20040083064 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3155 PG: 764,
09/02/2004 at 12:39 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL CIRCUIT COURT FOR LEON COUNTY, FLORIDA

IN RE: ADMINISTRATIVE PROVISIONS FOR FAMILY LAW DIVISION

ADMINISTRATIVE ORDER NO. 92-1

WHEREAS Family and Marital Lawyers of the Tallahassee Bar have, in conjunction with the judges of the Family Law Division of this court, formulated and recommended for adoption administrative provisions intended to improve efficiency and uniformity in the Family Law Division of this court in Leon County; and

WHEREAS it is necessary for the prompt and efficient administration of justice in this circuit that the Family Law Division have administrative provisions; and

WHEREAS the proper administration of justice in this circuit and Leon County will be served by the adoption of the recommended administrative provisions; it is therefore:

ORDERED AND ADJUDGED as follows:

SECTION 1: APPLICABILITY

(1) These provisions are intended to implement Local Rule 92-1 and shall apply to actions in the Family Law Division of the Circuit Court of Leon County in and for the Second Judicial Circuit in addition to any other administrative orders applicable to the court generally, and are intended to complement the Florida Rules of Civil Procedure and Judicial Administration. These provisions supersede all conflicting provisions in any prior administrative orders adopted in this circuit.

(2) The jurisdiction of the Family Law Division shall include dissolution of marriage, simplified dissolution of marriage, child custody and support, URESA, domestic violence,

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repeat violence, name changes, adoptions, paternity suits, parental responsibility, separate maintenance, annulment, and modification proceedings. (Local Rule 92-1)

(3) Where used in this Order, party shall mean counsel therefor or the party if pro se (unrepresented), except where a litigant's actual signature is required (Sections 3(1)(d),6, and the settlement memorandum.)

SECTION 2: SETTLEMENT CONFERENCE AND SETTLEMENT MEMORANDUM REQUIRED IN ORIGINAL ACTIONS

(1) Within sixty (60) days after filing of the answer in original actions the parties shall meet at a settlement conference and confer on all issues in the case to see if a settlement can be reached. It shall be petitioner's duty to initiate scheduling of the settlement conference. However, the respondent may initiate the scheduling of the settlement conference also.

(2) The parties shall exchange, two (2) business days prior to the settlement conference, a settlement memorandum which is substantially in the same form as found in Attachment 1 of this order. The originals of the Settlement memorandum shall be filed with the court by each party, prior to the settlement conference.

(3) If a default has been entered by the Clerk or the Court, the settlement conference and the mediation requirements shall be waived and the non-defaulted party may proceed to trial.

(4) Failure to attend and participate in good faith at the settlement conference may result in sanctions.

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(5) Modifications and Enforcements are not subject to the requirements of this section.

SECTION 3: MEDIATION

Mandatory Mediation

(1) Any party who seeks to schedule a final hearing (modifications) or trial (original actions) on any contested issue, other than enforcement (contempt) or domestic and repeat violence, shall first participate in mediation through the family mediation services provided by the court or private mediator if a private mediator is agreed to or ordered by the court. The mediator shall certify that mediation is completed prior to either party scheduling a final hearing or trial.

Procedure:

(2) The parties shall contact the family mediation unit of the court or private mediator, if applicable, to initiate the mediation, which shall be scheduled and conducted in accordance with Florida Rules of Civil Procedure 1.700 through 1.760 unless otherwise ordered. The parties shall be provided notice of the session by the mediator.

(3) (a) In all original actions a mediation session shall be scheduled within thirty (30) days after the settlement conference referred to in Section 2, if the parties have not settled. A copy of both parties settlement memoranda shall be furnished to the mediator by the parties, at least two (2) business days prior to mediation commencing.

(b) In all modifications, mediation shall be completed prior to requesting a hearing from the court.

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(4) If a party fails to appear at the mediation session or if an agreement cannot be reached, the mediator shall provide the judge, the parties' counsel, and the referral source, if applicable, with a notice of such failure to appear or failure of resolution. Willful refusal or failure to appear will place the offending party in jeopardy of sanctions, including contempt of court.

Waiver of Mediation

(5) The mandatory mediation requirement shall be automatically waived (original actions and modifications) if a default has been entered.

(6) Upon written motion with good cause shown any party may apply to the court to waive the required mediation. The motion or joint motion shall be signed by the litigant(s) requesting the waiver as well as the litigant's attorney.

(7) Mediation, by agreement of the parties, may take place within six (6) months prior to filing and the mandatory mediation required by this section will be waived thereafter, if the mediator certified that mediation resulted in an impasse. No other mediation will be ordered, except for good cause shown.

