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

ADMINISTRATIVE ORDER NO. 2.316

IN RE: CONFERRAL PRIOR TO SETTING HEARINGS
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Due to amendments to Florida Rules of General Practice and Judicial Administration, the Circuit believes it prudent to transition Local Rule 4 to an Administrative Order. This transition will better allow for future updates or modifications to the Administrative Order as the practice of law, professionalism expectations, technology, and the needs of the community continue to evolve.

A local condition driving the need for meaningful conferrals between attorneys is the increased demand for hearing time. The Circuit recognizes that recently amended Florida Rule of Civil Procedure 1.202 requires a conferral prior to filing specified motions in certain circumstances. Many judges and attorneys, however, have experienced that when attorneys actually speak to each other by phone, video call, or in-person, there is an increase in the probability of resolving motions or narrowing the issues before a hearing. The Fifteenth Judicial Circuit clarifies that this administrative order will require an additional conferral requirement in cases governed by the Florida Rules of Civil Procedure to aid in the resolution or narrowing of issues in which hearing time will be sought to maximize limited judicial resources for civil cases. This administrative order applies to all cases and divisions within the County and Circuit Courts.

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

1. At least one (1) day prior to seeking hearing time on any pending motion, the attorney requesting the hearing shall attempt to resolve the matter and shall certify the good faith attempt to resolve.[1]

2. The term "attempt to resolve the matter" in paragraph 1 shall require counsel to make reasonable efforts to speak to another attorney authorized to resolve the matter (in person, by meaningful text messages, video-call or via telephone) and engage in reasonable

[1] The requirements of this rule do not apply when the moving party or non-moving party is pro se.

compromises in a genuine effort to resolve or narrow the disputes before seeking Court intervention.[2] All parties are to act courteously and professionally in the attempted resolution of the disputes prior to requesting hearing time, including responding timely to counsel who initiated the attempt to resolve the matter.

3. When auto-generating a notice of hearing via court software or submitting a proposed order setting a hearing on the Online Scheduling System, the party generating the hearing notice must truthfully select the appropriate certification regarding conferral.

4. All notices of hearings generated by counsel for matters scheduled with the Court shall set forth directly above the signature block, the certifications below without modification and shall designate with a check mark or other marking the specific certification(s) that apply:

_____ *Movant's attorney has spoken in person, by meaningful text messages, by video-call, or by telephone with the attorney(s) for all parties who may be affected by the relief sought in the motion in a good faith effort to resolve or narrow the issues raised.*

_____ *Movant's attorney has attempted to speak in person or by telephone with the attorney(s) for all parties who may be affected by the relief sought in the motion.*

_____ *One or more of the parties who may be affected by the motion are self represented.*

5. The conferral requirement set out in this administrative order is an additional conferral requirement as to those set forth in the rules of court procedure. Further, conferral is required under this provision for all motions in which hearing time is sought.

6. If the parties have conferred within the previous five (5) business days in a manner contemplated by this Administrative Order, the conferral requirement shall be deemed met under the rules of court procedure and this administrative order.

7. Failure to make or respond to a good faith attempt at resolving the issues may, in the Court's discretion, result in the motion being denied without prejudice, not being heard as scheduled, and/or the imposition of sanctions. The Court may waive the good faith attempt at resolving the issues in appropriate circumstances.

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[2] The requirements of this rule do not preclude the use of e-mail or other written communication as a supporting aid in an effort to resolve a pending motion; however, use of only e-mail, written communication, or non-meaningful text messages (i.e., not a genuine, good faith attempt) will not satisfy the conferral requirement under this administrative order.

8. The attorney attending the hearing on behalf of the movant, as well as any attorney who is covering the hearing for another attorney, shall be prepared to specify to the Court the efforts made to confer when the parties' attorneys have not spoken.

9. To the extent reasonable, the movant's attorney shall advise the Court in advance of the hearing of cancellation, or resolution of some or all of the issues raised by the motion.

10. On civil Uniform Motion Calendar, hearings shall be limited to ten minutes per case. If two parties, each side shall be allotted five minutes. If more than two parties, the time shall be allocated by the Court.

11. The moving party must furnish the Court with a copy of the motion to be heard together with a copy of the notice of hearing. Also, all parties shall furnish the Court with copies of all relevant documents, pleadings and case authority which they wish the Court to consider.

12. This Administrative Order applies to motions filed by or against represented parties and represented non-parties.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida.

AO 2.316 11/09/2026
Glenn D. Kelley Circuit Judge

AO 2.316 11/09/2026
Glenn D. Kelley
Circuit Judge

Glenn D. Kelley
Chief Judge