

IN THE CIRCUIT COURT OF THE FIFTH
JUDICIAL CIRCUIT, IN AND FOR
CITRUS COUNTY, FLORIDA

ADMINISTRATIVE ORDER C2005- 09

ADMINISTRATIVE ORDER ESTABLISHING FAMILY

CASE MANAGEMENT OFFICE

WHEREAS, an overwhelming number of people are representing themselves in family cases filed in Citrus County;

WHEREAS, these litigants cause a substantial time strain on the clerk's office and the judiciary;

WHEREAS, the Family Court Case Management Office is assigned the responsibility of helping the judiciary process these cases efficiently;

WHEREAS, the Family Court Case Management Office provides information on forms and instructions approved by the Florida Supreme Court and provides information on phone contacts from pro se clients in a post filing setting.

WHEREAS, the Family Court Case Management Office provides access to the family court for many people who cannot afford attorneys and has improved the court's efficiency to process its cases;

WHEREAS, on December 3, 1998 the Florida Supreme Court adopted Rule 12.750, Florida Family Law Rules of Procedure to regulate Family Self-Help Programs and allowed the Chief Judges to establish such programs by administrative order;

WHEREAS, the program in Citrus County is controlled by this rule, it is therefore:

ORDERED AND ADJUDGED:


A Family Self-Help Program is established in Citrus County pursuant to Rule 12.750, Florida Family Rules of Procedure.

The Clerk of the Circuit Court may furnish a packet containing Supreme Court Approved forms and instructions to self-represented litigants at a price which covers the cost of copying. The Family Court Case Management Office self-help personnel may provide information about forms and instructions for completing them, but will not fill out the approved forms for the self-represented litigants, and will not perform legal research for them. Any changes to the packet of Supreme Court Approved forms and instructions will be provided to the Clerk of the Circuit Court by the Family Court Case Management Office.

This administrative order establishes the Family Court Case Management Office. Self-represented litigants may receive the assistance of the Family Court Case Management Office after the filing of their motions and/or pleadings. All self-represented litigants must have their file reviewed by the Family Court Case Management Office before the case is set for hearing or trial to determine if the parties have complied with all necessary requirements.

The Administrative Judge of the Family Law Division and /or Chief Judge may establish other procedures for the program that do not conflict with the limitations of Rule 12.750.

DONE AND ORDERED in Chambers at Citrus County, Florida this 31 day of May, 2005.



Patricia V. Thomas
Administrative Judge
Citrus County, Florida