Court Administrator

(8) The Court Administrator shall maintain a list of certified family law mediators with their addresses and phone numbers. The list shall be made available to the public and all parties. The Court Administrator shall also prepare a fee schedule to be charged by the family mediation unit of the court based on the income of the parties, with provisions made for indigent parties. The fee schedule shall be approved by the judges of the Family Law Division.

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SECTION 4: NOTICE OF HEARING, FINAL HEARING OR TRIAL

(1) All notices of hearing, notices for trial, and orders setting trial shall be on a separate document.

(2) Notices of all hearings and copies of all orders and judgments shall be sent to all parties, even if a default has been entered, unless, service was by publication and there is no known mailing address for respondent.

(3) Upon filing, a copy of all notices of hearing, notice of final hearing or notices for trial shall be sent to the judge's judicial assistant.

SECTION 5: CANCELLATION OF HEARINGS OR TRIALS

All final hearings, or trials scheduled by order of the court, may not be canceled without the mutual consent of the parties and approval of the court. No hearings may be canceled by either attorney without the approval of opposing counsel or the Court. The judge's judicial assistant shall be notified by telephone immediately of any cancellations by the party who set the hearing.

SECTION 6: MOTIONS

(1) All motions must be filed prior to requesting a hearing.

(2) Motions for Emergency Hearings must recite within the motion the facts sufficient to justify the granting of an emergency hearing and a copy of the motion must be filed with the judge's office prior to requesting a hearing time.

(3) Pursuant to Rule 2.085(c) of the Florida Rules of Judicial Administration:

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"All motions for continuance shall be signed by the litigant requesting the continuance as well as the litigant's attorney."

SECTION 7: SCHEDULING FINAL HEARINGS AND TRIALS

Trials of Original Actions and Pretrial Conferences

(1) In all cases in which a trial is scheduled for more than one (1) hour, a pretrial conference shall be scheduled. An order scheduling the trial, and pretrial conference, substantially in accordance with the form set forth in Attachment 2, shall be entered.

(2) In all trials scheduled for one hour or less, an order shall be entered substantially in accordance with the form set forth in Attachment 3.

(3) All trials must be scheduled in accordance with Rule 1.440, Florida Rules of Civil Procedure or by stipulation. All notices for trial shall contain a certification that mediation has been completed or waived.

(4) At least two (2) days prior to the trial (if one hour or less) or pretrial (more than one hour) the parties in all original actions shall jointly file with the court a Joint Trial Statement substantially in accordance with the form set forth in Attachment 4. If the Respondent refuses to cooperate in submitting the Joint Trial Statement, or if a default has been entered, then the petitioner shall prepare and submit the Joint Trial Statement.

Final Hearings and Case Management Conferences

(5) In all cases for modification or enforcement, in which a final hearing is scheduled for more than one (1) hour, a case management conference shall be scheduled. The notice

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of final hearing shall contain the date and times of both the case management conference and the final hearing and shall be substantially in accordance with the form set out in Attachment 5.

(6) In all cases for modification or enforcement, in which a final hearing is scheduled for one (1) hour or less, a case management conference shall not be required and shall be substantially in accordance with the form set out in Attachment 6.

(7) All notices of final hearing on motions for modification shall contain a certification that mediation has been completed, waived, or is not applicable.

SECTION 8: ORDERS AND JUDGMENTS.

(1) Copies of all orders and judgments entered in family law cases shall be mailed to the litigants as well as their attorneys, even if a default has been entered. The party preparing the proposed order or judgment shall furnish the court with stamped, addressed envelopes and the necessary copies of the proposed order or judgment for such purpose.

(2) Every proposed order or judgment shall be submitted, by the party designated by the court, for signature within ten (10) days after the decision. In the event the designated party fails to submit a proposed order within said ten (10) days, the opposite party may submit a proposed order within five (5) days after the initial ten (10) day period. Failure to comply with this procedure may result in sanctions.

(3) The title of every order submitted shall contain the subject matter of the motion or pleading ruled upon and the commencement shall state the date on which the hearing or trial took place.

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(4) All orders and judgments submitted to the court shall be on plain letter size stationery. Any submission of an order or judgment by a party shall be considered a representation that the party has read it, cleared it with opposing party and that it is submitted in good faith in accordance with the findings and decision of the court.

SECTION 9: OBJECTIONS TO PROPOSED ORDERS AND FINAL JUDGMENTS

(1) In the event the court's judicial assistant is notified of any objection to a proposed order or judgment, the judicial assistant shall orally notify the party who objects to the proposed order to submit an alternate proposed order. If such alternate proposed order or judgment has not been received by the court within five (5) days of the oral notice from the judicial assistant, the court will consider the objection withdrawn.

