

**THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 16-1  
(Court Administration)**

**ADMINISTRATIVE ORDER  
NO. 16-05 A1  
(Amending AO No. 16-05)**

**IN RE: AMENDING THE  
ESTABLISHMENT OF PROCEDURES  
FOR FURNISHING CURRENT  
ATTORNEY ADDRESSES ON  
SERVICE LISTS**

---

**WHEREAS**, pursuant to Administrative Order No. 16-05, certain procedures were established for furnishing current addresses of attorneys on service lists (“Procedures”); and

**WHEREAS**, also set forth in said Administrative Order certain dates were specified for implementing such Procedures; and

**WHEREAS**, due to unavoidable delays, the Procedures could not be implemented as scheduled;

**NOW, THEREFORE**, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215, Florida Rules of Judicial Administration, Administrative Order No. 16-05 is hereby amended in the following particulars:

1. On June 1, 2016, the Clerk of the Courts (“Clerk”) is directed to update all attorney mailing addresses on file with the Clerk, as contained in the Clerk’s electronic case management system with the attorney’s mailing address as listed with The Florida Bar,
2. Attorneys not wishing to use the mailing listed address with The Florida Bar must file a change of address form with the Clerk prior to August 1, 2016.
3. After August 1, 2016, attorneys and/or parties must update any change of contact information as it pertains to mailing address, email address, phone number or facsimile, by filing a Notice of Change of Address with the Clerk in all cases pending before the Court.

4. The Clerk is further directed to publish this Administrative Order in the Daily Business Review once weekly commencing June 1, 2016 until August 1, 2016 and post a copy of this Administrative Order in a prominent public location in all of the court facilities in this Circuit until August 1, 2016.

Except as herein amended, Administrative Order No. 16-05 remains in full force and effect.

This Administrative Order shall take effect immediately and shall remain in effect until further order of the Court.

**DONE AND ORDERED** in Chambers at Miami-Dade County, Florida, this 18th day of May, 2016.

**BERTILA SOTO, CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**