

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

**CASE NO. 26-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 24-04 A1
(Amending AO No. 24-04)**

**IN RE: AMENDMENT TO PROCEDURES
FOR ASSIGNMENT, REASSIGNMENT
AND TRANSFER OF CASES; NEW
NOTICE REQUIREMENT IN THE
FAMILY DIVISION OF THE ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA, IN
AND FOR MIAMI-DADE COUNTY,
FLORIDA**

WHEREAS, pursuant to revised Administrative Order No. 79-2, effective October 12, 1979, procedures were established for the Assignment, Reassignment, and Transfer of Cases in the General Jurisdiction Division of the Eleventh Judicial Circuit Court, in and for Miami-Dade County, Florida; and

WHEREAS, the court has determined that these procedures require revision due to changes in the population and significant increase in filings in the Family Division; and

WHEREAS, pursuant to Florida Rules of General Practice and Judicial Administration 2.545(d)(l), the petitioner must utilize the Notice of Related Cases Form 12.900(h), which must accompany any related case filed in Family Court; and

WHEREAS, in an effort to conserve judicial resources and promote the efficient administration of actions filed in the Family Division of the Eleventh Judicial Circuit of Florida, it has been determined that a Notice of Related Cases form must accompany filings in family law case types; and

WHEREAS, it has further been determined that such related cases should be assigned to one judge to effectuate the prompt disposition of cases in the Family Division.

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 the following procedures shall be adhered to in the Assignment, Reassignment, and Transfer of Cases in the Family Division.

1. Assignment of Cases by the Clerk of the Court.

- (a) All newly filed cases shall be randomly assigned by the Clerk of Court pursuant to the blind filing system, except as otherwise provided by Order of the Chief Judge or by memorandum from the Administrative Judge of said Division.
- (b) Emergency cases shall be assigned to a section of the Court promptly upon the filing of the same, and such assignment of cases shall be made by the Clerk.
- (c) The Judge and Division to which the case is assigned at the time of filing shall hear all matters relating to said case, except that the Administrative Judge of the Family Division and/or the designee may assign the case for good cause.
- (d) All related family cases must be handled before one judge unless impractical as pursuant to Family Law Rules of Procedure Rule 12.003.
- (e) If it is impractical for one judge to handle all the related cases, the judges assigned to hear related cases involving the same family and/or children may confer for the purpose of case management and coordination of the cases.

2. Reassignment/Transfer of Cases.

After the initial assignment of cases to the individual section by the Clerk using the blind filing system, there shall be no transfer of cases from one section to another, except as follows:

- (a) When a Judge has recused himself or herself or has been disqualified from hearing a case, such case should be brought to the attention of the Administrative Judge of the Family Division and/or the designee so that the case and its related cases pending before the judge may be blind filed.
- (b) The assigned Judge shall immediately enter their Recusal Order or Disqualification Order and email it to the Administrative Judge of the Circuit Family Division and/or the designee. The Clerk of Courts shall have this case blind filed and reassigned to another section of the Court in accordance with established procedure.
- (c) Pursuant to Rule 12.060 of the Florida Family Law Rules of Procedure, if it should appear at any time that an action is pending in the wrong court of any county, it may be transferred to the proper court within the county by the same method as provided by Florida law.
- (d) Any party desiring to transfer a case from the assigned section to another section shall file a written motion for transfer stating the reasons of said transfer, shall serve notice on all parties, and shall set the matter for hearing before the

Administrative Judge of the Family Division.

- (e) When any action is filed placing venue in the wrong county, the court may transfer to the proper court in any county in which the case might have been brought in accordance with the venue statutes.
- (f) Florida Rules of General Practice and Judicial Administration 2.545(d) requires the petitioner in a family law case to file with the court a notice of related cases, if any. If a Notice of Related Cases is filed, the pending related family cases may be reassigned by the Administrative Judge or designee to the judicial section with the lowest case number.
- (g) All attorneys and self-represented litigants must disclose and file a “Notice of Related Case” if there is a lower case involving either party or child(ren) upon the filing of their initial pleading.
- (h) If any party becomes aware of a related case after filing their initial pleading, then that party must immediately file a motion to transfer and request a hearing from the Administrative Judge or the designee.
- (i) No case assigned to a judicial section in the Family Division may be transferred to another judicial section with a lower related case number, within the Family Division, if the case has been pending in the judicial section for more than 60 days from date of service.
- (j) No case assigned to a judicial section in the Family Division may be transferred to another judicial section with a lower related case number, within the Family Division if the case has been noticed and scheduled for trial even if the case has been pending for less than 60 days, regardless of a continuance.
- (k) This Administrative Order does not preclude the transferring of the following cases to or from the Family Division after sixty (60) days:
 - 1. Child Support Enforcement/Division (46) cases
 - 2. Identical cases
 - 3. Cases and Related Cases where an Order of Recusal/Disqualification has been entered.
- (l) This Administrative Order does not preclude the transfer of cases pursuant to Administrative Order No. 25-20.
- (m) The Administrative Judge or designee may at any time, on the Court's own motion, assign a case to another Section in the interests of justice or to promote the efficient operation of the Circuit Family Division as a whole.

3. Temporary or Emergency Coverage.

To prevent delays or continuances because of the absence, unavailability, or the

overburdened calendar of any Judge; to promote the efficient operation of the Circuit Family Division as a whole; or, for any other good cause:

- (a) Judges may hear any matters or each other's calendars and try any cases for each other.
- (b) No transfer will be made under this section in lieu of recusal or disqualification.

Except as amended herein, Administrative Order No. 24-04 remains in effect until further order of the court.

DONE and ORDERED in Chambers at Miami-Dade, County Florida, this 7th day of May 2026.

**ARIANA FAJARDO ORSHAN, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**