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FEB 17 2025

LEE CO. FLORIDA
CLERK OF COURTS
D.C.

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

IN RE: ESTABLISHMENT AND IMPLEMENTATION
OF CIVIL CASE MANAGEMENT PLANS

ADMINISTRATIVE
ORDER
NO. 1.13
-THIRD AMENDED-

WHEREAS, it is in the best interest of the citizens of the Twentieth Judicial Circuit for the Court to develop innovative means to further improve the fair, predictable, efficient, and timely disposition of civil cases in the civil divisions of the Court; and

WHEREAS, local Administrative Order No. 1.13, In re: Establishment and Implementation of Civil Case Management Plan, was originally entered December 10, 2010, and amended on May 11, 2012; and

WHEREAS, the Florida Supreme Court issued Administrative Order No. AOSC20-23 (Amendment 12) on April 13, 2021, containing new directives regarding civil case management, after which local Administrative Order No. 1.13, In re: Establishment and Implementation of Civil Case Management Plan, was again amended on April 29, 2021; and

WHEREAS, the Florida Supreme Court recently issued Administrative Order No. AOSC23-0962, as amended December 5, 2024, which in part, revised Florida Rule of Civil Procedure 1.200 to require the chief judge of each judicial circuit to enter an administrative order addressing certain case management requirements; and

WHEREAS, the Florida Supreme Court's revision to Florida Rule of Civil Procedure 1.200 codifies most of the requirements of Administrative Order No. AOSC20-23 (Amendment

I hereby certify this document to
be a true and correct copy of the
record on file in my office
Kevin C. Karnes, Clerk of the
Circuit Court, Lee County, FL
Dated: 02/17/2025
By A. Gary
Deputy Clerk



13)¹, but modifies or refines some requirements; and

WHEREAS, the changes to Florida Rule of Civil Procedure 1.200 adopted by the Florida Supreme Court are to become effective on January 1, 2025; and

WHEREAS, this Administrative Order is issued in accordance with Florida Rule of Civil Procedure 1.200; and

WHEREAS, this Administrative Order contemplates that the Florida Rules of Civil Procedure will be enforced on a consistent and just basis, that access to hearing time will be consistently and reasonably available, that counsel will utilize access to the Court wisely and appropriately, and that, to the fullest extent possible, the Court, counsel, and the parties will work to consistently move cases to timely resolution; and

WHEREAS, all judges within the Twentieth Judicial Circuit are directed to strictly comply with Florida Rule of General Practice & Judicial Administration 2.545(a), (b), and (e), which respectively require judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage and to control the progress of the case thereafter until it is determined, and to apply a firm continuance policy allowing continuances only for good cause shown; and

WHEREAS, the purpose of a court ordered civil case management plan issued pursuant to this Administrative Order shall be to set a plan for consistent progress towards the timely resolution of each case and to set reasonable expectations for the client, the attorneys, and the Court in every case;

¹ The Florida Supreme Court issued Amendment 13 to Administrative Order No. AOSC20-23 on May 6, 2024.



NOW, THEREFORE, pursuant to the authority prescribed under Florida Rule of General Practice & Judicial Administration 2.215, and in accordance with Florida Supreme Court Administrative Order No. AOSC23-0962, it is hereby **ORDERED** as follows:

1. There is established within the Twentieth Judicial Circuit a series of Court Ordered Case Management Plans applicable to circuit and county civil cases for the implementation of enhanced case management procedures and guidelines for the timely and efficient processing of circuit and county civil cases.

2. The basis for the Court Ordered Case Management Plans is attached hereto as the “Civil Differentiated Case Management (DCM) Procedures,” which is incorporated as if fully set forth herein. The Court Ordered Case Management Plans are to be used for the purpose of establishing time standards, improving the court’s ability to provide early and continuous management of civil cases as required by Florida Rule of General Practice & Judicial Administration 2.545, and promoting uniformity of practice throughout the Twentieth Judicial Circuit. The Court Ordered Case Management Plans to be used within the courts of the Twentieth Judicial Circuit are attached to the “Civil Differentiated Case Management (DCM) Procedures” as Attachments B, C, and D.

3. It is intended that the Court Ordered Case Management Plans be implemented uniformly circuitwide within the Twentieth Judicial Circuit.

4. Full implementation of the “Civil Differentiated Case Management Procedures,” including all uniform circuitwide procedures and forms, shall apply to all circuit and county civil cases filed in the Twentieth Judicial Circuit, effective January 1, 2025.


