

IN RE:

**ADMINISTRATIVE ORDER APPROVING A FORM AND INSTRUCTIONS
FOR FILING NOTICE OF RELATED CASES IN FAMILY LAW MATTERS**

The Florida Supreme Court adopted Fla.R.Jud.Admin. 2.085(d), effective January 1, 2006, requiring all petitioners in family law cases to file a “Notice of Related Cases.” The undersigned Family Law Administrative Judge considered the need to adopt a form and instructions to be used until the Florida Supreme Court approves a state-wide form. Therefore,

1. **FAMILY LAW CASES.** The Notice of Related Cases shall be filed by the petitioner in any of the following cases:

- **Dissolution of marriage**
- **Annulment**
- **Support unconnected with dissolution of marriage**
- **Paternity**
- **Child Support**
- **UIFSA**
- **Custodial care of and access to children**
- **Adoption**
- **Name change**
- **Declaratory judgment actions related to premarital, marital, or post-marital agreements**
- **Civil domestic violence, repeat violence, dating violence, and sexual violence injunctions**
- **Juvenile dependency, termination of parental rights**
- **Juvenile delinquency**
- **Emancipation of a minor**
- **CINS/FINS**
- **Truancy**
- **Modification and enforcement of orders entered in these cases**

2. **RELATED CASES.** A related case is a separate criminal case, civil case, domestic violence case, juvenile dependency case, juvenile delinquency case, or domestic relations case that:

- A. involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B. affects the court’s jurisdiction to proceed; or
- C. has an order in the related case that may conflict with an order on the same issues in the new case; or
- D. may cause an order in the new case to be entered that may conflict with an order in an earlier case.

3. **Notice of Related Cases.** The Petitioner in any family law case, as defined above, filed in the 16th Judicial Circuit after January 1, 2006, shall file a Notice of Related Cases that complies with the requirements of Fla.R.Jud.Admin. 2.085(d). The attached “Notice of Related Cases,” the “Pro-Se Instruction Sheet for Filing a Notice of Related Cases” are hereby adopted for use in the 16th Judicial Circuit, until the Florida Supreme Court approves forms and instructions. Petitioners shall use the attached “Notice of Related Cases” until the Florida Supreme Court adopts a state-wide form.

4. A copy of the Instructions for Filing Notice of Related Cases for Self-Represented Parties and a form Notice of Related Cases shall be included in any packet of family law forms furnished to self-represented parties.

5. **EFFECTIVE DATE.** The Order is effective January 1, 2006.

ORDERED in Key West, Monroe County, Florida on 8 day of March, 2006,
nunc pro tunc January 1, 2006.

Sandra Taylor
Family Law Administrative Judge
16th Judicial Circuit

2. Case caption and case number _____

Location if other than Monroe County _____
(If unknown, state the names of the parties and the county in which the action is pending. For juvenile cases, children may be identified by initials).

Please provide a brief statement of how the cases are related and whether assignment to one Judge or another method of coordination will conserve judicial resources and promote the efficient determination of the actions.

I **do not** request coordination of litigation in this case
 I request coordination of litigation in this case

3. Case caption and case number _____

Location if other than Monroe County _____
(If unknown, state the names of the parties and the county in which the action is pending. For juvenile cases, children may be identified by initials).

Please provide a brief statement of how the cases are related and whether assignment to one Judge or another method of coordination will conserve judicial resources and promote the efficient determination of the actions.

I **do not** request coordination of litigation in this case
 I request coordination of litigation in this case

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

If any related cases are identified, a copy of this notice must be served on all parties in the related cases, the presiding judges, and the chief judge or family law administrative judge. (Fla.R.Jud.Admin. 2.085(d)(7)).

CERTIFICATE OF SERVICE

I **HEREBY CERTIFY** that a copy of the foregoing Notice of Related Cases has been delivered this ____ day of _____ 200__, to the Presiding Judges of any related case, _____;
Administrative Family Law Judge, Sandra Taylor; Party to related case(s)

_____ and Respondent by ___ Process Service ___ hand delivery, or ___ U.S. Mail.

Petitioner/Attorney for Petitioner
Printed Name: _____
Address & Telephone Number _____

INSTRUCTIONS FOR FILING NOTICE OF RELATED CASES
(SELF-REPRESENTED PARTIES)

When should this form be used?

The Petitioner in a family case must file a notice of related cases with the initial pleading and serve it on the other parties in the related cases, the presiding judges, and the chief judge or family law administrative judge. The notice of related cases is required even if the case is uncontested.

Family cases include:

- **Dissolution of marriage**
- **Annulment**
- **Support unconnected with dissolution of marriage**
- **Paternity**
- **Child Support**
- **UIFSA**
- **Custodial care of and access to children**
- **Adoption**
- **Name change**
- **Declaratory judgment actions related to premarital, marital, or post-marital agreements**
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RELATED CASES. A related case is a separate criminal case, civil case, domestic violence case, juvenile dependency case, juvenile delinquency case, or domestic relations case that:

- A. involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B. affects the court's jurisdiction to proceed; or
- C. has an order in the related case that may conflict with an order on the same issues in the new case; or
- D. may cause an order in the new case to be entered that may conflict with an order in an earlier case.

For example, a criminal domestic violence case may involve the same parties even after it is closed, conditions of probation may prohibit contact between the parties; a pending dependency case must be decided by the dependency judge and even after it is closed, the dependency judge may have exclusive jurisdiction over the custody and visitation of the minor children. These are just examples there are many more related case scenarios.

You must make a reasonable effort to determine if any related cases exist from your own records and from public records available in the clerk's offices or over the internet.

This form should be typed or printed in ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of this form must be mailed or hand delivered to any other party in your case, the presiding judge, and the chief judge or family law administrative judge and any other party in the related cases.

Each party to the case has a continuing duty to inform the court of any proceeding in this or any other state that could affect the current proceeding.