

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

ADMINISTRATIVE ORDER NO. 3.901-9/08*

IN RE: CODE ENFORCEMENT CITATION SYSTEM
AND FINAL JUDGMENT FORMS

The Florida Legislature, pursuant to section 162.21, Florida Statutes (2007), has enabled counties and municipalities to issue citations to persons reasonably believed to have committed civil infractions in violation of duly enacted codes or ordinances. The contents of the citation and enforcement procedures are specifically prescribed in the enabling legislation.

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

The following forms and procedures are adopted for all code enforcement cases that shall come before the Palm Beach County Courts.

A. FORMS

1. Approved Citation Form attached hereto as Exhibit "A" front and back sides.
2. Approved Final Judgment Forms attached hereto as Exhibit "B1" and "B2".

B. PROCEDURES

The following basic procedures shall apply:

1. The municipality or county must enact a valid Code Enforcement Citation System Ordinance.
2. After notice and a reasonable time to comply, (not to exceed 30 days), The county or the municipal code enforcement officer may issue the citation appearing in Exhibit A (attached hereto).
3. Upon receipt of the citation, the party may either pay the amount set forth in the citation or request a hearing in the County Court.
4. If the party fails to timely pay the applicable fine and fails to appear or request a hearing, the clerk of court shall so advise the appropriate county court judge by the submission of a

proposed Default and Final Judgment. (see Exhibit B1).

5. If the case proceeds to hearing and a violation is found, the Court shall order the amount of the fine, (not to exceed \$500 per violation), and shall enter a Final Judgment against the party as set forth in Exhibit B2.
6. It shall be the responsibility of the appropriate municipality or county to file any appropriate lien and record any judgments entered into the public records.

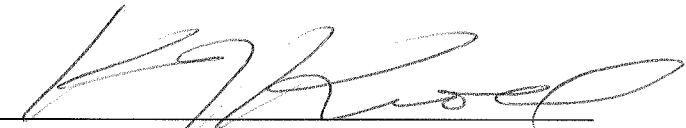
C. FEE SCHEDULE

Approved Fee Schedule For Uncontested Violations Which May Be Paid By Mail:

CODE ORDINANCE VIOLATIONS COUNTY COURT
UNIFORM SCHEDULE LOCAL ORDINANCE VIOLATIONS

	<u>FINE</u>	<u>COSTS</u>	<u>TOTAL</u>
Class I	\$50	\$8.00	\$ 58.00
Class II	\$75	\$8.00	\$ 83.00
Class III	\$125	\$8.00	\$133.00
Class IV	\$250	\$8.00	\$258.00

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



Kathleen J. Kroll, Chief Judge

*supersedes admin. order 9.002-10/96

Exhibit "A"

Signature _____ Date _____

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

CASE NO.:

Plaintiff,

v.

Defendant.

_____ /

DEFAULT AND FINAL JUDGMENT

THIS CAUSE came before the Court upon notice from the Clerk of Court that the Defendant has failed to timely respond to the above-captioned citation and is therefore in default. Accordingly, a default is hereby entered against the Defendant herein. Upon said default, it is hereby

ORDERED AND ADJUDGED that the Plaintiff recover from the Defendant the sum of \$ _____, including costs, which sum shall bear interest at the prevailing statutory rate, and for which let execution issue.

DONE and SIGNED in chambers at West Palm Beach, Palm Beach County, Florida, this _____ day of _____, 20_____.

County Court Judge

Copies furnished to:

EXHIBIT "B1"

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

CASE NO.:

Plaintiff,

v.

Defendant.

_____ /

FINAL JUDGMENT

THIS CAUSE came before the Court upon citation issued against the Defendant.

IT IS ADJUDGED that the Plaintiff shall recover from the Defendant the principal sum of \$_____, plus costs in the amount of \$_____, for a total of \$_____, which sum shall bear interest at the prevailing statutory rate, and for which let execution issue.

DONE AND SIGNED in chambers at West Palm Beach, Palm Beach County, Florida, this _____ day of _____, 20_____.

County Court Judge

Copies furnished to:

EXHIBIT "B2"