5. Any updates or modifications to the forms shall be effectuated by further amendment to this Administrative Order.



6. The procedures and time standards set forth in the plans are intended to facilitate the timely, fair, and effective resolution of civil cases while ensuring the efficient use of court resources. The procedures and time standards do not supplant any existing rule, statute, or law. Neither this Administrative Order nor the Court Ordered Case Management Plans shall be construed as granting any rights not already provided for by rule, statute, or law.

7. To the extent that any provision of this Administrative Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.

DONE AND ORDERED in Chambers in Fort Myers, Lee County, Florida, this 17th day of February, 2025, *nunc pro tunc* to January 1, 2025.



J. Frank Porter
Chief Judge

History – Administrative Order 1.13 (December 10, 2010); Administrative Order 1.13 (amended) (May 11, 2012); Administrative Order 1.13 (amended) (April 29, 2021).



Civil Differentiated Case Management (DCM) Procedures

The following requirements apply to all civil cases in the Twentieth Judicial Circuit, except those listed as exceptions under Florida Rule of Civil Procedure 1.200(a).

I. DEADLINE FOR COURT ORDERED CASE MANAGEMENT PLAN

- A. A Court Ordered Case Management Plan must be entered no later than 120 days after the action commences. In accordance with Florida Rule of Civil Procedure 1.200(i), the form case management plans for streamlined and general circuit civil cases are included herein as Attachments B and C, respectively. The form case management plan for streamlined county civil cases is included herein as Attachment D.
- B. For all cases with existing case management orders under which parties are proceeding, no additional case management order need be entered.

II. COURT ORDERED CASE MANAGEMENT PLAN REQUIREMENTS

Local Administrative Order No. 1.13 and these DCM procedures are intended to implement the requirements of Florida Rule of General Practice & Judicial Administration 2.545¹ and Florida Rule of Civil Procedure 1.010² and to honor the requirement to progress cases to resolution. Counsel are required to follow the Court Ordered Case Management Plan entered in their case. Failure to follow the scheduling deadlines of the order will result in sanctions by the presiding judge in the case. The presiding judge may sanction counsel, sanction clients, dismiss the action, strike pleadings, limit proof by excluding witnesses or exhibits, or take any other appropriate action as provided by Florida Rule of Civil Procedure 1.200(c).

- A. The Court Ordered Case Management Plan shall specify the projected date of trial; indicate that the deadlines established in the order will be strictly enforced by the court; and, indicate that a final trial period will be ordered by the presiding judge no later than forty-five (45) days before the projected trial period set forth in the Court Ordered Case Management Plan, pursuant to Florida Rule of Civil Procedure 1.440.
- B. If a trial is not reached during the trial period set by court order, the Court must enter an order setting a new trial period that is as soon as practicable, given the needs of the case and resources of the Court. The order resetting the trial period

¹ "Judges and lawyers have a professional obligation to conclude litigation as soon as it is reasonably and justly possible to do so. However, parties and counsel shall be afforded a reasonable time to prepare and present their case." Fla. R. Gen. Prac. & Jud. Admin. 2.545(a).

² The Rules of Civil Procedure "shall be construed to secure the just, speedy, and inexpensive determination of every action." Fla. R. Civ. P. 1.010.



must reflect what further activity will or will not be permitted, pursuant to Florida Rule of Civil Procedure 1.200(h).

- C. The maximum deadlines specified in the Court Ordered Case Management Plan, as well as the projected date of trial, shall be consistent with the time standards specified in Florida Rule of General Practice & Judicial Administration 2.250(a)(1)(B) for the completion of civil cases.
- D. The Case Management Order shall include the following deadlines:

CASE MANAGEMENT ORDER DEADLINES
Service of Complaint
Service Under Extensions
Initial Discovery Disclosures: Rule 1.280(a)
Adding New Parties or Amending Complaint
Filing and Resolution of all Motions/Objections to Pleadings
Disclosure of Fact Witnesses
Disclosure of Expert Witnesses
Completion of Fact Discovery
Completion of Expert Discovery
Filing and Service of Dispositive Motions, including Summary Judgment and Daubert Motions
All Dispositive Motions, including Summary Judgment and Daubert Motions, heard or resolved
Pre-Trial Motions, including Motions in Limine and Deposition Designations (Filing and Resolution)
Completion of Alternative Dispute Resolution
Filing of Witness and Exhibit List
Projected Trial Period



