

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

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

**ADMINISTRATIVE ORDER
NO. 16-05**

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

WHEREAS, the Family, Probate, County Civil and Circuit Civil Divisions in the Eleventh Judicial Circuit of Florida increasingly rely on automated systems to disseminate Court Orders and Notices to counsel of record and/or parties to actions pending before the Court; and

WHEREAS, the information upon which these systems rely resides in the Office of the Clerk of Courts" ("Clerk") electronic case management system; and

WHEREAS, the Clerk's electronic case management system migrated contact information for attorneys from a legacy system which may have contained outdated mailing and e-mail addresses; and

WHEREAS, the efficiency of the Court's notification system relies on counsel not only furnishing the Clerk with accurate mailing and e-mail addresses and facsimile and telephone numbers, but also updating this information within a reasonable time of any change in such contact information; and

WHEREAS, pursuant to Rule 1-3.3, Rules Regulating The Florida Bar, members of The Florida Bar are required to designate a mailing address with the Bar and keep said information current; and

WHEREAS, accordingly, it has been determined that it would be more efficient and effective for the Clerk to update all attorney mailing addresses on file with the Clerk with the attorney's mailing address as listed with The Florida Bar;

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, the following procedures for furnishing current addresses of attorneys on service lists are hereby **ORDERED**:

1. On May 1, 2016, the 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 address listed with The Florida Bar must file a change of address form with the Clerk prior to July 1, 2016.
3. After July 1, 2016, attorneys and/or parties must update any change of contact information as it pertains to mailing address, e-mail address, phone number or facsimile, by filing a Notice of Change of Address with 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 until July 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 July 1, 2016.

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

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this 28th day of April, 2016.

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