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CLERK OF CIRCUIT COURT

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 85-45

In Re: **CAPTION OF PLEADINGS AND ORDERS**

WHEREAS, beginning in 1986 all court filings and cases are to be computerized; and

WHEREAS, it has come to the attention of the Court that many pleadings and orders have incomplete captions that do not adequately identify their nature; examples thereof such as pleadings and orders simply styled "MOTION," "ANSWER," "ORDER," etc.; and

WHEREAS, a more descriptive caption would assist the Clerk's office in placing such pleadings in the computer and would assist the Court in its consideration of the pleadings in a cause; and

WHEREAS, more descriptive captions, such as "MOTION TO DISMISS SECOND AMENDED COMPLAINT BY DEFENDANT JONES," "ANSWER OF DEFENDANT JONES TO SECOND AMENDED COMPLAINT," "MOTION TO COMPEL ANSWERS TO PLAINTIFF'S FIRST SET OF INTERROGATORIES," "ORDER TO DISBURSE COURT REGISTRY FUNDS IN PARCEL 102-A," etc., would be of assistance to the Clerk and the Court in performing their duties, it is thereupon

Requested that commencing with all filings subsequent to January 1, 1986, that such caption be more descriptive and particular as to the pleading or order involved. No pride of authorship is claimed for the examples given above, but the Bench and the Bar are respectfully requested to cooperate to the fullest extent possible to identify concisely the nature of the order or pleading filed in order to be of assistance to the office of the Clerk of the Court and to the Bench.

DONE AND ORDERED at Tallahassee, Leon County, Florida, this 11th day of December, 1985.

Donald O. Hartwell

DONALD O. HARTWELL, CHIEF JUDGE

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
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