

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

ADMINISTRATIVE ORDER 5.209-5/09\*

IN RE: TRIAL SCHEDULING IN  
UNIFIED FAMILY COURT – FAMILY DIVISION

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

1. A pending action shall be scheduled for non-jury trial by filing an original notice or motion to set cause for non-jury trial with the Clerk, with copies served on the opposing side, the presiding Circuit Judge or General Magistrate, and if appropriate, the attorney ad litem, guardian ad litem and any attorney who has noticed a charging lien in the action to be scheduled for non-jury trial.
2. The notice or motion to set cause for non-jury trial shall be in writing and shall:
  - a. Identify the relevant pleadings to be disposed of by title and date, any ancillary motions that the party desires be heard in conjunction therewith;
  - b. A certification that the pleadings are “closed” and that the action is ripe and ready to be set for non-jury trial;
  - c. A realistic time estimate for the non-jury trial.
3. Pre-addressed, stamped envelopes for the persons identified in paragraph 1 above shall be attached to the Court’s copy of the notice or motion to set cause for non-jury trial.
4. The Circuit Judge or General Magistrate may, sua sponte or in consultation with one another or the case manager, issue an order scheduling non-jury trial. A pre-hearing or case management conference or calendar call may be used by the Circuit Judge or General Magistrate when scheduling the non-jury trial.
5. Attorneys, attorneys ad litem, and guardians ad litem may file a Notice of Unavailability advising the court of any trial, vacation and other relevant conflicts, if known and/or as same arise.
6. An attorney or pro se party may seek the entry of a pretrial order by the Circuit Judge or

General Magistrate by including that request in the notice or motion to set cause for non-jury trial, or by filing a separate motion seeking same.

7. Non-jury trials shall be scheduled for a specific day and time whenever possible.
8. Once a non-jury trial is scheduled it will not be cancelled unless:
  - a. the action is voluntarily dismissed; or
  - b. a written settlement agreement accompanied by an order disposing of the matter which shall be submitted to the Circuit Judge for signature {or in the case of the General Magistrate for review and for submission to the Circuit Judge}. The Order must be accompanied by a Final Disposition form to ensure the Clerk's closure of the pending action on its docket; or
  - c. upon motion properly noticed for disposition on the Uniform Motion Calendar and in conformity with the Florida Rules of Civil Procedure; or
  - d. upon emergency or such other circumstance that within the discretion of the presiding Circuit Judge or General Magistrate is an appropriate basis for cancellation.

**DONE AND ORDERED** at West Palm Beach, Palm Beach County, Florida this 21 day of May, 2009.



Kathleen J. Kroll  
Chief Judge

\*supersedes admin. order 5.008-9/92