(2) Objections to proposed orders shall be accomplished by submitting the same form as the initial proposed order and then reflecting objections and requested changes in the legislative format (underline new language added, and strike through old language to be deleted).

SECTION 10: TIME STANDARDS FOR CASE COMPLETION

Pursuant to Rule 2.085(d) (1) (C) of the Florida Rules of Judicial Administration, time standards have been established for the completion of domestic relation cases. These standards are as follows:

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(C) Domestic Relations

Uncontested - 90 days (filing to final disposition)

Contested - 180 days (filing to final disposition)

Temporary support and enforcement of support hearings - 14 days (from day of request)

It is expected that these time standards be adhered to.

SECTION 11: MOTION AND EX-PARTE CALENDAR

(1) A Motion and Ex-Parte calendar shall be provided by each Family Law Division Judge one day per week unless holidays, illness, vacations, judges meetings, or educational programs present a conflict. Each judge shall select their choice of day and time to hold the motion calendar of that judge.

(2) Motion calendar hearings shall be limited to ten minutes per case, with each side being allowed five minutes. The time limitation shall include the time necessary for the judge to review documents, memos and cases.

(3) Motion calendar hearings may include, but are not limited to, the following:

Motion to Compel Discovery;

Motion for Protective Order;

Motion to Withdraw;

Motion to Continue

(4) A party shall reserve calendar time with the judge's judicial assistant and serve notice upon the opposing party in accordance with the applicable rules of procedure. A

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copy of the notice of hearing and a copy of the motion to be heard shall be delivered to the judge's judicial assistant, marked "Attention Motion Calendar", at least 5 business days before the hearing.

(5) The sequence of hearings will be determined by the judge. Failure of a party to appear shall not prevent the opposing party from proceeding with the hearing when the case is called.

(6) Non-routine evidentiary and complex matters will not be heard during motion calendar time.

SECTION 12: DIVISION ASSIGNMENT OF PREVIOUSLY FILED CASES

(1) Upon receipt of petitions for dissolution of marriage, alimony, child support, parental responsibility or injunction for protection against domestic violence for filing, the Clerk of the Court shall determine whether the same parties were involved in a previously filed petition for dissolution of marriage, alimony, child support, parental responsibility or injunction for protection against domestic violence. If so, the subsequently filed petition shall be assigned to the judge presently assigned to the previously filed petition for dissolution of marriage, alimony, child support, parental responsibility or injunction for protection against domestic violence.

(2) If any case or cases assigned to the Family Law Division as specified above involve a child who is the subject of a dependency or delinquency proceeding, such cases or case shall be assigned to the Juvenile Division for future proceedings during the pendency of such juvenile matters.

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SECTION 13: PROFESSIONAL COURTESY

Clearing Non-Final Hearing and Deposition Dates

(1) In order to preclude unnecessary motions for continuance and protective orders, and prevent unnecessary clogging of the court's calendar, it is required that all non-final hearings and deposition dates be cleared with opposing counsel prior to notices being filed. This fact may be shown on the face of the notice itself by inserting the following at the very bottom of the notice after the certificate of service: "The above hearing/deposition has been cleared with opposing counsel's calendar on _____ (date)." In the alternative, if it has not been possible to reach opposing counsel's office to clear the date or opposing counsel has failed to respond, the following language may be used: "The above hearing/deposition date has not been cleared with opposing counsel's calendar because ....."

Clearing Final Hearing and Trial Dates

(2) The same rules of professional courtesy shall apply to the submission of a notice of final hearing, or a request for an order setting trial. The certification may be in letter form and shall be submitted with the proposed order setting trial or stated within the body of the notice of final hearing

Clearing Settlement Conference and Joint Trial Statement Preparation Dates

(3) The rules of professional courtesy shall also apply to the scheduling of the settlement conference (Section 2) and the preparation of the Joint Trial Statement (Section 7). There shall be no requirement of written certification for the settlement conference or the preparation of the Joint Trial Statement.

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DONE AND ORDERED in Tallahassee, Leon County, Florida this 21st day of May, 1992. Effective July 1, 1992.

William L. Gary, Chief Judge
Second Judicial Circuit

George S. Reynolds, III, Circuit Judge
Family Law Division

J. Lewis Hall, Jr., Circuit Judge
Family Law Division

John E. Crusoe, Circuit Judge
Juvenile Division

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LEON COUNTY
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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage of
(insert)

Petitioner,

and (insert)

Respondent.
_____/

Case No.(insert)_____
Family Law Division

SETTLEMENT MEMORANDUM

At least 48 hours prior to the settlement conference, as provided in Administrative Order 92-1, the parties are directed to each file with the Court and serve on the opposing party the following: (note: all items listed below shall be set forth in the exact sequence outlined in this Order.)

