

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Order Number 2008-153-Gen

**ADMINISTRATIVE ORDER AUTHORIZING THE FILING OF PLEADINGS
OR PAPERS AT ANY OFFICE OF THE CLERK OF COURT**

(a) Florida Rule of Judicial Administration 2.215(b)(3) states the chief judge shall “develop an administrative plan for the efficient and proper administration of all courts within that circuit.”

(b) In accordance with the authority vested in the chief judge by Florida Rule of Judicial Administration 2.215, it is ordered:

- (1) The Clerk of Courts, commencing November 3, 2008, shall accept for filing, at the central courthouse, north satellite courthouse, south satellite courthouse, and west satellite courthouse any pleading or motion or other document for filing in the court file from any attorney or party for an existing case except as otherwise set forth herein.
- (2) The attorney or party filing a pleading or motion or other document for filing in the court file with the Clerk of Courts at the central courthouse, north satellite courthouse, south satellite courthouse, and west satellite courthouse shall assist the Clerk of Courts by sorting and grouping the documents by court location and type of case (e.g. South County Civil, West County Traffic, North County Misdemeanor, Circuit Civil, Circuit Criminal, Circuit Probate, Circuit Unified Family Court) so that the Clerk of Courts may thereafter direct the original pleading or motion or other document for filing in the court file to the courthouse where the physical court file is located. The Clerk of Courts may establish drop off boxes and require the attorney or party to place the pleading, motion, or other document for filing in the court file as established for each courthouse location and division.
- (3) An attorney of record or party to the action must file at the courthouse where the case file is physically located the following:
 - (a) demands for speedy trial;
 - (b) notice of expiration of speedy trial;
 - (c) motion for discharge;
 - (d) written plea of not guilty, if the date of the arraignment is less than ten (10) business days from the date of filing;
 - (e) motion to disqualify or recuse a judge;
 - (f) any pleading, motion, or request for relief in a civil domestic violence case;
 - (g) any pleading, motion, or request for emergency relief or emergency hearing

- (h) any pleading, motion, or request for relief in a proceeding authorized by Chapter 51, Florida Statutes ; or
 - (i) any other pleading or motion or other document for filing in the court file which requires or requests the court to take action within ten (10) business days.
- (4) The attorney of record or party is responsible for providing a copy of the pleading or motion or other document for filing in the court file to all parties and judge as required by law, rule of procedure, or judicial directive.
- (5) The Clerk of Court shall ensure that all pleadings and motions or other documents for filing in the court file filed at an office location, other than where the case file is physically located, are transported to the location where the case file is physically located the next business day after filing.
- (6) This Administrative Order vacates and supersedes Administrative Order III-05-A-4.

DONE AND ORDERED in chambers at Fort Lauderdale, Broward County, Florida on October 28, 2008.

s/ Victor Tobin
Victor Tobin, Chief Judge