

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

**ADMINISTRATIVE ORDER NO: A-2022-47**

**REGARDING THE TEMPORARY USE OF DESIGNATION  
OF CURRENT MAILING AND E-MAIL ADDRESS FORM  
IN FAMILY LAW COURT**

**WHEREAS**, Florida Rules of General Practice and Judicial Administration 2.215(a) fixes administrative responsibility for ensuring the efficient and proper administration of all courts within the circuit in the Chief Judge of the Fifth Judicial Circuit, and other judges which he or she may designate: and

**WHEREAS**, pursuant to Florida Rules of General Practice and Judicial Administration 2.215(b)(5) and by Administrative Order A-2017-25, the undersigned judge is Administrative Judge of the family Law Courts and Divisions of the Fifth Judicial Circuit; and

**WHEREAS**, effective October 1, 2022, Florida Rules of General Practice and Judicial Administration 2.516 and Florida Family Law Rules of Procedure 12.080 require any party not represented by an attorney to serve a designation of primary e-mail address and also may designate no more than two secondary e-mail addresses in all Family Law cases; and

**WHEREAS**, Florida Supreme Court Approved Family Law Form 12.915, currently in use throughout the Fifth Judicial Circuit, contains language which allows a pro se litigant to unilaterally decline to provide an email address, which is now, effective October 1, 2022, contrary to Florida Law, it is necessary to temporarily use an amended form compliant with Florida Law until such time as an updated form is adapted by the Florida Supreme Court; and

**WHEREAS**, Fifth Judicial Circuit Administrative Order A-2018-02-B does not authorize the use of forms other than those approved by [that] order and the Florida Family Law Rules of Procedure 12.900 *et sequentes*; and any self-help forms disseminated to the general public shall be reviewed by the Family Law Administrative Judge for compliance with Florida Law; and

**WHEREAS**, the undersigned, having reviewed the attached Form and found it to be compliant with current Florida Law, not inconsistent with approved Family Law Forms, and in consultation with the Chief Judge of the Fifth Judicial Circuit, it is deemed necessary and appropriate for the prompt, effective, and efficient progression of family law cases to provide forms requiring designation of primary email addresses;

It is, therefore, **ORDERED** as follows:

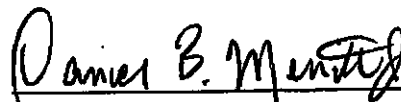
1. The attached Form entitled DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS shall be used within the Fifth

Judicial Circuit and disseminated to the general public for the reason of self-help.

2. This Order is effective immediately and shall remain in effect until an updated Form 12.915 is approved by the Florida Supreme Court and further order of the Court.

3. Nothing in this order shall in any way effect the validity of any other Fifth Judicial Circuit Administrative Order, or any portion thereof, except to the extent that the attached Form is to be temporarily used as a substitute for Form 12.915.

**Ordered**, in chambers at Ocala, Marion County, Florida  
on October 24<sup>th</sup>, 2022



\_\_\_\_\_  
Daniel B. Merritt, Jr.  
Chief Judge, Fifth Judicial Circuit



\_\_\_\_\_  
Ann Melinda Craggs  
Family Law Administrative Judge,  
Fifth Judicial Circuit

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

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS**

I, {full legal name}, \_\_\_\_\_, being sworn, certify that:

**MAILING ADDRESS:**

My current mailing address is:

{Street or Post Office Box} \_\_\_\_\_

{City}, \_\_\_\_\_, {State}, \_\_\_\_\_, {Zip} \_\_\_\_\_.

{Telephone No.} \_\_\_\_\_ {Fax No.} \_\_\_\_\_.

**E-MAIL ADDRESS\*\*:**

The following is/are my e-mail address(es) for the purposes of serving and receiving documents:

Primary e-mail address:

\_\_\_\_\_

Secondary e-mail address No.1: (*May designate up to two secondary e-mail addresses*):

\_\_\_\_\_

Secondary e-mail address No. 2:

\_\_\_\_\_

**I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the e-mail address(es) on record at the clerk's office.**

\*\*Effective 10/1/22, the designation of an email address is mandatory pursuant to Florida Rules of General Practice and Judicial Administration 2.516 and Florida Family Law Rules of Procedure 12.080 unless excused pursuant to Florida Rules of General Practice and Judicial Administration 2.516(b)(1)(D).

I certify that a copy of this document was \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed and mailed  
\_\_\_\_\_ hand-delivered to the person(s) listed below on {date}\_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Party

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*[Print, type, or stamp commissioned name of notary  
or clerk.]*

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only one} \_\_\_\_\_ Petitioner \_\_\_\_\_ Respondent

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{street} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_, {telephone number} \_\_\_\_\_