A. A brief memorandum setting forth the following:

THE MARRIAGE

1. Date of birth of each party.
2. Date and place of marriage.
3. Date of separation.
4. Date of filing of Petition for Dissolution.
5. Date suggested for equitable distribution and the reasons therefor.
6. Is marriage counseling or a "cooling-off" period requested by either party?

ATTACHMENT 1

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THE CHILD(REN)

1. Names and ages of the child(ren) involved.

Parental Responsibility.

2. The party who presently has sole custody or primary residence of the child(ren).

3. Suggested times of parental responsibility (visitation schedule) for the non-custodial or non-primary residential parent.

4. Is a parenting recommendation requested by either party? Or if one has already been ordered, has it been completed; and if not, when is the expected completion date? If parties cannot agree on qualified person to make the parenting recommendation then parties shall immediately submit no more than three (3) names each of qualified persons and the Court shall appoint one from the list as the Court appointed person to make a parenting recommendation.

Support

5. The amount of child support proposed for the child(ren) with a completed Child Support Guidelines Worksheet attached, which is substantially in accordance with the form set forth in Attachment 7. This amount should be calculated as set forth by the statutory guidelines. If the amount proposed is different than the amount set forth by the statutory guidelines, a detailed explanation should accompany the request as to the amount and reasons of the variation, such as significant secondary parenting, etc.

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6. Whether or not the child(ren) are presently covered under any medical insurance policy.

7. What, if any, special medical and/or educational assistance do the child(ren) require?

8. Are child support payments requested to be made through the Domestic Relations Department? Is income deduction requested?

ALIMONY

1. Nature of the alimony requested, i.e., permanent, rehabilitative, lump sum or a combination of the same.

2. Amount of alimony, if any, proposed by each party and the reasons why alimony is requested or should be denied.

3. The tax effect and allocation of alimony payments.

4. Are alimony payments requested to be made through the Domestic Relations Department?

PROPERTY (ASSETS)

1. A list of all property (assets), including but not limited to real property (land), stocks, bonds, retirement accounts, IRAs, 401Ks, furniture, appliances, jewelry, etc.

2. The value of each piece of property (or range of value if disputed) showing any lien or obligation against said property, and who is responsible for payment.

3. How is property titled (owned) and any special equitable interest each party claims in each item of property.

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4. Life insurance policies, if any, and whether said policies are term or whole life, the beneficiary of said policies, and their present cash surrender value.

5. Suggested disposition of said property between the parties and any tax consequences.

LIABILITIES (DEBTS)

1. A list of all liabilities (debts).

2. The amount of each liability (debt) (or range of value if disputed) showing in whose name(s) the liability is listed. Who is responsible for payment and any property (collateral) securing the debt. Example: car - car note, house - mortgage, etc.

3. Why any specified debt should not be determined to be a marital debt.

4. Suggested disposition of the liabilities (debts) between the parties and any tax consequences.

ATTORNEY'S FEES AND COURT COSTS

1. The amount of attorney's fees and court costs sought by either party from the other (estimate to conclusion of trial).

2. Will testimony be offered on this issue at trial or a subsequent hearing?

3. Will the parties stipulate to affidavits as to attorney's fees?

MISCELLANEOUS

1. Advisability of preliminary reference of issues to a Master.

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ATTACH TO THE MEMORANDUM

THE FOLLOWING:

1. A fully executed financial statement as set forth in Florida Rules of Civil Procedure 1.975, and, if applicable, a completed Child Support Guidelines Worksheet, substantially in accordance with the form set forth in Attachment 7.

2. A schedule of all photographs, exhibits and documentary evidence which the party proposes to use at trial.

3. A witness list giving all names and addresses of all individuals who may be called by a party. (Designate expert witnesses and field of expertise.)

4. List admissions and stipulations each party willing to agree to in order to avoid unnecessary proof.

5. List pending motions, attaching memoranda in support, or motions reasonably anticipated to be filed.

_____(Signature)_____
Litigant's Name

_____(Signature)_____
Attorney's Name

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by_____(hand delivery, US mail, etc.)_____ to _____(name and address of party or party's attorney_____ this __(date)__ day of ___(month)__, 199__.

_____
Party or Attorney's Name (typewritten)

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage of

(insert)

Petitioner,

and

(insert)

Respondent.

