Mediation Services for Family, Dependency, and County Civil Cases.
<a href="#">A2014-12</a>	AO Establishing Bail Schedule and Rescinding Administrative Order Number A2011-28
<a href="#">A2014-28</a>	AO Establishing Uniform Orders for Mental Evaluations
<a href="#">A2017-23</a>	Administrative Order Regarding Rates of Compensation for Court Appointed Attorneys; Due Process Costs; Expert Fee Guidelines for Indigent Cases; and Rescinding Administrative Order Number A-2008-41-B
<a href="#">C2010-06-A</a>	Second Amended AO RE: Americans With Disabilities Act of 1990
<a href="#">H2010-07-A</a>	Second Amended AO Regarding Americans with Disabilities Act of 1990. Order Rescinding AO H-97-34-A-1
<a href="#">L2013-34-A</a>	Amended AO Regarding Americans with Disabilities Act of 1990, Order Rescinding AO L2010-09-B
<a href="#">M2010-08-A</a>	Second Amended AO RE: Americans with Disabilities Act of 1990; Order Rescinding AO M98-18-A
<a href="#">S2014-44</a>	AO Regarding Americans with Disabilities Act of 1990 and Rescinding AO Number S2010-10-A

**III. ASSIGNMENTS AND ROTATIONS**

<a href="#">A2017-17</a>	Administrative Order Appointing Circuit Judge to Preside Over Excess Fee Motions for Hernando, Citrus, and Sumter Counties
<a href="#">A2017-18</a>	Administrative Order Appointing Circuit Judge to Preside Over Excess Fee Motions for Lake and Marion Counties
<a href="#">C2016-35</a>	In Re: Duty Judge Rotation and Judicial Assignments for Calendar Year 2017
<a href="#">H2016-47-D</a>	Fourth Amended Administrative Order Establishing Caseload Assignment for 2017
<a href="#">L2017-32</a>	Amended Order of County Court Assignments for 2018

<a href="#">L2017-31</a>	Administrative Order of Circuit Court Assignments for 2018
<a href="#">M2016-56</a>	Revised Order to Establish Marion County Court Assignments for 2017
<a href="#">M2016-41-A</a>	Amended Marion County Circuit Judges Judicial Assignments for the Year 2017
<a href="#">S-2016-44</a>	AO Regarding Judicial Assignments for Calendar Year 2017

#### IV. APPEALS - APPELLATE DIVISION OF THE CIRCUIT COURT

<a href="#">Local Rule 1</a>	Circuit-wide	LR RE: Divisions of Court; Appellate Division
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<a href="#">A2013-9-C</a>	Second Amended AO Establishing Procedures for the Appellate Division of Circuit Court, Fifth Judicial Circuit of Florida
<a href="#">A2014-17</a>	AO of Assignment of Circuit Judges to the Appellate Division of the Fifth Judicial Circuit and Rescinding AO A2005-31-B

#### V. JUDGES' MEETINGS

#### VI. ADMINISTRATIVE JUDGES

<a href="#">A2017-26</a>	Administrative Order Re: Uniform Appointment of Administrative Judges and Rescinding Administrative Order A-2011-43-B
<a href="#">A2017-25</a>	Administrative Order Appointing Administrative Judge for Family Law Courts and Divisions of the Fifth Judicial Circuit and Rescinding Administrative Order A-2007-02
<a href="#">M2017-29</a>	Administrative Order of Re-Appointment of Administrative Judge of the County Courts in Marion County

#### VII. SENIOR JUDGES

<a href="#">A2017-19-A</a>	Amended Administrative Order Assigning a Senior Judge to the Backlog Foreclosure Docket in Marion County
<a href="#">A2017-20</a>	Administrative Order Assigning a Senior Judge to the Backlog Foreclosure Docket in Lake County
<a href="#">A2017-21</a>	Administrative Order Assigning a Senior Judge to the Backlog Foreclosure Docket in Hernando County
<a href="#">A2017-22</a>	Administrative Order Assigning a Senior Judge to the Backlog Foreclosure Docket in Citrus County



**VIII. GENERAL MAGISTRATES/JUDICIAL HEARING OFFICERS**

<a href="#">A2005-11-C</a>	Third Amended AO RE: General Magistrates and Child Support Hearing Officers
<a href="#">A2013-37-C</a>	AO RE: Appointment of Joni M. Emling as Child Support Enforcement Hearing Officer
<a href="#">A2017-4</a>	In Re: Appointment of Raul Rojas as Child Support Enforcement Hearing Officer
<a href="#">A2017-12</a>	In Re: Appointment of Lyvette Vazquez Gonzalez as Child Support Enforcement Hearing Officer

