

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

**CASE NO. 24-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 24-07**

**IN RE: ESTABLISHMENT OF
ELDERCARE COORDINATION
AS ALTERNATIVE DISPUTE
RESOLUTION WITHIN THE
PROBATE DIVISION OF THE
ELEVENTH JUDICIAL CIRCUIT,
IN AND FOR MIAMI-DADE
COUNTY, FLORIDA**

WHEREAS, section 44.407, Florida Statutes, provides a statutory structure for eldercaring coordination; and

WHEREAS, section 44.407(12), Florida Statutes, tasked the Florida Supreme Court with establishing minimum standards and procedures for the qualification, ethical conduct, discipline, and training and education of eldercaring coordinators; and

WHEREAS, AOSC22-12 was issued by the Florida Supreme Court on May 20, 2022, establishing the administrative responsibility for eldercaring coordination, minimum standards and procedures for the qualification and disqualification of eldercaring coordinators, and the authority, and limitation on that authority, regarding the roster of qualified eldercaring coordinators; and

WHEREAS, Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215 Florida Rules of General Practice and Judicial Administration, charges the Chief Judge with the authority to promote the prompt and efficient administration of justice in the courts over which they are chief 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 General Practice and Judicial Administration, it is hereby **ORDERED**:

1. The Eleventh Judicial Circuit hereby establishes a roster of qualified eldercaring coordinators (the "Roster") from which the trial courts may appoint an eldercaring coordinator.
2. The Director of the Probate Division for the Eleventh Judicial Circuit shall have administrative responsibility for the Eleventh Judicial Circuit Eldercaring Coordination Roster.
3. Eldercaring coordinators shall be qualified and disqualified pursuant to section 44.407(5) and

(6), Florida Statutes, and no other requirements for admission to the Roster shall be instituted.

4. Individuals seeking to be included on the Roster must complete the Eldercaring Coordinator Application developed by the Dispute Resolution Center of the Office of the State Courts Administrator (the “Application”) and submit the completed Application to the Probate Director. The Application and instructions for how to submit the Application shall be posted on the Eleventh Judicial Circuit website and may be updated by the Probate Director as needed.
5. Applications will be accepted during an annual open enrollment period which will be posted on the Eleventh Judicial Circuit website.
6. The Probate Director shall review each submitted Application to determine if an individual meets the qualifications established in section 44.407, Florida Statutes. Qualified individuals shall be added to the Roster.
7. AOSC22-12 provides that each judicial circuit shall establish a process to periodically review whether an eldercaring coordinator continues to be qualified and to remove an eldercaring coordinator immediately from the roster if the coordinator is no longer qualified. Therefore, each eldercaring coordinator admitted to the Roster must resubmit their Application on an annual basis during each open enrollment period to establish that they continue to be qualified. Eldercaring coordinators who fail to do so by the end of the annual open enrollment period shall be removed from the Roster and may re-apply during the next open enrollment period.
8. In accordance with section 44.407(6), Florida Statutes, an eldercaring coordinator must resign and immediately report to the court if they no longer meet the minimum qualifications or if circumstances occur which would disqualify them from serving. Eldercaring coordinators must submit such a report to the Probate Director by email at the address posted on the Eleventh Judicial Circuit website, and to the Judge presiding over any active case in which the eldercaring coordinator is currently appointed.
9. The Probate Administrative Judge of the Eleventh Judicial Circuit, or designee, is hereby designated to hear and decide any appeal pertaining to an eldercaring coordinator's inclusion on or removal from the Roster. The Probate Administrative Judge’s, or designee’s, decision on any such appeal shall be final.

DONE AND ORDERED in Chambers at Miami-Dade, Florida, this 26th day of August 2024.

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