Case No. (insert)
Family Law Division

ORDER SETTING PRETRIAL CONFERENCE AND NON-JURY TRIAL

IT APPEARING that this cause is at issue and has been duly noticed for trial without jury, and the parties having advised this Court that the requirements of mediation have been complied with and that _____ time will be required, it is accordingly

ORDERED AND ADJUDGED that the pretrial conference of this cause is hereby scheduled for _____, 19 _____, at _____m. with _____ reserved for said pretrial. The non-jury trial of this cause is scheduled for _____, 19_____, commencing at _____m.

It is further ORDERED AND ADJUDGED that the following shall be completed at least ten (10) days prior to the pretrial date set forth above, except for good cause shown and approved by court order.

ATTACHMENT 2

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1) All discovery proceedings shall have been completed and all motions heard.

2) All exhibits expected to be offered at trial shall have been made available to the opposing party for examination and initialing.

3) Names and addresses of all witnesses shall have been furnished to the opposing party.

4) A Joint Trial Statement as set forth in Attachment 4 of Administrative Order 92-1 shall be filed with the Court.

DONE AND ORDERED in Chambers in Tallahassee, Leon County, Florida, this _____ day of _____, 19_____.

Circuit Judge

Copies furnished to:

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage of
(insert)

Petitioner,

and (insert)

Respondent.
_____/

Case No.__(insert)_____
Family Law Division

ORDER SETTING NON-JURY TRIAL
ONE HOUR OR LESS

IT APPEARING that this cause is at issue and has been duly noticed for trial without jury, and the parties having advised this Court that the requirements of mediation have been complied with and that_____ time (one hour or less) will be required, it is accordingly

ORDERED AND ADJUDGED that the non-jury trial of this cause is hereby scheduled for _____, 19_____, commencing at _____m.

It is further ORDERED that the following shall be done at least ten (10) days prior to the trial date set forth above, except for good cause shown.

1) All discovery proceedings shall have been completed and all motions heard.

ATTACHMENT 3

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2) All exhibits expected to be offered at trial shall have been made available to the opposing party for examination and initialing.

3) Names and addresses of all witnesses shall have been furnished to the opposing party.

4) A Joint Trial Statement as set forth in Attachment 4 of Administrative Order 92-1 shall be filed with the Court.

DONE AND ORDERED in Chambers in Tallahassee, Leon County, Florida, this _____ day of _____, 19_____.

_____

Circuit Judge

Copies furnished to:

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IN THE CI JIT COURT OF THE SECOND JUDICIA' CIRCUIT
N AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage Of:

(Insert)
Petitioner,

and

(Insert)
Respondent
_____/

CASE NO. (Insert)
Family Law Division

JOINT TRIAL STATEMENT

I. INFORMATION RE: PARTIES

Wife:_____ Age:_____ Education:_____
Address:_____ SSN:_____
_____

Husband:_____ Age: _____ Education:_____
Address:_____ SSN:_____
_____

Date and Place of Marriage:_____
Date of Final Separation:_____
CHILD/CHILDREN

Names	Date of Birth	Present Residence

_____Attach a Child Support Guidelines Worksheet (Attachment 5) _____
_____from all parties requesting primary residence_____

EMPLOYMENT:	Employer	Month/Net	Disputed
Wife:			
Husband:			

RELIEF SOUGHT/AFFORDABLE:
Wife: Child support $_____ Rehabilitative Alimony $_____
Permanent Periodic Alimony $_____ Lump Sum Alimony $_____
Fees/Costs $_____ Other _____
_____

Husband: Child support $_____ Rehabilitative Alimony $_____
Permanent Periodic Alimony $_____ Lump Sum Alimony $_____
Fees/Costs $_____ Other _____
_____

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II. TRIAL WITNESSES

(L_ only those reasonably expected to be cal_

WIFE:

	NAME AND ADDRESS	TESTIMONY SUMMARY	EXPERT\FIELD
1.			
2.			
3.			
4.			

HUSBAND

	NAME AND ADDRESS	TESTIMONY SUMMARY	EXPERT/FIELD
1.			
2.			
3.			
4.			

III. TRIAL EXHIBITS

(All exhibits MUST be pre-marked per this section.)

WIFE: Description		Exhibit No.	Objections:
1.			
2.			
3.			
4.			
5.			

continue on separate page if necessary

HUSBAND: Description		Exhibit No.	Objections:
1.			
2.			
3.			
4.			
5.			

continue on separate page if necessary

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IV. ISSUES

A. Stipulated:

1. _____

2. _____

3. _____

4. _____

5. _____

B. Disputed (Description only, e.g. custody, alimony, visitation, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

V. MARITAL ASSETS

(If value is disputed, list the asset again on the additional line and fill out columns 2,3,4, & 5 for each party. List legal description on separate page if necessary.)