**IX. WEEKEND AND HOLIDAY FIRST APPEARANCE HEARINGS**

<a href="#">A2006-33</a>	AO Rescinding and Vacating AO A96-44 and AO Regarding First Appearance / Duty Judge Responsibilities within the Tri-County Area of the Fifth Judicial Circuit
<a href="#">A2016-21</a>	AO Regarding Weekend and Holiday Duty 2017
<a href="#">A2017-14</a>	Administrative Order Regarding Weekend And Holiday Duty 2018
<a href="#">C2016-35</a>	In Re: Duty Judge Rotation and Judicial Assignments for Calendar Year 2017
<a href="#">H2016-28</a>	AO Assigning Duty Judge Rotation for Calendar Year 2017
<a href="#">S-2016-45</a>	AO Regarding Duty Judge Rotation for Calendar Year 2017

**X. SPECIALTY AND ALTERNATIVE COURTS**

<a href="#">A2013-20</a>	Re: Drug Court – Misdemeanor Substance Abuse Pre-trial Treatment Intervention Program
<a href="#">C2008-05</a>	AO Creating the Mental Health Court and Mental Health Court Diversion Program in Citrus County
<a href="#">C2012-36</a>	AO Establishing Participation Fees in the Mental Health Court and the Mental Health Court Diversion Program in Citrus County
<a href="#">C2012-44</a>	AO Creating Dependency Drug Court
<a href="#">C2013-59</a>	AO RE: Alternative Sanctions Program
<a href="#">C2017-07</a>	Administrative Order Implementing Veterans’ Treatment Court Division in Citrus County
<a href="#">H2001-10</a>	AO Establishing Batterer’s Intervention and Educational Programs for Persons Involved in Domestic Violence
<a href="#">H2010-46-A</a>	Amended AO Creating the Hernando County Youth Court Division in Hernando County
<a href="#">H2010-45</a>	AO RE: Drug Court Division in Hernando County Circuit Court and Rescinding AO H2007-21
<a href="#">H2012-01</a>	AO Creating Dependency Drug Court
<a href="#">H2015-55</a>	Administrative Order Regarding the Mental Health Court Division in Hernando County Circuit Court and Rescinding AO H2008-14-A
<a href="#">H2016-20</a>	AO Implementing Veterans’ Treatment Court Division in Hernando County
<a href="#">L2016-55</a>	Amended Administrative Order Implementing Veterans’ Treatment Court Division In Lake County, Vacating Administrative Order L-2016-15

<a href="#">M2000-24</a>	AO creating DUI court
<a href="#">M2002-29</a>	AO Creating Dependency Drug Court
<a href="#">M2009-06</a>	AO Creating the Marion County Mental Health Court and Rescinding Administrative Order M2002-20
<a href="#">M2009-27</a>	AO Creating the Marion County Teen Court Program in Marion County and Rescinding AO M2002-32
<a href="#">M2009-26-A</a>	Amended AO Creating the Marion County Juvenile Drug Court Program in Marion County
<a href="#">M2010-14-B</a>	Second Amended AO Establishing the Felony Post-Adjudicatory Drug Court Expansion Program in Marion County
<a href="#">M2012-20</a>	AO Appointing Judge to Preside Over Veterans' Treatment Court Division in Marion County
<a href="#">M2012-19</a>	AO Implementing Veterans' Treatment Court Division in Marion County
<a href="#">M2014-65</a>	AO Establishing Fee Structure for Misdemeanor Drug Court Program
<a href="#">M2014-64</a>	AO Establishing A Misdemeanor Drug Court Program for Marion County
<a href="#">M2017-15</a>	Administrative Order Establishing the Felony Treatment-Based Drug Court Program in Marion County and Rescinding Administrative Order Number M-2012-34
<a href="#">S-2016-31</a>	AO Implementing Veterans' Treatment Court Division in Sumter County
<a href="#">S-2016-36</a>	Order of Appointment to Preside Over Veterans' Treatment Court
<a href="#">S-2016-37</a>	Order of Appointment to Preside Over Drug Treatment Court
<a href="#">S-2016-38-A</a>	Amended AO Establishing a Misdemeanor and Felony Drug Court Program in Sumter County

