

UPDATED PROCEDURES FOR COUNTY COURT TRANSFERS WITHIN COUNTY COURT OR TO CIRCUIT COURT AS OF FEBRUARY 2020

CASES THAT SHOULD BE SET BEFORE THE DIVISION JUDGE:

1. MOTION TO TRANSFER FROM YOUR COUNTY COURT DIVISION TO THE CIRCUIT COURT AS A RESULT OF A RELATED CASE:

When a party moves to transfer a case from your county court division to the circuit court as a result of a related case, the division county court judge sets a hearing and rules on the motion **USING THE RELATED CASE RECOMMENDATION TRANSFER ORDER THAT IS ON COURT MAP**. Please use that Order and not any other Order to avoid a problem in effectuating the transfer. There is a line in the recommendation to place the related circuit court case number. You also should use this form order even if the motion is agreed. This form is **ONLY** used in this related case transfer situation. The Recommendation Order instructs the attorneys to complete the transfer, they must send a copy of the signed order with a copy of the motion must be sent by email to relatedcasetransfers@jud11.flcourts.org for review by the Administrative Judge of the Circuit Civil Division. This is a recommendation and Judge Bailey determines to accept or reject that recommendation. Judge Bailey also determines whether to transfer that case to the particular circuit court judge who is presiding over the related case. These motions are NOT handled by me as administrative judge.

2. MOTION TO TRANSFER A COUNTY COURT CASE IN YOUR DIVISION TO THE CIRCUIT COURT BECAUSE OF THE JURISDICTIONAL AMOUNT:

When a party moves to transfer a case from your county court division to the circuit court as a result of the jurisdictional amount, the division county court judge hears the motion and makes the ruling. **PLEASE USE THE ORDER IN COURT MAP FOR TRANSFERRING A CASE BASED UPON THE JURISDICTIONAL AMOUNT THAT EXCEEDS COUNTY COURT. JUDGE BAILEY DOES NOT HANDLE THESE TRANSFERS AND THEY ARE NOT REVIEWED BY HER OR PUT ON HER CALENDAR.** They are transferred administratively by the Clerk's Office. These motions are NOT handled by me or any administrative Judge.

3. CONSOLIDATION OF A COUNTY COURT CASE IN YOUR DIVISION WITH ANOTHER COUNTY COURT CASE ALSO IN YOUR DIVISION:

When a party moves to consolidate a case from your county court division with another case also in your division (i.e., both are the same Judge's cases), that division county court judge hears the motion and makes the ruling. As a result, if that one Judge consolidates the cases, they remain with that particular Judge. These motions are NOT handled by me or any county court administrative Judge.

CASES THAT SHOULD BE SET BEFORE ME AS THE ADMINISTRATIVE COUNTY COURT JUDGE OR IN MY ABSENCE, BEFORE EITHER OF THE ASSOCIATE ADMINISTRATIVE JUDGES, JUDGE ABREU OR JUDGE JANOWITZ:

1. MOTION TO TRANSFER A COUNTY COURT CASE FROM ONE COUNTY COURT LOCATION TO ANOTHER COUNTY COURT LOCATION:

When a party moves to transfer a case from one county court location to another county court location, that motion must be set before me as the Administrative Judge. Please have the party contact my office at 305-636-2260 or email my JA at rchavez@jud11.flcourts.org to schedule those hearings.

2. MOTION TO TRANSFER A COUNTY COURT CASE FROM YOUR DIVISION TO ANOTHER JUDGE'S DIVISION:

When a party requests transfer of your county court case to another county court judge, that motion should be set before me as the Administrative Judge. Please have the party contact my office at 305-636-2260 or email my JA at rchavez@jud11.flcourts.org to schedule those hearings.

3. MOTION FOR CONSOLIDATION OF A COUNTY COURT CASE FROM YOUR DIVISION TO ANOTHER JUDGE'S DIVISION:

When a party requests consolidation of your county court case to another county court judge, that motion should be set before me as Administrative Judge. Please have the party contact my office at 305-636-2260 or email my JA at rchavez@jud11.flcourts.org to schedule those hearings.