

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

THIRD AMENDED ADMINISTRATIVE ORDER NO. 2023-17

**IN RE: CIVIL CASE MANAGEMENT AND RESOLUTION OF CASES FILED IN
COUNTY 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 in County Court. This Third Amended Administrative Order No. 2023-17 is entered to supersede all previous orders and 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. Upon the opening of a case, the Clerk of the Court for their respective county (Clay, Duval, and Nassau) shall issue the Initial Rule 1.200 Case Management Order Setting Projected Trial Date and Case Management Deadlines required by Florida Rule of Civil Procedure 1.200(c) in the form as shown in "Attachment 1" to this Order.

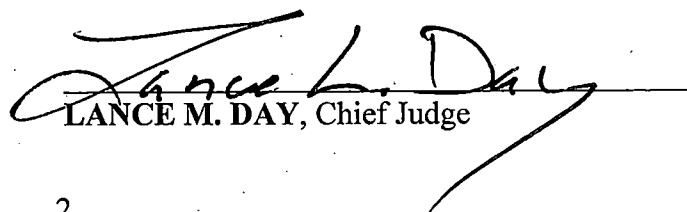
2. For cases filed on or after January 1, 2025, before the issuance of this Third Administrative Order No. 2023-17, the Clerk is directed to retroactively file in each case the Initial Rule 1.200 Case Management Order Setting Projected Trial Date and Case Management Deadlines.

3. This Order applies to all civil cases, except evictions, unlawful detainers, and small claims cases that have not invoked the Florida Rules of Civil Procedure, pending in County Court on January 1, 2025, or filed on or after 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.

5. This Third Amended Administrative Order No. 2023-17, supersedes the Second Amended Administrative Order No. 2023-17, entered on August 15, 2023 (Duval County) and the Amended Administrative Order No. 2023-17, entered on August 11, 2023 (Clay and Nassau Counties); 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 at Jacksonville, Duval County, Florida, on this 15th 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

4thCircuitAO@clayclerk.com

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

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

According to Florida Rule of Civil Procedure 1.200, it is, **ORDERED**:

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 a streamlined case management track unless a party requests a general case management track.

Changes in track designation may be made according to Rule 1.200(c).

2. PROJECTED TRIAL DATE. If either party has demanded a jury trial, the projected trial date is within twelve to sixteen months of this Order.

If either party has demanded a non-jury trial, the Court will determine the projected trial date at the first Case Management Conference. The projected date shall not exceed ten (10) months from the date of this Order. Counsel and/or the parties are cautioned that the trial date may be expedited.

3. PROJECTED TRIAL DURATION. If a party demands a jury trial, the projected trial time allocated shall be five (5)-days or less.

If a non-jury trial is demanded, the projected trial time allocated shall be four (4) hours or less.

Should a party need additional time, the party must file a written motion showing good cause no later than two (2) days prior to the first Case Management Conference.

4. PROJECTED PRE-TRIAL DEADLINES.

a.	Service of Complaint	See Fla. R. Civ. P. 1.070.
b.	Service Under Extensions	See Fla. R. Civ. P. 1.070.
c.	Adding New Parties	75 days after service of Complaint
d.	Filing and Resolution of Objections to Pleadings (e.g. motion to dismiss, motion for more definite statement)	Filing: Within 30 days after service of Complaint Resolution: 60 days after service of Complaint
e.	Completion of Fact Discovery	8 months after the date of this Order
f.	Completion of Expert Discovery	8 months after the date of this Order
g.	Filing and Resolution of Pretrial Motions	30 days before pre-trial conference
h.	Completion of Alternative Dispute Resolution, if required	9 months after the date of this Order
i.	Filing and Service of Motions for Summary Judgment	To be filed, served, and heard no later than 60 days before the pretrial conference, unless otherwise ordered

5. CASE MANAGEMENT FOLLOWING THE SETTING OF THE PROJECTED TRIAL DATE. Unless requested by the parties, the Court shall set a Case Management Conference within a reasonable time of this Order with notice to all parties.

Upon the failure of a party (or the party's counsel if represented) to attend a Case Management Conference, the Court may dismiss the action, strike pleadings, limit proof or witnesses, or take any other appropriate action against a party failing to attend. Fla. R. Civ. Pro. 1.200(j)(6), and 1.420(b).

[INTENTIONALLY LEFT BLANK FOR FORMATTING PURPOSES]

6. **FINAL CASE MANAGEMENT ORDER/TRIAL ORDER.** Following the Case Management Conference, each Division will enter a superseding Case Management Order and/or Trial Order setting the actual trial date within the time standards prescribed by Florida Rule of Civil Procedure 2.550, along with deadlines and requirements of counsel pursuant to Florida Rules of Civil Procedure 1.200 and 1.440 that may modify or shorten the times provided herein. This Final Case Management Order/Trial Order shall be binding and strictly enforced according to Rule 1.200(e), unless modified by a subsequent Order. The parties and/or counsel are reminded that, pursuant to Rule 1.440, the failure of the pleadings to close will not preclude the Court from setting a case for trial. Further, pursuant to Florida Rule of Civil Procedure 1.460, motions to continue trial are disfavored and granted only upon good cause shown.

7. **APPLICABLE CASES.** THIS ORDER SHALL APPLY ONLY IN SMALL CLAIMS CASES ("SC") IF THE FLORIDA RULES OF CIVIL PROCEDURE HAVE BEEN INVOKED.

DONE in Chambers at Jacksonville, Duval County, Florida, this [month, day, year].

LANCE M. DAY, Chief Judge