

THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA

CASE NO. 24-01
(Court Administration)

ADMINISTRATIVE ORDER
NO. 24-01
(Companion to AO No. 21-02 A1)
(Rescinding Revised AO No. 79-2)

IN RE: PROCEDURES FOR ASSIGNMENT,
REASSIGNMENT AND TRANSFER OF CASES;
NEW NOTICE REQUIREMENT IN THE
CIRCUIT CIVIL DIVISION OF THE ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA

WHEREAS, pursuant to Revised Administrative Order No. 79-2, effective October 12, 1979, procedures were established for the Assignment, Reassignment and Transfer of Cases in the General Jurisdiction Division of the Eleventh Judicial Circuit Court, in and for Miami-Dade County, Florida; and

WHEREAS, the court has determined that these procedures require revision due to changes in the population and significant increase in filings in the Circuit Civil Division; and

WHEREAS, pursuant to Administrative Order No. 21-02 A1, the Circuit Civil Notice of Related Cases form must accompany any related case filed in Circuit Civil Court; and

WHEREAS, in an effort to conserve judicial resources and promote the efficient administration of actions filed in the Circuit Civil Division of the Eleventh Judicial Circuit of Florida, it has been determined that a Notice of Related Cases form must accompany filings in case types marked "Insurance Claims"; and

WHEREAS, it has further been determined that such related cases should be assigned to one judge to effectuate the prompt disposition of cases in the Circuit Civil Division.

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215 of the Florida Rules of General Practice and Judicial Administration, it is hereby **ORDERED** that the following procedures shall be adhered to in the Assignment, Reassignment and Transfer of Cases in the Circuit Civil Division.

1. Assignment of Cases by the Clerk of the Court.

(a) All newly filed cases shall be randomly assigned by the Clerk of Court pursuant to the blind

filing system, except as otherwise provided by Order of the Chief Judge or by memorandum from the Administrative Judge of said Division.

(b) Emergency cases shall be assigned to a section of the Court promptly upon the filing of the same, and such assignment of cases shall be made by the Clerk.

(c) Filing parties must disclose all Insurance claim cases filed in the Eleventh Judicial Circuit with a related "First-Party Automobile Insurance" claim on the Circuit Civil Notice of Related Cases Form, as amended in Administrative Order No. 21-02 A1.

(d) All Insurance claim cases with a related "First-Party Automobile Insurance" claim will be automatically assigned by the Clerk of Court to the judicial section with the earliest filing date of the related cases. If a party objects to automatic assignment, a party shall file a Motion for Reassignment stating the basis of the objection before the presiding judge within fifteen (15) days of the defendant's first filing in the case. If the presiding judge grants the Motion for Reassignment, the case will be blind filed in accordance with the established procedure.

2. Reassignment/Transfer of Cases.

After the initial assignment of cases to the individual section by the Clerk using the blind filing system, there shall be no transfer of cases from one section to another, except as follows:

(a) When a Judge has recused himself or herself or has been disqualified from hearing a case, such case should be brought to the attention of the Administrative Judge of the Circuit Civil Division as hereinafter set forth.

(b) The assigned Judge shall immediately enter their Recusal Order and email it to the Administrative Judge who shall have this case reassigned to another section of the Court in accordance with established procedure.

(c) Any party desiring to transfer a case from the assigned section to another section shall file a written motion for transfer stating the reasons of said motion, serve notice on all parties, and set the matter for hearing before the Administrative Judge of the Division.

(d) If a Notice of Related Cases is filed, the pending related civil cases arising from the same or substantially identical transactions, happenings or events; cases calling for determination of the same or substantially identical questions of law; or cases which for other reasons would entail substantial duplication of labor if heard by different Judges, may be reassigned by the Administrative Judge to the one judicial section in which the first case with the earliest Filing Date is filed.

(e) If any party becomes aware of a related case after filing the complaint, then that party must, within thirty days of becoming aware, simultaneously file a motion to transfer and request a hearing to the Administrative Judge.

(f) The Administrative Judge may at any time, on the Court's own motion, transfer or reassign a

case to another Section in the interests of justice or to promote the efficient operation of the Circuit Civil Division as a whole.

3. Temporary or Emergency Coverage.

To prevent delays or continuances because of the absence, unavailability or overburdened calendar of any Judge; to promote the efficient operation of the Circuit Civil Division as a whole; or, for any other good cause:

(a) Judges may hear any matters or try any cases for each other and may hear each other's calendars.

(b) No transfer will be made under this section in lieu of recusal or disqualification.

Revised Administrative Order No. 79-2 is hereby rescinded and held for naught.

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

DONE and ORDERED in Chambers at Miami-Dade, Florida, this 8th day of January 2024.

NUSHIN G. SAYFIE, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA