

**IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY, DUVAL, AND NASSAU COUNTIES, FLORIDA**

THIRD AMENDED ADMINISTRATIVE ORDER NO. 2023-05

**IN RE: CIVIL CASE MANAGEMENT AND RESOLUTION OF NON-COMPLEX
CASES FILED IN CIRCUIT COURT**

WHEREAS, on May 23, 2024, the Supreme Court of Florida amended Florida Rules of Civil Procedure 1.200 and 1.201, regulating Case Management and Pretrial Procedure. On December 5, 2024, the Supreme Court further amended these rules. In amending these rules, the Supreme Court created a framework for the active case management of civil cases with a focus on adhering to deadlines established early, based on the complexity of the case, while providing room for customization by judicial circuits given the varying levels of volume, resources, and available automation.

On May 6, 2021, the Supreme Court entered Administrative Order No. AOSC20-23, Amendment 13, requiring chief judges to direct all judges within their circuits to strictly comply with Florida Rules of General Practice and Judicial Administration 2.545, (a), (b), and (e), which, respectively, require judges to conclude litigation as soon as is reasonably and justly possible to do so, to take charge of all cases at an early stage and to control the progress of the case until resolved, and to apply a firm continuance policy allowing continuances only for good cause shown.

The Fourth Judicial Circuit has issued multiple administrative orders addressing civil case management, including its Second Amended Administrative Order No. 2023-05 on May 3, 2023. This Third Amended Administrative Order No. 2023-05 is entered to implement the Case Management Pretrial Procedure requirements of Florida Rule of Civil Procedure Rule 1.200 as recently amended.

NOW THEREFORE, by the authority vested in me as Chief Judge of the Fourth Judicial Circuit and pursuant to the Florida Rules of Civil Procedure and Florida Rules of General Practice and Judicial Administration, it is

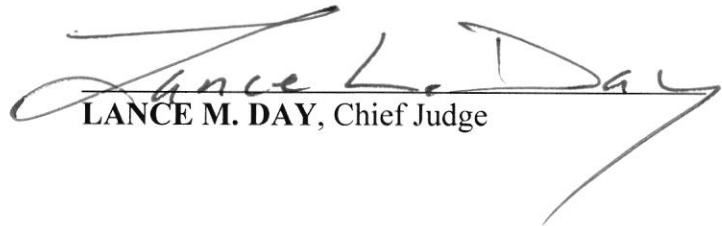
ORDERED:

1. The Initial Case Management Order required by Florida Rule of Civil Procedure 1.200(c) shall be issued in the form as shown in “Attachment 1” to this Order.
2. Pursuant to Florida Rule of Civil Procedure 1.200(a)(16), a Special Division of the Civil Division of the Circuit Court is created for Residential Mortgage Foreclosure cases in Duval County only. Such cases shall be designated with the lettering “FC-__,” including the letter of the division assignment. These foreclosure cases shall be actively managed by the Circuit Judges, including the issuance of case management orders and other practices designed to resolve these cases according to the applicable time standards.
3. This Order applies to all civil cases pending in the Circuit Courts for Clay, Duval, and Nassau Counties on January 1, 2025.
4. Case Management Orders already in effect on January 1, 2025, continue to govern pending actions, but any new terms or extensions of deadlines specified in those case management orders are governed by Florida Rule of Civil Procedure 1.200, as amended.

[INTENTIONALLY LEFT BLANK FOR FORMATTING PURPOSES]

5. This Third Amended Administrative Order Regarding Civil Case Management in Circuit Court, No. 2023-05, supersedes the Second Amended Administrative Order No. 2023-05, entered on May 3, 2023; shall be recorded by the Clerks of the Court in the Official Records of Clay, Duval, and Nassau Counties, in the State of Florida; shall take effect immediately; and shall remain in full force and effect until further Order of this Court.

DONE and ORDERED at Jacksonville, Duval County, Florida, on this 13th day of January 2025.


LANCE M. DAY, Chief Judge

Attachment (1)
Copies to:

All Judges in the Fourth Judicial Circuit
All Magistrates in the Fourth Judicial Circuit
The Honorable Steven Whittington, Administrative Judge, Clay County
The Honorable Steven Fahlgren, Administrative Judge, Nassau County
The Honorable Tara S. Green, Clerk of the Court, Clay County
The Honorable Jody Phillips, Clerk of the Court, Duval County
The Honorable Mitchell Keiter, Clerk of the Court, Nassau County
Courtney Grimm, Esquire, County Attorney, Clay County
Michael T. Fackler, Esquire, General Counsel, City of Jacksonville
Denise May, Esquire, County Attorney, Nassau County
Eve Janocko, Fourth Judicial Circuit Trial Court Administrator
Claude T. Colvin, Deputy Trial Court Administrator
Mike Smith, Court Technology Officer
Cecilia F. Birk, Esquire, Court Counsel
Judicial Staff Attorneys, Fourth Judicial Circuit
Fourth Judicial Circuit Law Library, Duval County
Jim Kowalski, Jr., Esquire, President and CEO, Jacksonville Area Legal Aid
James Read Holland, II, Esquire, President, ABOTA Jacksonville Chapter
Christopher Douglas, Deputy Director, Strategic Improvement, Clerk of the Court, Duval County
Austin Eler, Senior Manager Clerk of Court, Duval County
Laura Lentini, Assistant to Court Counsel
Clay County Bar Association
Jacksonville Bar Association
Nassau County Bar Association