(1) Description	(2) Value	(3) Liens	(4) Net Equity	(5) Special Equity

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

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LEON COUNTY
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VI. MARITAL LIABILITIES

(Liabilities should be described here even if describ__n V)

(1) Description	(2) Monthly/Payment	(3) Principal Balance	(4) Responsibility Husband/Wife Joint/Disputed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

VII. SEPARATE ASSETS

Description	Owner	Reason	Disputed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

CERTIFICATE OF COMPLIANCE

THE UNDERSIGNED CERTIFY we (I) have jointly (individually if default or no cooperation by the other party) prepared the Joint Trial Statement as required by Section 7 of the Family Law Administrative Order.

Petitioner or Petitioner's Attorney

Respondent or Respondent's Attorney

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT IN AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage of

(insert)

Petitioner,

and

(insert)

Respondent.

Case No. (insert)
Family Law Division

NOTICE OF FINAL HEARING AND CASE MANAGEMENT CONFERENCE

TO:

PLEASE TAKE NOTICE that on (day of week) the (date) day of (month), 1992 at (time), or as soon thereafter as the parties can be heard the undersigned will bring on to be heard before the Honorable (name of judge), Circuit Judge, in Chambers at the Leon County Courthouse, Tallahassee, Florida, the following:

FINAL HEARING on (type of motion-modification or enforcement)

TIME ALLOWED: (amount of time)

This cause is set for a CASE MANAGEMENT CONFERENCE in the Judge's Chambers at the Leon County Courthouse, Tallahassee, Florida on (day of week) the (date) day of (month), 1992 at (time) for (amount of time).

The above hearing has been cleared with opposing counsel on (date) OR The above hearing has not been cleared with opposing counsel because (set forth reason).

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ATTACHMENT 5

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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that mediation has been completed, waived or is not applicable, and that a true and correct copy of the foregoing has been furnished to the above named addressee by (type of service) this (date) day of (month), 1992.

Signature

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LEON COUNTY
GWEN MARSHALL
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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT IN AND FOR LEON COUNTY, FLORIDA

IN RE: The Marriage of

(insert)

Petitioner,

and

(insert)

Respondent.

Case No. (insert)
Family Law Division

NOTICE OF FINAL HEARING

TO:

PLEASE TAKE NOTICE that on (day of week) the (date) day of (month), 1992 at (time), or as soon thereafter as the parties can be heard the undersigned will bring on to be heard before the Honorable (name of judge), Circuit Judge, in Chambers at the Leon County Courthouse, Tallahassee, Florida, the following:

FINAL HEARING on (type of motion-modification or enforcement)

TIME ALLOWED: (amount of time)

The above hearing has been cleared with opposing counsel on (date) OR The above hearing has not been cleared with opposing counsel because (set forth reason).

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that mediation has been completed, waived or is not applicable, and that a true and correct copy of the foregoing has been furnished to the above named addressee by (type of service) this (date) day of (month), 1992.

Signature

ATTACHMENT 6

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IN THE CIRCUIT OF THE SECOND JUDICIAL CIRCUIT IN AND FOR LEON COUNTY, FLORIDA

CASE NO: _____

_____
MOTHER

_____
FATHER

CHILD SUPPORT GUIDELINES WORKSHEET

		A. Mother	B. Legal or Alleged Father
1. GROSS INCOME -	Actual		
	Imputed		
2. TOTAL DEDUCTIONS -	Actual		
	Imputed		
3. NET INCOME - (Subtract 2 from 1)	Actual		
	Imputed		
4. COMBINED AVAILABLE INCOME (Add 3A and 3B)			

5. EACH PARENT'S MATHEMATICAL SHARE OF SUPPORT (Divide 3A by 4 and 3B by 4)		

6. MINIMUM SUPPORT NEED (Table A)	
7. CHILD DAY CARE	
8. TOTAL SUPPORT NEED (Add 6 and 7)	

9. Monthly Child Support Obligation of Each (Multiply 8 by 5A and 8 by 5B)		

Date: _____

_____
Party/Attorney

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GROSS MONTHLY INCOME

	A Mother	B Legal or Alleged Father
1. Salary/Wages	$_____	$_____
2. Bonus, commissions, allowances, overtime, tips, etc.	$_____	$_____
3. Self-employment/partnership/close corp. and independent contracts	$_____	$_____
4. Disability benefits	$_____	$_____
5. Worker's compensation	$_____	$_____
6. Unemployment compensation	$_____	$_____
7. Pension, retirements or annuity payment	$_____	$_____
8. Social Security benefits	$_____	$_____
9. Spousal support received from previous marriage	$_____	$_____
10. Interest and dividends	$_____	$_____
11. Rental income	$_____	$_____
12. Income from royalties, trusts or estates	$_____	$_____
13. Reimbursed expenses or in-kind payments to the extent that they reduce living expenses	$_____	$_____
14. Capital gains on the sale or exchange or property unless non-recurring	$_____	$_____

