

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

**ADMINISTRATIVE MEMORANDUM  
(Court Administration)**

**IN RE: UNIFORM PROCEDURES FOR  
SERVING MOTIONS TO DISQUALIFY  
ON THE JUDICIARY**

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**WHEREAS**, uniform procedures are necessary to ensure that motions to disqualify judges are timely served on, and disposed of, by the affected judges, in accordance with Florida Rules of General Practice and Judicial Administration 2.330 and 2.516.

**NOW, THEREFORE**, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida under Florida Rule of General Practice and Judicial Administration 2.215, the following administrative policy is hereby **ADOPTED**:

1. Upon filing a motion to disqualify through the Florida Courts e-filing Portal, the filing party shall simultaneously serve a copy of the motion on the subject judge by utilizing **all** applicable methods described below:
  - 1.1 **courtMAP**. In all cases **except criminal cases**, by electronically uploading the motion as an emergency motion in courtMAP, the Court's online case management and access platform, at <https://cmap.jud11.flcourts.org/ebench/courtMAP>.
  - 1.2 **Email Service**. In all cases, by emailing the subject judge at the email address set forth on the Judge's webpage at the Eleventh Judicial Circuit of Florida website: (<https://www.jud11.flcourts.org/>). If there is no email address for the judge on the Eleventh Judicial Circuit of Florida website, the email address listed for the judge in The Florida Bar's online directory (<https://www.floridabar.org/directories/find-mbr/>) shall be used to effectuate email service.
    - 1.2.1 The email shall be copied to all other parties at all email addresses designated by the parties or their attorneys pursuant to Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(A); and
    - 1.2.2 In addition to complying with the requirements of Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(E), the body of the email

shall identify the attached document as a motion to disqualify a trial judge.

2. This Administrative Memorandum shall take effect immediately and remain in effect until further order of the Court.

**ADOPTED** in Chambers at Miami-Dade County, Florida, this 28<sup>th</sup> day of October 2021.

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