III. PROCEDURE FOR IMPLEMENTATION OF COURT ORDERED CASE MANAGEMENT PLANS:

Track Determination: As per Florida Rule of Civil Procedure 1.200(b), the Court must assign each civil case to one (1) of three (3) case management tracks by either an initial case management order or an administrative order on case management issued by the chief judge of the circuit: streamlined, general or complex. In the Twentieth Judicial Circuit, the Chief Judge has approved a list of presumptive Case Management Track Assignments, attached hereto as Attachment A. These presumptive track assignments may be amended, as may be appropriate, by further amendment to local Administrative Order No. 1.13 and these DCM procedures.

The track assignment affects the case management schedule. Track assignments are not based on the financial value of the case, but rather the amount of judicial attention required for resolution.

Any motion to change the track to which a case is assigned must be filed promptly after the appearance of good cause to support the motion. A track assignment may be changed by the Court on its own motion.

Throughout this process, counsel have an obligation to meet and confer, engage in necessary scheduling and otherwise progress the case in compliance with any Court Ordered Case Management Plan entered under these DCM procedures.

IV. DEFINITIONS OF CASE TRACK ASSIGNMENTS

Complex, streamlined, and general are defined as:

- A. Complex cases are actions that have been designated by court order as complex under Florida Rule of Civil Procedure 1.201. Complex cases must proceed as provided in Florida Rule of Civil Procedure 1.201.
- B. Streamlined cases are actions that reflect some mutual knowledge about the underlying facts, have limited needs for discovery, well-established legal issues related to liability and damages, few anticipated dispositive pretrial motions, minimal documentary evidence, and an anticipated trial length of no more than three (3) days. Uncontested cases should generally be presumed to be streamlined cases.
- C. General cases are all other actions that do not meet the criteria for streamlined or complex.

V. COURT ORDERED CASE MANAGEMENT PLANS

- A. The Court will assign a case management track upon filing pursuant to the list of presumptive Case Management Track Assignments, attached as Attachment A.



- B. A Court Ordered Case Management Plan shall be entered by the Court no later than 120 days after an action commences. The Court Ordered Case Management Plans to be used are attached as Attachments B, C, and D.
- C. Plaintiffs must serve their actions promptly. Service issues must be addressed promptly and with diligence.
- D. No extensions pursuant to Florida Rule of Civil Procedure 1.070 shall be granted without specific proof of diligent effort to effect service and a written explanation of what efforts the Plaintiff intends to pursue to effect service successfully, with proposed deadlines.
- E. Notices of unavailability have no effect on the deadlines set by the Court Ordered Case Management Plan. If a party is unable to comply with a deadline in a Court Ordered Case Management Plan, the party must act consistent with Florida Rule of Civil Procedure 1.200(e)(1)-(3).
- F. Parties should attempt to comply with the case management schedule before objecting. Any motion to extend a deadline, amend a Court Ordered Case Management Plan, or alter a projected trial period must comply with the requirements of Florida Rule of Civil Procedure 1.200(e)(3); Specifically, such motions must specify:
- the basis of the need for the extension, including when the basis became known to the movant;
 - whether the motion is opposed;
 - the specific date to which the movant is requesting the deadline or projected trial period be extended, and whether that date is agreed to by all parties; and
 - the action and specific dates for the action that will enable the movant to meet the proposed new deadline or projected trial period, including, but not limited to, confirming the specific date any required participants such as third-party witnesses or experts are available.

General objections having to do with attorney workload, staffing, and scheduling conflicts should be discussed with clients directly before being brought to the court, and shall be given limited weight.

- G. Standing Order in County Civil Cases – In county civil cases, the Court Ordered Case Management Plan will be issued in conjunction with a standing order. The form “Standing Order in County Civil Cases in the Twentieth Judicial Circuit with Court Ordered Case Management Plan” to be used is attached as Attachment E.



