

IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT IN AND  
FOR CHARLOTTE COUNTY, FLORIDA CIVIL ACTION

CASE NO:

\_\_\_\_\_ /

**STANDING ORDER**  
**CIRCUIT CIVIL CASES IN THE TWENTIETH JUDICIAL CIRCUIT**

PURSUANT to Florida Rule of Civil Procedure 1.200 (b) and (d) (4) as amended effective January 1, 2025, Florida Rule of Judicial Administration 2.545, the parties are ordered to adhere to the following information and procedures applicable to civil lawsuits in the Charlotte County Circuit Court:

1. **SERVICE OF THIS ORDER.** The Plaintiff is directed to serve a copy of this order with each Summons issued in this case. One copy of this Order is to be filed with the Clerk of the Circuit Court with proof of service. The Plaintiff shall pay the appropriate statutory clerk's fees for copies for each Standing Order issued and attached to the Summons.

2. **CIVIL CASE MANAGEMENT SYSTEM.** The Supreme Court of Florida has established guidelines and directives for the prompt processing and resolution of civil cases and the issuance of a case management plan to help meet those guidelines. In contested cases (other than involuntary commitment of sexually violent predators, Extraordinary Writs, 90 day Notice of Medical Malpractice Claim, and Administrative Appeals), the parties are required to participate in the case management system. The Court will issue a Case Management Plan 120 days from the date of the filing of a case. However, if it becomes necessary to amend the court issued Case Management Plan, the parties may submit an Agreed Court Ordered Case Management Plan *subject to the courts approval*, or if the parties cannot agree on an Amended Plan the parties may request a case management conference.

The Agreed Court Ordered Case Management Plan in fillable format may be accessed on the Court's website at: <https://www.ca.cjis20.org/Programs/Civil-Case-Management/generalcivil.aspx> If a Case Management Conference is scheduled, attendance by trial counsel and those parties who are not represented by counsel is mandatory. The Agreed Case Management Plans and Order are to be submitted through the [E-Filing Portal](https://www.myflcourtaccess.com/default.aspx) at <https://www.myflcourtaccess.com/default.aspx> and must include a cover letter to Civil Case Management.

3. **ALTERNATIVE DISPUTE RESOLUTION (ADR).** ADR provides parties with an out-of-court alternative for settling disagreements. The Court requires the parties to participate in ADR prior to trial. Mediation is mandatory unless the parties agree to another form of ADR. Mediation is a conference at which an independent third party attempts to arrange a settlement between the parties. The Court, at its discretion, may order the case be referred to Non-Binding Arbitration. Non-Binding Arbitration is the process in which the court refers a case to a registered arbitrator, or panel of arbitrators, who will hear evidence and make an award which may become a final judgment if a Motion for Trial De Novo is not timely filed pursuant to Fla. R. Civ. P. 1820(h).

4. **FAILURE TO PROSECUTE.** The Court will issue a Notice of Intent to Dismiss a case if there is no record of activity within a ten (10) month period of time.

5. **RULES OF PROFESSIONALISM.** The Twentieth Judicial Circuit has adopted Administrative Order 2.20, which sets forth standards of professional courtesy and conduct for all counsel practicing within the Circuit and self-represented litigants. The Court requires that all parties familiarize themselves and comply with Administrative Order 2.20. Administrative Order 2.20 may be viewed on the Court's website at: [http://www.ca.cjis20.org/web/main/ao\\_admin.asp](http://www.ca.cjis20.org/web/main/ao_admin.asp)

**DONE AND ORDERED** in Chambers at Punta Gorda, Charlotte County, Florida, on May 2, 2025

Hon. Geoffrey H. Gentile (electronically signed)  
Administrative Circuit Judge

Hon. Russell T. Kirshy (electronically signed)  
Circuit Judge