

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

ADMINISTRATIVE ORDER NO. 2.315-11/19\*

IN RE: IMPLEMENTATION OF UNIFORM CASE REPORTING (UCR)  
REGARDING CASE STATUS REPORTING REQUIREMENTS

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Pursuant to Florida Supreme Court Administrative Order 16-15, each Clerk and Comptroller is required to create an Inactive status for both open and reopen cases. In order to assist with the implementation of the Uniform Case Reporting System (UCR), administrative procedures must also be implemented. Due to a substantial reworking of the previous version of this Administrative Order, no bolding indicating change is reflected below.

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

1. As defined in the UCR Data Collection Specification (page 25 V1.4.0) “A case is considered to be in an inactive status when court activity on that case is suspended pending resolution of an issue external to the court or that does not directly involve the court in resolving that issue. A case placed in an inactive status is not closed and does not need to be reopened when the case returns to active status, regardless of the length of time involved. This status applies to all open cases in the period between filing and disposition.” Accordingly, “[a] case is considered to be in reopened inactive status if the activity on all outstanding post-judgment actions is held in abeyance pending resolution of some issue external to the court or that does not directly involve the court in resolving that issue. In this circumstance, the court is not actively working to resolve the matter(s). This status identifies a reopened case and applies to the period between the initiating reopen event and the final reclosure event.”
2. The Court will, either *sua sponte* or upon a motion to the Court, determine whether a change of case status is appropriate. All cases placed on Inactive status, except cases on appeal, will contain an expiration or renewal date. Abatement will be defined as an external circumstance that prohibits the Court from proceeding to disposition. This includes, but is not limited to, Military Relief Act or appraisal in first party homeowners’ insurance cases.
3. The Clerk and Comptroller will utilize the Active and Inactive codes according to the directives on the attached Bench Card. The attached Bench Card does not reflect all of the Active and Inactive codes provided in the UCR Data Collection Specification, as this Circuit, has elected to omit them as a local practice. The Clerk and Comptroller will not change a case status from Active to Inactive or Inactive to Active without a Court order utilizing the proper code unless there is qualifying

bankruptcy or appellate filing as outlined in sections 4 and 5 of this Administrative Order. An order referencing a stay is not sufficient to place a case on Inactive status.

4. Bankruptcy Filings

A. The Clerk and Comptroller is directed to change the case status from Active to Inactive without an order from this Court when:

1. A Suggestion of Bankruptcy is filed in a civil proceeding, excluding family proceedings, and there is only one Defendant named in the Complaint/Notice of Action or Petition or if there are multiple defendants and all defendants are parties in the bankruptcy case;
2. A Suggestion of Bankruptcy is filed in a mortgage foreclosure case by a defendant who is not a tenant or third party purchaser and the Suggestion was filed prior to the issuance of the Certificate of Sale; or
3. A Suggestion of Bankruptcy is filed in a homeowners' or condominium association lien foreclosure case by a party that is listed as the homeowner and the Suggestion was filed prior to the Certificate of Sale.

The Clerk and Comptroller will not change a case status from Active to Inactive based on any other Bankruptcy filing without a Court order containing the appropriate code and directions to the Clerk.

B. When a Dismissal of Bankruptcy, Discharge of Bankruptcy, or Order of Relief from Stay is filed by a party in an Inactive case, the Clerk and Comptroller is directed to restore the case to Active status without an order from this Court. The Clerk and Comptroller will not change a case status from Inactive to Active based on any other Bankruptcy filing without a Court order containing the appropriate code and directions to the Clerk.

5. Appellate Filings

A. The Clerk and Comptroller is directed to change the case status from Active to Inactive when:

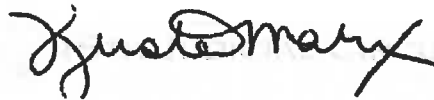
1. The Fourth District Court of Appeals or the Florida Supreme Court files an Order Staying the Case;
2. The Court will, either *sua sponte* or upon a motion to the Court, determine whether a case on appeal should be placed on Inactive status and, if appropriate, will provide the Clerk and Comptroller with an order containing the proper code. If the Court's order states that the stay of the case is contingent upon the posting of a bond, the Clerk and Comptroller will not place the case on Inactive status until the bond is posted.