ATTACHMENT A

CASE MANAGEMENT TRACK ASSIGNMENTS

<u>CIRCUIT</u>	<u>CASE TRACK ASSIGNMENT</u>
CONDOMINIUM	GENERAL
CONTRACT AND INDEBTEDNESS	STREAMLINED
EMINENT DOMAIN	COMPLEX
AUTO NEGLIGENCE	GENERAL
NEGLIGENCE OTHER:	
BUSINESS GOVERNANCE	GENERAL
BUSINESS TORTS	GENERAL
ENVIRONMENTAL TORT	COMPLEX
THIRD PARTY INDEMNIFICATION	GENERAL
CONSTRUCTION DEFECT	GENERAL
MASS TORT	COMPLEX
NEGLIGENT SECURITY	GENERAL
NURSING HOME NEGLIGENCE	GENERAL
PREMISE LIABILITY -COMMERCIAL	GENERAL
PREMISE LIABILITY- RESIDENTIAL	GENERAL
PRODUCT LIABILITY	GENERAL
REAL PROPERTY/MORTGAGE FORECLOSURE	
COMMERCIAL \$0-\$50,000	STREAMLINED
COMMERCIAL \$50,001-\$249,999	STREAMLINED
COMMERCIAL \$250,00 OR MORE	STREAMLINED
HOMESTEAD RESIDENTIAL \$0-\$50,000	STREAMLINED
HOMESTEAD RESIDENTIAL \$50,001-\$249,999	STREAMLINED
HOMESTEAD RESIDENTIAL \$250,000 OR MORE	STREAMLINED
NON-HOMESTEAD RESIDENTIAL \$0-\$50,000	STREAMLINED
NON-HOMESTEAD RESIDENTIAL \$50,001-\$249,999	STREAMLINED
NON-HOMESTEAD RESIDENTIAL \$250,000 OR MORE	STREAMLINED
OTHER REAL PROPERTY ACTIONS \$0-\$50,000	STREAMLINED
OTHER REAL PROPERTY ACTIONS \$50,001-\$249,999	STREAMLINED
OTHER REAL PROPERTY ACTIONS \$250,000 OR MORE	STREAMLINED
PROFESSIONAL MALPRACTICE	
MALPRACTICE-BUSINESS	GENERAL
MALPRACTICE-MEDICAL	GENERAL
MALPRACTICE-OTHER PROFESSIONAL	GENERAL
OTHER	
ANTITRUST/TRADE REGULATION	GENERAL
BUSINESS TRANSACTION	GENERAL
CONSTITUTIONAL CHALLENGE-STATUTE OR ORDINANCE	GENERAL



CONSTITUTIONAL CHALLENGE-PROPOSED AMENDMENT	GENERAL
CORPORATE TRUSTS	GENERAL
DISCRIMINATION -EMPLOYMENT OR OTHER	GENERAL
INSURANCE CLAIMS	STREAMLINED
INTELLECTUAL PROPERTY	GENERAL
LIBEL/SLANDER	GENERAL
SHAREHOLDER DERIVATIVE ACTIONS	GENERAL
SECURITIES LITIGATION	GENERAL
TRADE SECRETS	GENERAL
TRUST LITIGATION	GENERAL
<u>COUNTY</u>	<u>CASE TRACK ASSIGNMENT</u>
CIVIL	STREAMLINED
REAL PROPERTY/MORTGAGE FORECLOSURE	STREAMLINED
REPLEVINS	STREAMLINED
OTHER CIVIL (NON-MONETARY)	STREAMLINED



IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

CASE NO.:

Plaintiff(s),

CASE TYPE: CA

vs.

Defendant(s).

JUDGE: _____, Circuit Court Judge

_____/

COURT ORDERED CASE MANAGEMENT PLAN
STREAMLINED

Pursuant to the Twentieth Judicial Circuit Administrative Order No. 1.13, as amended, the Court hereby issues the Case Management Plan for the above-styled case.

Mandatory Status Conference	_____ at _____
Pre-Trial Conference	_____
Docket Sounding	_____
Trial Period	_____

<i>DEADLINE OR EVENT</i>	<i>DATE</i>
1. Service of Complaint	120 Days from Filing
2. Service under Extension	No extension to serve a defendant beyond 180 Days from Filing
3. Initial Discovery Disclosure: Rule 1.280	Plaintiff: 60 days from Service of Complaint or Joinder Defendant(s): 60 days from Service
4. Adding New Parties or Amending Complaint	180 Days Prior to Trial