IN THE CIRCUIT COURT OF THE
FOURTH JUDICIAL CIRCUIT IN AND FOR
_____ COUNTY, FLORIDA

CASE NO.: 16-____ - ____ - _____ -XXXX-MA
DIVISION: CV-_____

_____ /

**CASE MANAGEMENT ORDER SETTING PROJECTED
TRIAL DATE AND CASE MANAGEMENT DEADLINES**

In accordance with Florida Rule of Civil Procedure Rule 1.200, it is,

ORDERED as follows:

1. CASE MANAGEMENT TRACK DESIGNATION. Based on initial information provided on the Civil Case Cover Sheet and consideration of the Complaint, this case is assigned to:

_____ the streamlined case management track.

_____ the general case management track.

Changes in track designation may be made in accordance with Rule 1.200(c).

2. PROJECTED TRIAL DATE.

_____ The Plaintiff has demanded a jury trial.

_____ The Plaintiff has not demanded a jury trial.

The projected trial term date is [month, day, year] _____.

3. PROJECTED TRIAL DURATION. The projected time allocated for the trial is:

_____ 6 days or more.

_____ 5 days or less.

_____ 4 hours or less.

4. PROJECTED PRE-TRIAL DEADLINES.

a.	Service of Complaint	See Fla. R. Civ. P. Rule 1.070,
b.	Service Under Extensions	See Fla. R. Civ. P. Rule 1.070
c.	Adding New Parties	____ days after service of the Complaint
d.	Filing and Resolution of all Objections to Pleadings	____ days after service of the Complaint
e.	Completion of Fact Discovery	____ days before pre-trial conference
f.	Completion of Expert Discovery	____ days before pre-trial conference
g.	Filing and Service of Motions for Summary Judgment	____ days before pre-trial conference
h.	Filing and Resolution of all Pretrial Motions	____ days before pre-trial conference
i.	Completion of Alternative Dispute Resolution	____ days before pre-trial conference

The deadlines established by this Order will be strictly enforced unless changed by court order.

5. CASE MANAGEMENT FOLLOWING THE SETTING OF THE PROJECTED TRIAL DATE. A Case Management Conference (“CMC”) pursuant to Florida Rule of Civil Procedure Rule 1.200(j) will be convened on _____, 20____, at ____:____ a.m./p.m. at the _____ County Courthouse, _____, Hearing Room _____, _____, Florida _____.

The purpose of this Case Management Conference is to provide the parties or their counsel an opportunity to be heard prior to the Court setting the actual trial period, pretrial conference, and pretrial deadlines.

Accordingly, no later than seven (7) days prior to this CMC, the parties or their counsel shall, in a meeting initiated by Plaintiff(s) or their counsel if represented, confer with each other regarding the particular case management needs of the case, including but not limited to:

- a. whether the parties adopt the projected trial date/duration set forth above; or
- b. whether the parties agree that a different actual trial date/duration should govern this case; and
- c. whether the CMC should be cancelled because the parties have submitted a Trial Set Memorandum as set forth below.

The parties may avoid this CMC by filing and submitting to the Court's Judicial Assistant, a completed Division CV-_____ Trial Set Memorandum no later than fourteen (14) days prior to the date of this CMC, advising the Court whether the parties adopt the projected trial date/duration set forth above OR whether the parties agree that a different actual trial date/duration (consistent with the time standards set forth in Florida Rule of General Practice and Judicial Administration 2.250) should govern this case. If such a memorandum is timely submitted, the Court will, upon request, cancel this CMC. Unless the Court cancels the CMC, the CMC shall proceed.

Upon the failure of a party, or their counsel if represented, to attend this CMC or to submit a completed Trial Set Memorandum, the Court may set an actual trial date, dismiss the action, strike pleadings, limit proof or witnesses, or take any other appropriate action against a party failing to attend. Fla. R. Civ. P. 1.200(j)(6) and 1.420(b).

6. ORDER SETTING ACTUAL TRIAL DATE. Following either the CMC or the receipt of a Trial Set Memorandum from the parties, each Division will enter a superseding order setting an actual trial date within the time standards prescribed by Florida Rule of General Practice

and Judicial Administration 2.550, along with deadlines and requirements of counsel pursuant to Florida Rules of Civil Procedure 1.200 and 1.440.

7. MOTIONS OR OBJECTIONS DIRECTED TO PLEADINGS. Within sixty (60) days of filing a Motion to Dismiss, a Motion for More Definite Statement, a Motion to Strike or any objection to a pleading, the moving or objecting party shall schedule with the Court's Judicial Assistant a hearing on the motion or objection. Failure to do so shall result in the motion or objection being deemed abandoned and denied. The nonmoving party shall promptly submit a proposed order confirming that the motion or objection is denied.

8. SERVICE OF THIS ORDER. The Plaintiff shall serve a copy of this Case Management Order on all other parties to this action and shall file a Certificate of Service reflecting the date on which the party was served.

DONE AND ORDERED in Chambers at _____, _____ County, Florida, this [month, day, year].

CIRCUIT JUDGE