

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

ADMINISTRATIVE ORDER NO. 5.111-6/17

IN RE: PROCEDURES FOR TEMPORARY AND
CONCURRENT CUSTODY PROCEEDINGS

Chapter 751 of the Florida Statutes provides for the temporary or concurrent custody of a minor child to an extended family member having physical custody of the minor child, to enable the custodian to provide for the welfare of and give complete care to the child. Temporary and concurrent custody proceedings are filed at the Main Judicial Center and the branch courthouses. Uniform procedures will ensure the timely disposition of the temporary and concurrent custody proceedings.

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

A. **CASE FILINGS**

1. Temporary and Concurrent Custody Petitions will be assigned in accordance with Administrative Order 5.101. If a related Domestic Relations case is identified at initial screening or on the Notice of Related Case Form, the Clerk of Court shall assign the newly filed case to the same division as the previous case.
2. The Clerk of Court shall forward Temporary and Concurrent Custody Petitions filed by self represented litigants to the case manager divisional email inboxes.
3. An internal case management review of the file will be undertaken by the Court prior to the setting of the Final Hearing on the Petition for Temporary or Concurrent Custody.
4. Pursuant to Fifteenth Judicial Circuit Administrative Order 5.307, a copy of a Live Birth Certificate for any minor child(ren) involved in a Petition for Temporary or Concurrent Custody must be filed in the case.
5. Pursuant to Fifteenth Judicial Circuit Administrative Order 5.109, a Date of Birth Form for all parties, including minor child(ren) involved in a Petition for Temporary or Concurrent Custody, must be filed in the case.

6. If the Petition for Temporary or Concurrent Custody is incomplete or requires additional information or documentation, the Court will enter a status order outlining the deficiencies or missing information.
7. Failure to comply with the Court's requirements on the status order could result in the dismissal of the case.

B. HEARING AND DISPOSITION OF THE CASES

1. Filings by Self Represented Litigants: Upon completion of the case management review, the case manager will prepare an Order Setting Hearing on the Case.
2. Filings by Attorneys: A hearing is not to be requested unless there is compliance with the checklist attached as Exhibit A, a completed copy of which is to be filed, and the attorney believes that there is full compliance with Chapter 751. Requests for hearings are to be made in accordance with the Divisional Instructions.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 16 day of June, 2017.



Jeffrey Colbath, Chief Judge

Case Name and Number: _____

CHECKLIST FOR PETITION FOR TEMPORARY OR CONCURRENT CUSTODY

I. PETITIONER QUALIFICATIONS:

___ A. Petitioner must be:

___ 1. An extended family member who has the signed, notarized consent of the child's legal parents. *See* § 751.02(1)(a).

- OR -

___ 2. An extended family member caring full time for the child and with whom the child is presently living. *See* § 751.02(1)(b).

___ B. If filing for concurrent custody, Petitioner must also:

___ 1. Currently have physical custody of the child and have had physical custody of the child for at least 10 days in any 30-day period within the last 12 months; *See* § 751.02(2)(a).

- AND -

___ 2. Not have signed, written document from a parent sufficient to enable the custodian to do all of the things necessary to care for the child which are available to custodians who have an order issued under section 751.05, Florida Statutes. *See* § 751.02(2)(b).

___ C. Extended family members include:

___ 1. A family member within the 3rd degree from the child, (brother, sister, grandparent, aunt, uncle, cousin, great grandparent, great aunt, great uncle). *See* § 751.011.

- OR -

___ 2. A stepparent currently married to the parent of the child and not a party to any lawsuit currently pending in any court involving one or both of the child's parents as an adverse party. *See* § 751.011.

Case Name and Number: _____

II. THE PETITION:

___ A. Petitions for custody are styled "In the Interest of ..., a minor child(ren)."

NOTE: It is acceptable if the child is referred to by his or her initials throughout the Petition.
See Fla. R. Jud. Admin. 2.425.

