

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.102-9/08

IN RE: ADMINISTRATIVE ORDER NUMBERING SYSTEM

The orderly administration of justice within the Fifteenth Judicial Circuit of Florida requires that administrative orders be reviewed and that out-of-date administrative orders be vacated and set aside. Administrative Orders should also be set forth in an efficient and user friendly manner. **A complete review of the administrative orders occurred in September, 2008. Some administrative orders were changed in number only while other administrative orders had substantive changes.**

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

A. With the exception of Local Rules (Series 1), **Series 12, and Administrative Order Numbers 11.033 (Order Establishing JIS), 11.040 (JIS System Security), 3.018 (Banner Computer System), and 2.052 (In Re: Anthony Martin)** all current administrative orders are hereby vacated effective **October 15, 2008**. There shall be a new Administrative Order numbering system that will clearly identify the matter the administrative order is to address. **The Administrative Orders which were signed between September 29, 2008 and October 14, 2008 will be effective as of October 15, 2008. New administrative orders shall be numbered in accordance with the applicable series as set forth below.**

B. The new numbering system shall be as follows:

1. Series 1 - Local Rules
2. Series 2 - General Orders
 - a. Series 2.100 - General Administrative Matters
 - b. Series 2.200 - Security, Emergency and Other Procedures
 - c. Series 2.300 - Court Files, Court Records and Cases
 - d. Series 2.400 - Jury Management and Jurors
 - e. Series 2.500 - Witness Management, Court Reporting and Interpreters
 - f. Series 2.600 - Experts, Due Process and Court Appointed Counsel
 - g. Series 2.700 - Process Servers
 - h. Series 2.800 - Alternative Dispute Resolution
 - i. Series 2.900 - OPEN

3. Series 3 – Civil Orders
 - a. Series 3.100 - Administrative Matters
 - b. Series 3.200 - Circuit Civil – Pretrial and Trial
 - c. Series 3.300 - Foreclosures and Judicial Sales
 - d. Series 3.400 - Eminent Domain
 - e. Series 3.500 - Forfeiture
 - f. Series 3.600 - County Civil – Pretrial and Trial
 - g. Series 3.700 - OPEN
 - h. Series 3.800 - OPEN
 - i. Series 3.900 - Special Civil Administrative Orders

4. Series 4 – Criminal Orders
 - a. Series 4.100 - Administrative Matters
 - b. Series 4.200 - First Appearance & Bond
 - c. Series 4.300 - Pretrial and Trial Management
 - d. Series 4.400 - Sentencing and Related Post Sentencing Matters
 - e. Series 4.500 - Circuit Criminal
 - f. Series 4.600 - County Criminal
 - g. Series 4.700 - Restraining Orders/Domestic Violence
 - h. Series 4.800 - Inmates
 - i. Series 4.900 - Special Criminal Administrative Orders

5. Series 5 – Unified Family Court Orders
 - a. Series 5.100 - UFC Administrative Matters
 - b. Series 5.200 - Family Division Pretrial/Trial
 - c. Series 5.300 - Alimony, Child Support, Custody and Visitation
 - d. Series 5.400 - Domestic Relations - Post Judgment
 - e. Series 5.500 - Special Family Administrative Orders
 - f. Series 5.600 - Delinquency
 - g. Series 5.700 - Dependency
 - h. Series 5.800 - Special Juvenile Administrative Orders
 - i. Series 5.900 - OPEN

6. Series 6 – Probate/Guardianship/Mental Health/Substance Abuse Orders
 - a. Series 6.100 - Administrative Matters
 - b. Series 6.200 - Probate
 - c. Series 6.300 – Guardianship/Mental Health/Substance Abuse
 - d. Series 6.400 - OPEN
 - e. Series 6.500 - OPEN
 - f. Series 6.600 - OPEN
 - g. Series 6.700 - OPEN
 - h. Series 6.800 - OPEN
 - i. Series 6.900 - OPEN

7. Series 7 – Prisoner Litigation/Writs/Post Conviction
 - a. Series 7.100 – Prisoner Litigation

- b. Series 7.200 - Writs
- c. Series 7.300 - Post Conviction
- d. Series 7.400 - OPEN
- e. Series 7.500 - OPEN
- f. Series 7.600 - OPEN
- g. Series 7.700 - OPEN
- h. Series 7.800 - OPEN
- i. Series 7.900 - OPEN

8. Series 8 - Appeals

- a. Series 8.100 - General Appellate Information
- b. Series 8.200 - OPEN
- c. Series 8.300 - OPEN
- d. Series 8.400 - OPEN
- e. Series 8.500 - OPEN
- f. Series 8.600 - OPEN
- g. Series 8.700 - OPEN
- h. Series 8.800 - OPEN
- i. Series 8.900 - OPEN

9. Series 9 – OPEN

10. Series 10 - Traffic Orders

- a. Series 10.100 - Criminal Traffic Matters
- b. Series 10.200 - Civil Traffic Matters
- c. Series 10.300 - Civil Traffic Hearing Officers
- d. Series 10.400 - Civil Traffic Infraction Procedures
- e. Series 10.500 - Driver Programs/Court Costs
- f. Series 10.600 - OPEN
- g. Series 10.700 - OPEN
- h. Series 10.800 - OPEN
- i. Series 10.900 - OPEN

11. Series 11 – Internal Policies and Procedures

- a. Series 11.100 - County and Circuit Judges
- b. Series 11.200 - Senior Judges, Trial Division Judges and Magistrates
- c. Series 11.300 - Branch Courthouses
- d. Series 11.400 - Judicial Chambers
- e. Series 11.500 - Miscellaneous Judiciary
- f. Series 11.600 - Judicial Staff
- g. Series 11.700 - Human Resources
- h. Series 11.800 - Technology
- i. Series 11.900 - OPEN

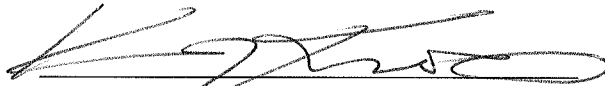
12. Series 12 – Special Appointments

- a. Series 12.100 - Acting Chief Judge

- b. Series 12.200 - Acting County Court Judges/Acting Circuit Court Judges
- c. Series 12.300 - Emergency Procedures/Filings
- d. Series 12.400 - Appointments of Judges as Commissioners
- e. Series 12.500 - Miscellaneous

A conversion chart listing the former Administrative Order numbers will be available on the Court's website.

DONE and ORDERED in Chambers at West Palm Beach, Palm Beach County, Florida
this 29 day of September, 2008.



Kathleen J. Kröll
Chief Judge

* supersedes admin. order 2.001-9/92