

IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA

IN RE: IDENTIFICATION OF COURT PLEADINGS
WITH SPECIFICITY

ADMINISTRATIVE
ORDER
NO. 2.35

FILED

OCT 31 2013
LEE CO. FLORIDA
CLERK OF COURTS
BY _____ D.C.

WHEREAS, the Florida State Courts System and Clerks of Court are steadily moving in the direction of increased reliance upon electronic filing, electronic service, electronic scheduling, and electronic case dockets, as provided for by the Florida Supreme Court Standards for Electronic Access to the Courts (adopted June 2009, modifications adopted May 2013);

and

WHEREAS, the ability to accurately and quickly identify or locate court pleadings, orders and other documents serves the interest of minimizing confusion and serves the further purpose of ensuring that judicial proceedings are handled as expeditiously and efficiently as possible;

and

WHEREAS, several provisions within the Florida Rules of Courts already provide that documents filed shall be styled or captioned in such a manner as to indicate clearly the subject matter of the document and the party requesting relief; Fla. R. Civ. P. 1.100; Fla. R. Crim. P. 3.090;

In accordance with the authority vested in the Chief Judge pursuant to Fla. R. Jud. Admin. 2.215, it is **ORDERED** as follows:

1. **Title or Caption of Pleadings:** When a party to a proceeding before the Courts of the Twentieth Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, the party or counsel shall, for ease of further reference, title or caption with

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specificity the pleading, document, notice of hearing, or proposed order so as to facilitate the ability to quickly identify and locate same utilizing only the title or caption.

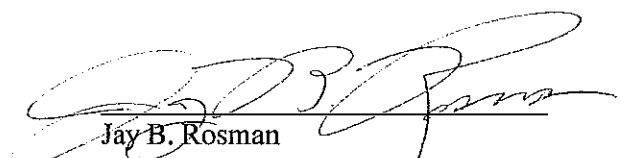
2. Pleadings Referenced Within Other Pleadings: When a party to a proceeding before the Courts of the Twentieth Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, which includes a reference to a previously filed pleading, document or to the motion being scheduled for hearing, the party or counsel shall, for ease of further reference: (1) identify with specificity the previously filed pleading or document referenced therein, or the motion being scheduled for hearing; (2) identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the date it was filed with the Clerk of Court; and, (3) if available, identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the docket line or docket number, as may be reflected on the Clerk's online web portal, if accessible by the party or counsel.

3. Hearings Scheduled Through JACS: When a party to a proceeding before the Courts of the Twentieth Judicial Circuit, or counsel, files a notice of a hearing scheduled through the Judicial Automated Calendaring System (JACS), and if the party or counsel receives a JACS confirmation number, the party or counsel shall include the JACS confirmation number within the caption of the written notice of hearing.

4. Failure to comply with the provisions of this Administrative Order or the applicable rules of procedure may, within the discretion of the judge and in accordance with applicable case law, result in the pleading being stricken. However, this Administrative Order is not intended to circumvent any jurisdictional time limitations and shall not be construed or applied as such.

5. To the extent that any provision of this Administrative Order may conflict with any rule, case law, or statute, the rule, case law, or statute will prevail.

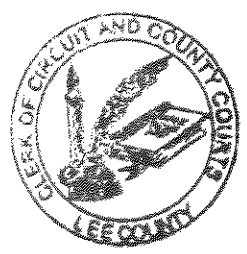
DONE AND ORDERED in chambers in Fort Myers, Lee County, Florida, this 30th day of Oct., 2013.


Jay B. Rosman
Chief Judge

History. - New.

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I certify this document to be a true and correct copy of the record on file in my office,
Linda Doggett, Clerk Circuit/
County Court, Lee County, FL
Dated: 10-31-13



By Am
Deputy Clerk

Administrative Order 2.35

STATE OF FLORIDA, COUNTY OF LEE
FILED FOR RECORD
This 31 Day of OCT 2013 Recorded in CIRCUIT
Book 57 Page 106-108 and Record Verified.
LINDA DOGGETT By Am
Clerk Circuit Court Deputy Clerk