___ B. The petition must be signed and verified and state the following:

- ___ 1. The name, date of birth, and current address of the child.
- ___ 2. The names and current addresses of the child's parents.
- ___ 3. The names and current addresses of the persons with whom the child has lived during the past 5 years.
- ___ 4. The places where the child has lived during the past 5 years.
- ___ 5. Information concerning any custody proceeding in this or any other state with respect to the child.
- ___ 6. The residence and post office address of the petitioner.
- ___ 7. The petitioner's relationship to the child.
- ___ 8. Any temporary or permanent orders for child support, the court entering the order, and the case number, if any.
- ___ 9. Any temporary or permanent orders for protection entered on behalf of or against either the petitioner, or the child, the court entering the order, and the case number.
- ___ 10. A statement that it is in the best interest of the child for the petitioner to have custody.
- ___ 11. A statement of the period of time the petitioner is requesting temporary custody, and a statement of the reasons supporting that request.

See § 751.03(1-13) and Florida Family Law Form 12.970(a).

___ C. If concurrent custody is being requested, the petition must also state:

- ___ 1. The time periods during the last 12 months that the child lived with the petitioner;
- ___ 2. The type of document, if any, provided by the parent(s) to enable the petitioner to act on behalf of the child;
- ___ 3. The services or actions that the petitioner is unable to obtain or undertake without an order of custody; AND
- ___ 4. Whether each parent has consented in writing to the entry of an order of concurrent custody.

See § 751.03(8).

___ D. If temporary custody is being requested, the petition must also state:

- ___ 1. Include the consent of the child's parents; or
- ___ 2. State the specific acts or omissions of the parents which demonstrate that the parents have abused, abandoned, or neglected the child as defined in Chapter 39.

See § 751.03(9).

Case Name and Number: _____

III. ATTACHMENTS TO THE PETITION:

- ___ A. The birth parents' consent to the temporary or concurrent custody, and any documents that enable the petitioner to act on behalf of the child.

The consent should substantially follow the form of Florida Family Law Forms 12.970(c) or (d).

- ___ B. **If consent has NOT been provided**, notice (personal or constructive) must be given to the parents. *See* § 751.04.

- ___ 1. Proof of Service;

- OR -

- ___ 2. Affidavit of Diligent Search and Inquiry and proof of publication. *See* Florida Family Law Form 12.913(c) and Family Law Rule 12.070. All search inquiries must be conducted on the Affidavit of Diligent Search.

- ___ C. **If one of the parents of the child is deceased**, a certified copy of the death certificate.

- ___ D. **If either parent files an answer and objects to a temporary custody petition**, a hearing must be set for the court to determine whether the child's parents are unfit to provide for the care and control of the child. The court must find that the parent has abused, abandoned, or neglected the child as defined in Chapter 39. § 751.05(3)(b).

If a parent objects to a concurrent custody petition, the petitioner has the option of converting the petition to a petition for temporary custody. § 751.05(3)(a).

- ___ E. A copy of the child's birth certificate.

- ___ F. A Uniform Child Custody Jurisdiction and Enforcement Act Affidavit.
See § 61.503(3) and § 61.522. *See also* Florida Family Law Form 12.902(d).

- ___ G. **If an order was granted by another court** in this, or any other state, concerning the custody of the child, that order must be attached to the petition.

- ___ H. A Notice of Related Cases Form. *See* Florida Family Law Form 12.900(h).

- ___ I. A Family Court Cover Sheet. *See* Florida Family Law Form 12.928.

- ___ J. If obtaining a **default** on petitions that have been served, a **Non-Military Affidavit**. *See* Florida Family Law Form 12.912(b). If petitioner knows or does not know whether the parent is on active duty, petitioner must file a **Memorandum for Certificate of Military Service**. *See* Florida Family Law Form 12.912(a).

- ___ K. **If a non-lawyer helps the petitioner complete the forms**, that person must provide a copy of a Disclosure from Nonlawyer. *See* Florida Family Law Form 12.900(a).