ALLOWABLE DEDUCTIONS

1. Federal, state and local income taxes	$_____	$_____
2. Federal insurance contributions or self employment tax	$_____	$_____
3. Mandatory union dues	$_____	$_____
4. Mandatory retirement	$_____	$_____
5. Health insurance payments	$_____	$_____
6. Court ordered child support for other children actually paid	$_____	$_____

CALCULATIONS

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IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA.

OFFICE OF THE CHIEF JUDGE

LOCAL RULE 92-1
AMENDMENT TO LOCAL RULE 90-2

IN RE: FAMILY LAW DIVISION

WHEREAS, The Supreme Court of Florida has mandated that each circuit develop a local rule establishing a Family Division in its circuit, or a means to coordinate family law matters that affect one family, if the circuit or part of the circuit is of such limited size that it is unable to administratively justify such a division; and

WHEREAS, four of the counties in this circuit are of such limited size that a circuit judge is not required on a full-time basis to meet all of the needs of the circuit court in such counties; and

WHEREAS, only Leon and Gadsden Counties are of such size as to require more than one circuit judge on a full-time basis, and Gadsden County is of such limited size that one circuit judge is able to effectively handle all family matters, as well as all other general civil circuit court matters in Gadsden and Liberty Counties; and

WHEREAS, this circuit presently has ten (10) circuit judges provided by law, two (2) of which are needed on a full-time basis to handle all circuit court matters in Gadsden and Liberty Counties, the remaining eight being available to handle all other civil and criminal cases in the four other counties, including Leon County; and

WHEREAS, the demands of Leon County require the assignment of two (2) circuit judges, full-time, to handle criminal cases exclusively, and one circuit judge to handle juvenile, with the juvenile judge having some time available to handle other matters; and

WHEREAS, by virtue of there being only five circuit judges available to handle all civil cases in Leon County, and all civil and criminal cases in Franklin, Jefferson and Wakulla Counties; and

WHEREAS, by virtue of the extensive amount of litigation that involves state government, which includes, but is not limited to,

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prisoner petitions and insurance receiverships, which must be handled exclusively by the circuit court of Leon County; and

WHEREAS, the coordination of family law matters that affect one family must be accomplished in such a manner as to insure the other judicial needs in Leon, Franklin, Wakulla and Jefferson Counties continue to be met; and

WHEREAS, when The Supreme Court of Florida issued its mandate referenced above, it noted that there is a need for each circuit to design a family division to best serve its particular area, and that geography, population, and available facilities are all factors which must be considered in tailoring a Family Division to the needs of a particular circuit; and

WHEREAS, after full consideration of all the foregoing matters and a full consideration of the needs of all of the citizens of the Second Circuit, as well as all of the lawyers and judges,

IT IS THEREFORE RESOLVED by the Judges of the Second Judicial Circuit that a Family Division in this circuit shall be established in Leon County in the manner specified hereafter. No Family Division shall be established for any of the other counties, and in all counties of this circuit there shall be established a means to coordinate family law matters that affect one family, all as established in the following manner:

A. JUDGES ASSIGNED

1. In Gadsden, Wakulla, Jefferson, Franklin and Liberty Counties, the Circuit Judge assigned to the Civil Division of those respective counties shall handle all juvenile dependency proceedings and probate and guardianship proceedings, including Myers Act and Baker Act cases. Such judge shall obtain information from the the Clerk of the Courts in those respective counties concerning pending juvenile delinquency proceedings and criminal proceedings affecting any family member, including active probation or community control supervision. Such judge shall utilize mediation services developed by the Family Law Division of Leon County, as is deemed appropriate in the cases assigned to such judges in their respective counties.

2. In Leon County there shall be a Family Law Division. The Family Law Division shall be composed of full-time circuit judges to the extent practicable.

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B. PROCEDURES

1. The judges of the Family Law Division shall prepare for adoption by Administrative Order approved by the Chief Judge, uniform pretrial orders, uniform forms and orders to the extent practicable, and such other uniform procedures as they shall deem will facilitate the orderly and efficient handling of family law cases.

