

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

**CASE NO. 22-1  
(Court Administration)**

**ADMINISTRATIVE ORDER  
NO. 22-02**

**IN RE: ESTABLISHMENT OF  
REQUIREMENTS FOR INCLUSION OF  
DOCKET INDEX NUMBERS OR MOTION IDENTIFIERS  
ON PROPOSED ORDERS  
AND NOTICES OF HEARINGS**

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**WHEREAS**, in *In Re: Uniform Case Reporting Requirements*, Fla. Admin. Order No. AOSC16-15 (April 27, 2016), the Supreme Court of Florida established Uniform Case Reporting (UCR) requirements in accordance with section 25.075, Florida Statutes, and Rule 2.245(a), Florida Rules of General Practice and Judicial Administration; and

**WHEREAS**, in *In Re: Uniform Case Reporting Implementation*, Fla. Admin. Order No. AOSC20-30 (May 11, 2020), the Supreme Court of Florida modified existing UCR compliance deadlines; and

**WHEREAS**, UCR relies on data reported by the Clerk of Courts. To ensure accurate case status data reporting and full utilization of technology support, it is necessary that all motions brought before the Court be referenced by name and by specific identifier.

**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:

1. Parties or attorneys submitting proposed orders to all Circuit and County Divisions of the Court, except for the Circuit and County Criminal Divisions and the Juvenile Dependency and Delinquency case types in the Unified Children's Court Division, are responsible for including certain identifying fields on such orders, as set forth below.
2. The specific identifiers utilized by the Clerk of Courts for the Eleventh Judicial Circuit are either of two options:
  - the docket index number for the motion, which is found to the immediate left of the date on the docket on the Clerk's website; which is the preferred reference; OR
  - the e-filing number, full name of motion, and date of filing for the motion as marked by the e-filing portal.

The motion identifiers must be listed in every attorney-generated notice of hearing for a specific motion and in every proposed order submitted for signature by the Court.

Each motion noticed for hearing, or each proposed order submitted should be the subject of a separate notice and a separate order.

Motions should not be combined in a single notice or in a single order so that the technology may accurately process the identifier.

The fields are to be included below the title of each notice and/or proposed order, following the format in the appropriate sample shown below:

**Sample A**  
**NOTICE OF HEARING:**

Docket Index Number: \_\_\_\_\_

Or

E-filing Number \_\_\_\_\_ Date Filed: \_\_\_\_\_

Full Name of Motion: \_\_\_\_\_

The following motion shall be called for hearing before the Honorable Judge \_\_\_\_\_ on the \_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_ a.m./p.m. via Zoom Video Conference (Link to be Provided by the Court. For assistance call the Chambers at (305) \_\_\_\_\_ [*change language to live hearing where authorized by Administrative Order and the Judge*])

**Sample B**  
**ORDER**

Docket Index Number: \_\_\_\_\_

Or

E-filing Number \_\_\_\_\_ Date Filed: \_\_\_\_\_

Full Name of Motion: \_\_\_\_\_

3. Judges have the authority to reject any proposed order that does not comply with this directive and require the filer to correct the submission.

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, Florida, this 7<sup>th</sup> day of March 2022.

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