

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

**CASE NO. 14-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 14-09**

**IN RE: ESTABLISHING NOTICE OF
RELATED PROBATE CASES FILING
REQUIREMENT; AUTHORIZING AND
DIRECTING CLERK OF THE COURTS
TO TRANSFER RELATED CASES TO
PROBATE SECTION WITH THE
OLDER DOCKET NUMBER**

WHEREAS, in an effort to conserve judicial resources and promote an efficient determination of actions in the Probate Division, whenever a probate case is filed with the Clerk of the Courts, it has been determined that a notice of related cases form must accompany such filing; and

WHEREAS, it was further determined that such related cases should be assigned to one judge;

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, it is hereby **ORDERED** that the following procedures shall be followed when filing a case in the Probate Division:

1. The attached Notice of Related Probate Cases must accompany the initial pleading by the filing attorney or self-represented party.
2. Each party shall have a continuing duty to inform the court of any related proceedings and must therefore submit separate or joint supplemental notices as related cases become known or reasonably ascertainable.
3. Whenever it appears to a party that two or more pending cases present common or fairly similar issues of fact and that assignment to one judge will significantly promote the efficient administration of justice, conserve judicial resources, avoid inconsistent results, or prevent multiple court appearances by the same parties on the same issues, the party must file a Notice of Related Probate Cases and may request coordination of the litigation.

4. The Notice of Related Probate Cases shall be served on all parties in the related cases and e-filed.
5. Unless otherwise ordered by the Administrative Judge of the Probate Division, the Clerk of the Courts, upon receipt and review of a Notice of Related Probate Cases, is hereby authorized and directed to automatically transfer any and all related probate cases to the Probate Section with the earlier-filed probate case, as referenced by the Clerk's docket number.
6. The Clerk of the Courts shall continuously conduct a random inventory search for lower case docket numbers to determine whether the later-filed cases should be transferred to the Probate Section with the earlier-case file. If so determined, the Clerk shall transfer the related probate cases to the Probate Section with the earlier-filed probate case, as referenced by the Clerk's docket number.

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

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this 9th day of July, 2014.

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

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
IN AND FOR MIAMI-DADE COUNTY, FLORIDA

PROBATE DIVISION CASE NO.: _____ SECTION: _____

IN RE: _____/

NOTICE OF RELATED PROBATE CASES

1. **(Petitioner) / (Respondent)** submits this Notice of Related Probate Cases as required by Administrative Order 14-09. A related probate law case may be an open or closed Estate, Trust, Guardianship, Determination of Incapacity, or Restoration of Rights. A case is “related” when:
 - a. It involves any of the same parties, family members to include children, beneficiaries, parties of interest, or issues, and it is pending at the time the party files a probate case;
 - b. It arises from the same or substantially identical transactions, happenings, or events, or involves determining the same or substantially identical legal questions;
 - c. It affects the court’s jurisdiction to proceed; or
 - d. An order from the earlier case may conflict with an order on the same issues in this one, and vice versa.

2. There is/are [check **one** only]:

_____ No related cases for this filing.

_____ The following related case(s) (add additional pages if necessary):

<u>RELATED CASE NO. 1</u>		
Case Name:		
Case Number:		
Division:		
Petitioner:		
Respondent:		
Type of Proceeding [Check all that Apply]:	_____ Estate	_____ Guardianship
	_____ Trust	_____ Incapacity Determination
	_____ Restoration of Rights	

<u>RELATED CASE NO. 2</u>	
Case Name:	
Case Number:	

Division:		
Petitioner:		
Respondent:		
Type of Proceeding [Check all that Apply]:	<input type="checkbox"/> Estate	<input type="checkbox"/> Guardianship
	<input type="checkbox"/> Trust	<input type="checkbox"/> Incapacity Determination
	<input type="checkbox"/> Restoration of Rights	

RELATED CASE NO. 3

Case Name:		
Case Number:		
Division:		
Petitioner:		
Respondent:		
Type of Proceeding [Check all that Apply]:	<input type="checkbox"/> Estate	<input type="checkbox"/> Guardianship
	<input type="checkbox"/> Trust	<input type="checkbox"/> Incapacity Determination
	<input type="checkbox"/> Restoration of Rights	

CERTIFICATE OF SERVICE

I **CERTIFY** that I delivered a copy of this Notice of Related Cases to the _____ County Sheriff's Department or a certified process server for service on the **(Petitioner)** / **(Respondent)**, and [check all used] e-mailed, mailed, hand delivered, a copy to {name} _____, a party to the related case, on {date} _____.

Dated: _____

 Attorney's Signature
 Printed Name: _____
 Bar Number: _____
 Address: _____
 City, State, Zip: _____
 Telephone Number: _____
 Fax Number: _____

E-mail

Address(es): _____