B. If a case with one pending appeal is placed on Inactive status, the Clerk and Comptroller will return the case to Active status upon receipt of a Mandate or

Dismissal of Appeal from the Fourth District Court of Appeal or Florida Supreme Court. Any other filing from the Fourth District Court of Appeal or Florida Supreme Court is not sufficient to change the case status and any status change will require a Court order with the appropriate code and directions to the Clerk. If a Court order places a case on Inactive status and there are multiple pending appeals on that case, the Court will determine when the case should be restored to Active status and will provide a Court order utilizing the proper code.

6. This Administrative Order and corresponding Bench Card will be updated as the UCR is implemented in other divisions of the Court.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this  
\_15th\_ day of November 2019.

A handwritten signature in black ink, appearing to read "Krista Marx", written over a horizontal line.

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Krista Marx, Chief Judge

\*supersedes admin. order 2.315 entered on May 31, 2019

## BENCH CARD INACTIVE - ACTIVE STATUS (UCR)\*

Reason	Codes		Description	Judicial Action
	Active to Inactive	Inactive to Active		
Bankruptcy	SGBK		Notice of Filing of Suggestion of Bankruptcy (pursuant to paragraph 4) or Order Directing Clerk to Change Case Status using proper code	<b>NO ORDER NEEDED - Clerk to update upon receipt of Notice of Filing</b> or by Order or Stamp with Proper Code – placing with expiration or renewal date
Bankruptcy		BKSTLFT	Notice of Filing of Dismissal, Discharge or Relief from Stay of Bankruptcy or Order Directing Clerk to Change Case Status using proper code	<b>NO ORDER NEEDED - Clerk to update upon receipt of Notice of Filing</b> or by Order or Stamp with Proper Code restoring to Active Status
Appeal	APINACT		Order Staying Case on Appeal from the 4 <sup>th</sup> DCA or Supreme Court or Order Directing Clerk to Change Case Status using proper code.	<b>NO ORDER NEEDED - Clerk to update upon receipt of Notice of Filing</b> or by Order or Stamp with Proper Code placing on Inactive Status
Appeal		APACT	Mandate or Dismissal of Appeal filed by the 4 <sup>th</sup> DCA or Supreme Court or Order Directing Clerk to Change Case Status using proper code	<b>NO ORDER NEEDED - Clerk to update upon receipt of Notice of Filing</b> or by Order or Stamp with Proper Code restoring to Active Status
Abatement issued to stay proceedings.	ORDABT	ABTDISP	Order Directing Clerk to Change Case Status using proper code	<b>REQUIRES ORDERS or STAMP WITH PROPER CODE</b> – placing with expiration or renewal date or removing from Inactive status
Hold due to DOJ or AG review.	DOJAG	DOJAGDISP	Order Directing Clerk to Change Case Status using proper code	<b>REQUIRES ORDERS or STAMP WITH PROPER CODE</b> – placing with expiration or renewal date or removing from Inactive status
Statute, local practice, or presiding judge may also designate a case “Inactive” upon certain circumstances or in accordance with AOSC14-20. Local practice may dictate whether cases remain in “Active” status during these events or are placed in “Inactive” status. If judge designates a case with changed statuses, the codes below are available to report the reason for the status change.				
Resolution of case requires resolution of related case	CPRC	CPCSDISP	Order Directing Clerk to Change Case Status using proper code	<b>REQUIRES ORDERS or STAMP WITH PROPER CODE</b> – placing with expiration or renewal date or removing from Inactive status
On-going settlement negotiations or agreement by both parties	BWAP	BWAPDISP	Order Directing Clerk to Change Case Status using proper code	<b>REQUIRES ORDERS or STAMP WITH PROPER CODE</b> – placing with expiration or renewal date and removing from Inactive status
Arbitration	ORDARB	ARBDISP	Order Directing Clerk to Change Case Status using proper code	<b>REQUIRES ORDERS or STAMPS WITH PROPER CODE</b> – placing with expiration or renewal date and removing from Inactive status