<i>DEADLINE OR EVENT</i>	<i>DATE</i>
5. (a) Filing of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings. (b) Resolution of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings.	<p>Must be filed consistent with the Florida Rules of Civil Procedure, unless extended by order</p> <p>Must be set for hearing and noticed within 60 days from filing of the motion/objection, or deemed abandoned and denied. Non-movant shall timely submit a proposed order in the event the motion/objection is deemed abandoned and denied.</p>
6. Disclosure of Fact Witness	120 Days Prior to Trial
7. Disclosure of Expert Witness	150 Days Prior to Trial
8. Completion of Fact Discovery	100 Days Prior to Trial
9. Completion of Expert Discovery	100 Days Prior to Trial
10a. Filing and Service of Dispositive Motions, Summary Judgment and Daubert Motions	90 Days Prior to Trial
10b. All Dispositive Motions, Summary Judgment and Daubert Motions heard	10 Days Prior to Pre-Trial Conference
11. Completion of Alternative Dispute Resolution	Mediation: Must be completed <u>30 days</u> prior to the Pretrial Conference.
12. Pre-Trial Matters (Motions in Limine & Deposition Designations)	<p>Filed Prior to Pre-Trial Conference</p> <p>Heard Prior to Docket Sounding</p>
13. Filing of Witness and Exhibit List	30 Days Prior to Pre-Trial



In accordance with Florida Rule of Civil Procedure 1.440(c), a final trial period will be ordered by the Court not later than forty-five (45) days before the projected trial period set forth in this Court Ordered Case Management Plan.

The above-referenced schedule of deadlines will be strictly adhered to by the parties unless a change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions by the Court, including the award of attorney's fees, the striking of pleadings, and/or a dismissal of the action.

If service has not been effectuated as of the date of this Court Ordered Case Management Plan, the Plaintiff shall serve the Defendant(s) a copy of this with its Summons and Complaint.

DONE AND ORDERED in Chambers at, _____, _____ County, Florida
on this _____ day of _____, 20____.



, Circuit Court Judge

Electronic Service via State eFile Portal:

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact _____, whose office is located at _____ and whose telephone number is _____, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.



IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

CASE NO.:

Plaintiff(s),

CASE CA

TYPE:

vs.

Defendant(s).

JUDGE: _____, Circuit Court Judge

COURT ORDERED CASE MANAGEMENT PLAN
GENERAL

Pursuant to the Twentieth Judicial Circuit Administrative Order No. 1.13, as amended, the Court hereby issues the Case Management Plan for the above-styled case.

Mandatory Status Conference	_____ at _____
Pre-Trial Conference	_____
Docket Sounding	_____
Trial Period	_____

<i>DEADLINE OR EVENT</i>	<i>DATE</i>
1. Service of Complaint	120 Days from Filing
2. Service under Extension	No extension to serve a defendant beyond 180 days from filing
3. Initial Discovery Disclosure: Rule 1.280	Plaintiff: 60 days from Service of Complaint or Joinder Defendant(s): 60 days from Service
4. Adding New Parties or Amending Complaint	240 Days Prior to Trial



DEADLINE OR EVENT	DATE
5. (a) Filing of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings. (b) Resolution of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings.	<p>Must be filed consistent with the Florida Rules of Civil Procedure, unless extended by order</p> <p>Must be set for hearing and noticed within 60 days from filing of the motion/objection, or deemed abandoned and denied. Non-movant shall timely submit a proposed order in the event the motion/objection is deemed abandoned and denied.</p>
6. Disclosure of Fact Witness	120 Days Prior to Trial
7. Disclosure of Expert Witness	160 Days Prior to Trial
8. Completion of Fact Discovery	100 Days Prior to Trial
9. Completion of Expert Discovery	100 Days Prior to Trial
10a. Filing and Service of Dispositive Motions, Summary Judgment and Daubert Motions	90 Days Prior to Trial
10b. All Dispositive Motions, Summary Judgment and Daubert Motions heard	10 Days Prior to Pre-Trial Conference
11. Completion of Alternative Dispute Resolution	<p>Mediation: Must be completed <u>30 days</u> prior to the Pretrial Conference.</p> <p>NBA: Must be completed <u>90 days</u> prior to the Pretrial Conference.</p>
12. Pre-Trial Matters (Motions in Limine & Deposition Designations)	<p>Filed Prior to Pre-Trial Conference</p> <p>Heard Prior to Docket Sounding</p>
13. Filing of Witness and Exhibit List	30 Days Prior to Pre-Trial



In accordance with Florida Rule of Civil Procedure 1.440(c), a final trial period will be ordered by the Court not later than forty-five (45) days before the projected trial period set forth in this Court Ordered Case Management Plan.