**XI. OTHER COURT PROGRAMS**

<a href="#">A2008-08-B</a>	Amended AO Establishing Court Ordered Non-Binding Arbitration in the Fifth Judicial Circuit
<a href="#">A2008-21-B</a>	Second Amended Administrative Order Regarding Certification and Regulation of Civil Process Servers and Order Establishing the 5th Circuit Certified Civil Process Server Review Board, and Rescinding A92-25A-2
<a href="#">A2012-24-A</a>	Amended Administrative Order on Special Appointment as Fifth Judicial Circuit Representatives for Fairness and Diversity Training
<a href="#">A2013-45-B</a>	Second Amended AO Establishing Local Professionalism Panels and Procedures for Resolving Professionalism Complaints
<a href="#">A2014-3</a>	AO Establishing a Certified Therapy Dog Program for the Fifth Judicial Circuit
<a href="#">A2016-10</a>	In Re: Establishment of Fifth Circuit Pro Bono Committee and Designation of Official Legal Aid Providers
<a href="#">A2016-13</a>	AO Appointing Chairs of the Fifth Judicial Circuit Professionalism Committees (Educational Division and Professional Practice Division) and Rescinding Administrative Orders A-2013-54 and A-2015-61
<a href="#">A2016-19</a>	AO In Re: Special Appointment to the Fifth Judicial Circuit Certified Civil Process Server

	Review Board and Rescinding Administrative Order Number A2013-18-A
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## XII. UNIFIED AND FAMILY COURTS

<a href="#">Local Rule 6A</a>	Marion	LR Establishing a Family Law Division within the Fifth Judicial Circuit
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<a href="#">A2002-03</a>	AO Establishing Model Family Law Court in the Fifth Judicial Circuit
<a href="#">A2002-14</a>	AO Regarding Establishment of Child Support Orders in Dependency Actions
<a href="#">A2006-32-A</a>	Order Amending AO-2006-32, RESCINDING AO-2006-02 and Approving Family Law Self Help Forms
<a href="#">A2012-46</a>	AO Rescinding A2008-27, Providing for Court Mediation Services for Family, Dependency, and County Civil Cases.
<a href="#">A2015-10</a>	AO Regarding Unified Family Court
<a href="#">A2017-25</a>	Administrative Order Appointing Administrative Judge for Family Law Courts and Divisions of the Fifth Judicial Circuit and Rescinding Administrative Order A-2007-02
<a href="#">C2002-05</a>	AO Regarding Model Family Law Court
<a href="#">C2003-07</a>	AO Re: Citrus County Family Law Administrative Order
<a href="#">C2005-09</a>	AO Establishing Family Case Management Office
<a href="#">C2007-22-B</a>	Second Amended AO Re: Standing Family law Pretrial Court Order
<a href="#">C2015-33-A</a>	Re: Unified Family Court
<a href="#">H2005-12</a>	AO Establishing Family Court Case Management Program and Procedures for the Family Self-help Program in Hernando County
<a href="#">H2015-21</a>	AO Unified Family Court
<a href="#">L2000-31</a>	AO Establishing Family Law Self-Help Program
<a href="#">L2002-01</a>	AO Regarding Model Family Law Court
<a href="#">L2015-15</a>	AO Unified Family Court
<a href="#">M1997-12</a>	Establishment of Family Law Division Mediation Program in and for the Fifth Judicial Circuit of Florida
<a href="#">M1999-04</a>	AO Establishing Family Law Self-Help Program
<a href="#">M2010-23-C</a>	Fourth Revised AO Re: Standing Domestic Relations Court Order
<a href="#">M2015-16</a>	AO Amending and Superseding AO M2007-05 and Expanding Unified Family Court Principles in Marion County Family Division Cases
<a href="#">S2008-03</a>	AO RE: Standing Family Law Court Order
<a href="#">S2008-22</a>	AO Establishing Policies and Procedures for Unified Family Court in Sumter County

**XIII. CASE MANAGEMENT**

<a href="#">A2005-28-A</a>	Amended AO Requiring Uniformity of Transference of Drug Court Cases Within the Fifth Judicial Circuit
<a href="#">A2009-03</a>	AO RE: Re-Assignment of Cases and Out of County Assignments and Rescinding AO A-92-7
<a href="#">A2010-33</a>	AO RE: Closing Re-Opened Cases in the Fifth Circuit
<a href="#">A2010-51</a>	AO RE: Reporting of Pending Caseloads and Dismissal for Lack of Prosecution and Rescinding AO A1986-06
<a href="#">A2013-56</a>	AO Establishing Foreclosure Case Status Reporting Requirements

**XIV. SECURITY**

<a href="#">H2009-14A</a>	Amended AO RE: Security of the Court and Rescinding AO H93-20A
<a href="#">L2005-08</a>	AO Vacating Section I-A of AO L97-53 RE: Public Access and the Introduction of Weapons into the Lake County Judicial Center
<a href="#">L1997-53</a>	Fourth Amended Administrative Order Regarding Building Security at Lake County Judicial Center (also see L2005-8)
<a href="#">M2000-01-A1</a>	Amended AO RE: Security of Marion County Judicial Center and Clerk's Office Bldg.
<a href="#">S2008-30</a>	AO Relating to Security of the Court
<a href="#">S2008-47</a>	AO RE: Entry to Sumter County Judicial Center