

IN THE CIRCUIT COURT OF THE 16TH
JUDICIAL CIRCUIT OF THE STATE OF
FLORIDA, IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER: 5.015

IN RE:

FAMILY COURT CASE
MANAGEMENT PROJECT

_____ :

WHEREAS, Rule 2.050 (b) (3), Florida Rules of Judicial Administration, provides that the Chief Judge shall develop an administrative plan for the efficient and proper administration of all courts within the Circuit, and that such a plan shall work to effect prompt disposition of cases, and control court dockets; and

WHEREAS, Rule 2.085 (a) and (b), Florida Rules of Judicial Administration, provides that judges have an obligation to conclude litigation as soon as it is reasonably and justly possible to do so, and that trial judges shall take charge of all cases at an early stage in the litigation and shall control the progress of the cases thereafter until the cases are determined; and

WHEREAS, there is a need to conduct a systematic case progression analysis in Dissolution of Marriage cases to help ensure that cases reach prompt final hearings after all required filings have been made, it is therefore

ORDERED THAT:

1. Personnel of the Family Court shall assist the Family Court Judges by the review of Dissolution of Marriage files, and the completion of the attached Checklist.
2. Said Checklist form shall be retained in the Court file in Dissolution of Marriage cases for reference by the Court, judicial support personnel, and for statistical purposes.

3. The Case Progression Checklist shall be completed in all new Dissolution of Marriage filings throughout the 16th Judicial Circuit, commencing January 1, 1999.
4. Family Court personnel may contact the parties to Dissolution of Marriage cases involving children with information concerning the required Parent Education and Family Stabilization Course, and concerning other needed filings as the presiding judge may direct.

DONE AND ORDERED in Chambers, in Key West, Monroe County, Florida, this 28 day of February, 1999.

Hon. Sandra Taylor, Chief Judge

**Family Court Case Management Project
Case Progression Checklist
Dissolution of Marriage**

CASE NO: _____ FILED ON: _____ JUDGE: _____
CASE STYLE: _____

	PETITIONER REPRESENTED	UNREPRESENTED	SELF HELP
RESPONDENT	REPRESENTED	UNREPRESENTED	SELF HELP

Case involves:	minor child(ren)	yes	no	n/a
	division of property	yes	no	n/a

1. INITIAL FILINGS:

Cover Sheet		yes	no	n/a
Related cases Affidavit		yes	no	n/a
(if there are related cases list them here: _____)				
Petition for Dissolution of Marriage	yes	no		
UCJJA	yes	no		n/a
Child Support Guidelines		yes	no	n/a
Financial Affidavit		yes	no	
Photocopy of Florida DL/ID	yes	no		n/a
Corroborating Witness Affidavit		yes	no	n/a
Settlement Agreement		yes	no	n/a
Social Security Affidavit		yes	no	n/a
Certif of Compliance w/Mandatory Disc		yes	no	n/a
Non Military Affidavit	yes	no		n/a
Memorandum for Certif of Military Serv		yes	no	n/a

2. SERVICE PROCESS:

Summons issued		yes	no	
Respondent Served		yes	no	
Service accepted by Attorney	yes	no		n/a
Respondent's Answer & Waiver filed	yes	no		n/a
Counter Petition filed	yes	no		n/a
Affidavit of Diligent Search & Inquiry	yes	no		n/a
Affidavit of Publication/Clerk's Certif Posted	yes	no		n/a

3. PROCEDURAL:

Motion for Default		yes	no	n/a
Default Entered		yes	no	n/a
Final Hearing set		yes	no	
Date: _____				
Notice of Hearing sent out		yes	no	
Court Order directing to Parenting Class		yes	no	n/a
Certif of Completion from Parenting Class	yes	no		n/a

Date of the case review: _____