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APPROVED BY THE
SUPREME COURT OF FLORIDA
Mar. 20 1990
SID J. WHITE
CLERK SUPREME COURT

IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

LOCAL COURT RULE 90-2

RE: Designation of Divisions and Assignment of Cases

WHEREAS, Rule 2.050(b)(3), Florida Rules of Judicial Administration directs the chief judge to "develop an administrative plan for the efficient and proper administration of all courts within his circuit," and

Whereas, Rule 2.050(e)(1), Florida Rules of Judicial Administration provide for the establishment of local rules to carry out such an administrative plan, and

Whereas, it is the intent of the Supreme Court that local court rules are reserved for the designation of court divisions and jury procedures, it is

RESOLVED:

That for the purpose of practice, in issuing, serving and returning process, and for the trial and disposition of all cases, this Court is hereby divided into the following divisions with purposes as defined below.

I. Circuit Court

A. Administrative Division

1. In accordance with Rule 2.050, Florida Rules of Judicial Administration, the Chief Judge shall be the administrative head of the Circuit and shall appoint for each division, and other significant project areas, an Administrative Judge who shall also perform administrative functions pertaining to the assigned division or project area, concurrently with the Chief Judge.

2. The Chief Judge and other Administrative Judges shall be assisted by the Court Administrator, and staff of that office, in the implementation of all provisions of Rule 2.050, Florida Rules of Judicial Administration, and such other matters as shall pertain to the administration of the Courts and interrelationships between the Courts, the Judges thereof, and support personnel involved in the operation of the Courts.

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B. Civil Division

All cases and matters governed by the Florida Rules of Civil Procedure, involving the jurisdiction of the Circuit Court shall be assigned to this division.

C. Criminal Division

All cases and matters involving felony criminal proceedings and all matters pertaining to the investigation and prosecution of violations of criminal laws not vested exclusively in the County Court shall be referred to and processed in this division. Concurrent with the County Court, Criminal Division, applications for issuance of search warrants may be processed by this division.

D. Juvenile Division

All cases and matters arising from the provisions of Chapter 39, Florida Statutes, and involving the jurisdiction of the Circuit Court shall be assigned to this division.

E. Probate Division

All matters pertaining to the probate of wills; administration of estates, guardianships, and trusts; incompetency proceedings; and proceedings under the Baker Act, Myers Act, and any other similar law pertaining to incompetents or other similar wards of the state shall be assigned to this division.

II. County Court

A. Administrative Division

This division shall be responsible for all supervision and administrative functions of the County Court. Each County Judge in Franklin, Gadsden, Jefferson, Liberty, and Wakulla shall be Administrative Judge of his respective Court. In Leon County, where there is more than one Judge, one Judge shall be selected by a majority of the other County Judges, to serve as Administrative Judge. The Administrative Judge in Leon County shall rotate annually effective January 1st, unless a majority of the Leon County Judges shall direct otherwise.

B. Civil Division

All civil cases and matters, within the jurisdictional limits of $2,500.01 and $5,000 shall be assigned to this division in the county in which the action is filed.

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C. Small Claims Division

All civil cases and matters, having a monetary jurisdictional amount of $2,500 or less, shall be assigned to this division in the county in which the action is filed.

D. Criminal Division

This division shall handle all criminal matters filed in this Court as well as first appearances for felony and misdemeanor offenders, applications for issuance of search warrants, and violations of ordinances (other than traffic) of any municipality in the county having jurisdiction over such matters.

E. Traffic Division

This division shall handle all traffic matters coming before the Court in the county having jurisdiction. In accordance with Rule 6.100, Florida Rules of Practice and Procedure for Traffic Courts, "A traffic violations bureau may be established in each county court by administrative order of the chief judge of the circuit in which the county court is located.... to accept appearances, waivers of non-criminal hearings, admissions, payment of civil penalties for traffic infractions not requiring a mandatory hearing, and nolo contendere pleas pursuant to the authority of section 318.14(9) and (10), Florida Statutes."

The foregoing Rule shall supersede all existing local court rules in the Second Judicial Circuit which designate divisions and case assignments.

This proposed Rule is hereby approved by a majority of the judges in the Second Judicial Circuit, State of Florida on the 14th day of March, 1990, to become effective upon approvl by the Supreme Court of Florida.

CHARLES D. MCCLURE
Chief Judge

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