The above-referenced schedule of deadlines will be strictly adhered to by the parties unless a change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions by the Court, including the award of attorney's fees, the striking of pleadings, and/or a dismissal of the action.

If service has not been effectuated as of the date of this Court Ordered Case Management Plan, the Plaintiff shall serve the Defendant(s) a copy of this with its Summons and Complaint.

DONE AND ORDERED in Chambers at _____, _____ County, Florida
on this _____ day of _____, 20____.

_____, Circuit Court Judge

Electronic Service via State eFile Portal:

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact _____, whose office is located at _____ and whose telephone number is _____, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.



IN THE COUNTY COURT OF THE TWENTIETH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

Plaintiff(s),
vs.
Defendant(s).
_____/

CASE NO.:
CASE TYPE:
JUDGE:

COURT ORDERED CASE MANAGEMENT PLAN

STREAMLINED

Pursuant to the Twentieth Judicial Circuit Administrative Order No. 1.13, as amended, the Court hereby issues the Case Management Plan for the above-styled case.

<i>DEADLINE OR EVENT</i>	<i>DATE</i>
1. Service of Complaint	120 Days from Filing of Complaint
2. Service under Extension	180 Days from Filing of Complaint
3. Initial Discovery Disclosure: Rule 1.280	60 days from Service of Complaint or Joinder
4. Adding New Parties or Amending Complaint (Motions must be filed sufficiently in advance to be heard prior to the deadline.)	180 Days Prior to Trial ¹

¹ "Trial" refers to the first day of the projected trial period, unless later modified by issuance of a trial order that sets an actual trial period. Upon setting an actual trial period, deadlines shall be calculated from the first day of the actual trial period.



DEADLINE OR EVENT	DATE
5. (a) Filing of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings.	Must be filed consistent with the Florida Rules of Civil Procedure, unless extended by order
(b) Resolution of All Objections to Pleadings: Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, and Any Objections to the Pleadings.	Must be set for hearing and noticed within 60 days from filing of the motion/objection, or deemed abandoned and denied. Non-movant shall timely submit a proposed order in the event the motion/objection is deemed abandoned and denied.
6. Disclosure of Fact Witnesses	150 Days Prior to Trial
7. Disclosure of Expert Witnesses	150 Days Prior to Trial
8. Completion of Fact Discovery	100 Days Prior to Trial
9. Completion of Expert Discovery	100 Days Prior to Trial
10. (a) Filing and Service of Dispositive Motions Summary Judgment Motions, and Daubert Motions	100 Days Prior to Trial
(b) Resolution of Dispositive Motions, Summary Judgment Motions, and Daubert Motions	10 Days Prior to Pre-Trial Conference ²

² The Court will issue a separate trial order after service upon defendant(s) that sets a Pre-Trial Conference.



<i>DEADLINE OR EVENT</i>	<i>DATE</i>
11. Completion of Alternative Dispute Resolution	Mediation: Must be completed <u>30 days</u> prior to the Pretrial Conference.
12. Pre-Trial Motions or Other Matters (Including Motions in Limine & Deposition Designations)	Filed Prior to Pre-Trial Conference
	Resolved Prior to Docket Sounding ³
13. Filing of Witness and Exhibit List	30 Days Prior to Pre-Trial Conference
14. Projected Trial Period	365-485 days from Filing of Complaint

In accordance with Florida Rule of Civil Procedure 1.440(c), a final trial period will be ordered by the Court not later than forty-five (45) days before the projected trial period set forth in this Court Ordered Case Management Plan.

The above-referenced schedule of deadlines must be strictly adhered to by the parties unless a change is otherwise agreed to by the parties and approved by the Court. The Court will consider a motion to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability in accordance with Rule 1.200(c), Florida Rules of Civil Procedure. However, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions by the Court, including the award of attorney's fees, the striking of pleadings, and/or a dismissal of the action.

If service has not been effectuated as of the date of this Court Ordered Case Management Plan, the Plaintiff shall serve the Defendant(s) a copy of this with its Summons and Complaint.

DONE AND ORDERED in Chambers at, _____, _____ County, Florida on this _____ day of _____, 20____.

_____, County Court Judge



³ The Court will issue a separate trial order after service upon defendant(s) that sets a Docket Sounding.

Electronic Service via State eFile Portal:

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact _____, whose office is located at _____ and whose telephone number is _____, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.



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

Plaintiff(s),

vs.

