

THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA  
ADMINISTRATIVE MEMORANDUM  
PROBATE DIVISION

IN RE: PROVIDING COPY OF THE PETITION, NOTICE  
OF HEARING, AND SUMMONS TO PARTIES UNDER  
SECTIONS 397.6815, .6955, FLORIDA STATUTES

WHEREAS, sections 397.6815 and 397.6955, Florida Statutes (2016) require that upon receipt and filing of the petition for the involuntary assessment and stabilization or for involuntary services of a substance abuse impaired person with the clerk of the court, the court shall provide a copy of the petition and notice of hearing to the respondent; the respondent's parent, guardian, or legal custodian, in the case of a minor; the respondent's attorney, if known; the petitioner; the respondent's spouse or guardian, if applicable; and such other persons as the court may direct, and have such petition and notice personally delivered to the respondent if he or she is a minor. The court shall also issue a summons to the person whose admission is sought.

NOW, THEREFORE, pursuant to the authority vested in me as Administrative Judge of the Probate Division in the Eleventh Judicial Circuit of Florida, under Rule 2.215, Florida Rules of Judicial Administration, in order to carry out this effort in a fair and efficient manner, the Clerk of Court is hereby directed to fulfill the aforementioned responsibilities on the Probate Division's behalf. This process will include the implementation of providing notice to statutorily enumerated parties in the aforementioned case types via e-mail when an e-mail address has been designated during the intake process, or in the alternative, via U.S. mail or by any of the means prescribed in Rule 2.516, Florida Rules of Judicial Administration, to assure timely notice is provided pursuant to mandates outlined in Chapter 2016-241, Laws of Florida, and as codified in the Florida Statutes.

This Administrative Memorandum shall take effect on July 1, 2016 and shall remain in effect until further order of the Court.

**DONE AND ORDERED** in Chambers, at Miami-Dade County, Florida, on June 30, 2016.

Maria M. Korvick, Administrative Judge  
Eleventh Judicial Circuit of Florida – Probate Division

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

I HEREBY CERTIFY that the foregoing is a true and correct copy of the original on file in this office 7/15 AD 20 16

HARVEY RUVIN, Clerk of Circuit and County Courts

Deputy Clerk [Signature]

DOMINIQUE GARCIA-VILLARRUEL #2145

