20070067962 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3748 PG: 733,
08/09/2007 at 10:01 AM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL CIRCUIT
OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER No. 2007-05

IN RE: NOTICE OF CHANGE OF CONTACT INFORMATION

WHEREAS, Fla. R. Jud. Admin. 2.515 requires attorneys and pro se litigants to provide an address and telephone number on each paper or pleading filed with the court; and

WHEREAS, attorneys and pro se litigants make changes of address and/or telephone numbers during the pendency of litigation; and

WHEREAS, the Court, the Clerk of Court, and other parties need to be kept advised of address and telephone number changes to provide proper notice or service of papers and pleadings; and

WHEREAS, the Court and Clerk are not uniformly receiving timely notice of change of address and/or telephone numbers from all attorneys and pro se litigants; and

WHEREAS, the Court and Clerk receive changes of change and/or telephone number on which the attorney or pro se litigant do not identify the case numbers;

THEREFORE, IT IS ORDERED that:

1. The Clerk shall provide a change of address and/or telephone number form for use by attorneys and pro se litigants. This form is attached to and made part of this administrative order.

2. With any change of address and/or telephone number, attorneys and pro se litigants governed by Rule 2.515 will provide to the Clerk and all parties promptly the change of address and/or telephone number form referenced in 1 above. This form should be submitted only once to the Clerk, who will then make the address and/or telephone number change in all court divisions.

3. The Clerk will add/update contact information as follows:

   a. Initial address/telephone number entry upon the opening of a case.
   b. Change of address/telephone number with a Notice of Appearance.
   c. Change of address/telephone number with the required form.

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LEON COUNTY
GWEN MARSHALL

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4. If an attorney or party currently has open cases referencing one address, and the attorney or party opens a new case with a different address, the Clerk will rely on the newest address and update the address in all other cases in which that attorney or party appears.

5. It is the policy of this circuit that counsel, and parties not represented by counsel, are required to keep the Court informed of the current address where papers may be received by counsel or the unrepresented party. Any lack of notice due to the failure of counsel or the unrepresented party to keep a current address on file during the pendency of a case shall be attributable to the litigant and not the Court. Such lack of notice could result in dismissal of the case, expiration of a deadline to respond, expiration of the time to file an appeal of a final order, or other result adverse to the litigant's claim or defense.

DONE AND ORDERED in Chambers at Leon County, Florida this 8th day of August 2007.

Charles A. Francis

CHARLES A. FRANCIS
CHIEF JUDGE

cc: All Circuit and County Judges
All Clerks of Court
Court Administration

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CASE CONTACT INFORMATION CHANGE FORM

RETURN COMPLETED FORM TO:
Clerk of the Circuit Court

Printed Name of Requestor

Email Address

Florida Bar # (if applicable)

New Contact Information:

Street Address or PO Box

City, State, Zip

Phone Number

Fax Number

Signature of Individual Completing Form

Date

For Office Use Only:

Deputy Clerk

Date Processed

Attachment

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