CASE NO:

Defendant(s).
 _____ /

**STANDING ORDER IN COUNTY CIVIL CASES IN THE
 TWENTIETH JUDICIAL CIRCUIT
 WITH COURT ORDERED CASE MANAGEMENT PLAN**

PURSUANT to Florida Rule of Civil Procedure 1.200(a), Florida Rule of General Practice & Judicial Administration 2.545, Florida Supreme Court Opinion SC2023-0962, and Twentieth Judicial Circuit Administrative Order No. 1.13 (as amended) entered by the Chief Judge of this Circuit, the parties are ordered to adhere to the following information and procedures applicable to civil lawsuits filed in the County Court, excluding cases governed by summary procedures (such as Eviction cases) and Small Claims cases in which the Florida Rules of Civil Procedure have not been invoked:

1. **SERVICE OF THIS ORDER.** The Plaintiff must serve a copy of this Standing Order, with the attached Court Ordered Case Management Plan, with each Summons issued in this case. One copy of this Standing Order is to be filed with the Clerk of 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. This Court has adopted a case management system to help meet those guidelines. In contested cases (other than cases governed by summary procedures (such as Eviction cases) and Small Claims cases in which the Florida Rules of Civil Procedure have not been invoked), the parties are required to participate in the case management system. In order to meet these guidelines and directives, the Court hereby issues the Court Ordered Case Management Plan attached hereto. Should the parties need to amend this plan during the course of the case, they are referred to Florida Rule of Civil Procedure 1.200(e). The form County Civil Court Ordered Case Management Plan may be accessed on the Court's website at: <https://www.ca.cjis20.org/Programs/Civil-Case-Management/countycivil.aspx>.

3. **ALTERNATIVE DISPUTE RESOLUTION (ADR).** ADR provides parties with an out-of-court alternative for settling disagreements. The most common form of ADR is Mediation, which is a conference at which a Supreme Court Certified mediator, who is a specially trained third party, attempts to facilitate a settlement between the parties. The Court, at its discretion, may require the parties to participate in Mediation prior to trial, unless the parties agree to another form of ADR, such as Non-Binding Arbitration. The Court may, on its own motion or the motion of the parties, refer a case to Non-Binding Arbitration. Non-Binding Arbitration is a process in which the Court refers a case to a registered arbitrator, or panel of arbitrators, who will hear evidence and make an award. That award may become a final judgment in the case if a Notice of Rejection of Arbitration Decision and Request for Trial is not filed pursuant to Fla. R. Civ. P. 1.820(h).



4. **FAILURE TO PROSECUTE.** The Court will issue a Notice of Intent to Dismiss a case if there is no record activity within a ten (10) month period of time pursuant to Rule 1.420(e).

5. **ELECTRONIC SERVICE (e-Service) AND ELECTRONIC FILING (e-File).** In general, attorneys are required to designate a primary e-mail address for the purpose of serving and receiving service of pleadings (after the initial pleading), and are required to electronically file documents through the Florida Courts E-Filing Portal. Likewise, self-represented litigants are required to file with the Clerk a designation of a primary e-mail address for the purpose of serving and receiving service of pleadings (after the initial pleading), and are encouraged to file documents electronically through the Florida Courts E-Filing Portal at <https://www.myflcourtaccess.com>. If a self-represented litigant seeks exemption from e-mail service pursuant to Florida Rule of General Practice & Judicial Administration 2.516(b)(1)(D), they must complete and file a Florida Rule of General Practice & Judicial Administration Form 2.601 and, upon such filing, service by and on that self-represented litigant is to be by hand-delivery, mail, or otherwise in accordance with Florida Rule of General Practice & Judicial Administration 2.516(b)(2). Further, that self-represented litigant may file documents with the Clerk manually and in accordance with Florida Rule of General Practice & Judicial Administration 2.525. Forms for designating a primary e-mail address and for requesting an exemption from e-mail service are available at the Clerk's office and on the Twentieth Judicial Circuit's website at: <https://www.ca.cjis20.org/Programs/Civil-Case-Management/countycivil.aspx>.

6. **RULES OF PROFESSIONALISM.** The Twentieth Judicial Circuit has adopted Administrative Order No. 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 No. 2.20, as amended. Administrative Order No. 2.20 may be viewed on the Court's website at www.ca.cjis20.org.

DONE AND ORDERED in _____, _____ County, Florida, on _____, 20____.

Administrative Judge/County Judge