2. The Administrative Judge of the Family Law Division, as appointed by the Chief Judge, shall be responsible for controlling the assignment of different cases involving the same family so that all matters pending in circuit court at any one time involving two or more family members shall be handled by one judge. If any case or cases assigned to the Family Law Division as specified above involve a child who is the subject of a dependency or delinquency proceeding, such case or cases shall be assigned to the Juvenile Division for future proceedings during the pendency of such juvenile matters. The Administrative Judge shall obtain information from the Clerk concerning pending Baker Act or Myers Act proceedings and any criminal cases, including active probation or community control supervision, and provide that information to the judge assigned to the Family Law Division case as specified above.

3. The full-time Administrative Judge shall handle, when practicable, all emergency hearings for all Leon County family cases which cannot be handled on an emergency basis by the judge to whom the case has been assigned. The Administrative Judge shall be responsible for developing a mediation program to be available for the Family Law Division judges, as well as the judges handling family matters in Gadsden, Wakulla, Jefferson, Franklin and Liberty Counties. The civil judges in Gadsden, Wakulla, Jefferson, Franklin and Liberty Counties may order mediation as they deem appropriate in the cases assigned to such individual judges.

C. TYPES OF CASES ASSIGNED

The jurisdiction of the Family Law Division shall include dissolution of marriage, simplified dissolution of marriage, child custody and support, URESA, domestic violence, repeat violence, name changes, adoptions, paternity suits, parental responsiblity, separate maintenance, annulment, and modification proceedings.

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The foregoing Rule shall amend Local Rule 90-2 which designates divisions and case assignments.

This Rule shall be implemented by the Judges of the Second Judicial Circuit on July 1, 1992, if approved by The Supreme Court of Florida.

WILLIAM L. GARY
Chief Judge
Second Judicial Circuit

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July 1992

FAMILY LAW DIVISION-REYNOLDS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 9:15am PRE TRIALS FOR 7/8 THRU 7/10 1:30pm HEARINGS TRIALS	2 9:15am HEARINGS/ TRIALS	3 HOLIDAY	4
5	6 9:15am EX-PARTE AND MOTION CALENDAR 1:30pm SPOUSE ABUSE	7 9:15am TEMPORARY HEARINGS 1:30pm CHILD SUPPORT-HRS	8 9:15am PRE-TRIALS FOR 7/15 THRU 7/17 1:30pm HEARINGS TRIALS	9 9:15am HEARINGS/ TRIALS	10 9:15am HEARINGS/ TRIALS	11
12	13 9:15am EX-PARTE AND MOTION CALENDAR 1:30pm SPOUSE ABUSE	14 9:15am TEMPORARY HEARINGS 1:30pm CHILD SUPPORT-HRS	15 9:15am PRE-TRIALS FOR 7/22 THRU 7/24 1:30pm HEARINGS TRIALS	16 9:15am HEARINGS/ TRIALS	17 9:15am HEARINGS/ TRIALS	18
19	20 9:15am EX-PARTE AND MOTION CALENDAR 1:30pm SPOUSE ABUSE	21 9:15am TEMPORARY HEARINGS 1:30pm CHILD SUPPORT-HRS	22 9:15am PRE-TRIALS FOR 7/29 THRU 7/31 1:30pm HEARINGS TRIALS	23 9:15am HEARINGS/ TRIALS	24 9:15am HEARINGS/ TRIALS	25
26	27 9:15am EX-PARTE AND MOTION CALENDAR 1:30pm SPOUSE ABUSE	28 9:15am TEMPORARY HEARINGS 1:30pm CHILD SUPPORT-HRS	29 9:15am PRE-TRIALS FOR 8/5 THRU 8/7 1:30pm HEARINGS TRIALS	30 9:15am HEARINGS/ TRIALS	31 9:15am HEARINGS/ TRIALS	

ATTACHMENT 9 (REYNOLDS)

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July 1992

FAMILY LAW DIVISION-HALL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 9:00am PRE TRIALS FOR 7/8 THRU 7/10 1:30pm HEARINGS TRIALS	2 9:00am HEARINGS/ TRIALS	3 HOLIDAY	4
5	6 9:00am SPOUSE ABUSE 1:30pm EX-PARTE AND MOTION CALENDAR	7 9:00am CHILD SUPPORT-HRS 1:30pm TEMPORARY HEARINGS	8 9:00am PRE-TRIALS FOR 7/15 THRU 7/17 1:30pm HEARINGS TRIALS	9 9:00am HEARINGS/ TRIALS	10 9:15am HEARINGS/ TRIALS	11
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3/26/1992

ATTACHMENT 9 (HALL) 210

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