



**IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA
OFFICE OF THE CHIEF JUDGE
ADMINISTRATIVE ORDER 2024-08**

IN RE: ACTIVE, DIFFERENTIAL CIVIL CASE MANAGEMENT

WHEREAS, the Florida Supreme Court has ordered significant changes to the Florida Rules of Civil Procedure (amendments effective January 1, 2025) creating a framework for active case management; and

WHEREAS, Florida Supreme Court's opinions in SC2023-0962 and SC2024-0662, direct the presiding judge for each civil case to actively manage civil cases in a specified manner; and

WHEREAS, by the authority of Rule 2.215, Florida Rules of General Practice and Judicial Administration, this order supersedes and rescinds Administrative Order 2021-04, and all amendments thereto, it is therefore

ORDERED that:

I. All County and Circuit Court Civil Cases

Each judge assigned to any civil case is hereby directed to actively manage each civil case and to enter an initial Case Management Order as described below.

II. County Civil Cases

All County Court Civil Cases¹ are initially designated Streamlined Cases. Should any party assert that a County Court Civil Case should be treated as other than a Streamlined Case, such party shall file a written motion requesting such change, and the motion shall be expeditiously resolved by the presiding judge.

III. Circuit Civil Cases

Each civil case subject to the jurisdiction of the circuit court² is hereby differentially classified:

- A. **Complex:** As designated by the presiding judge on the judge's own initiative or upon motion of any party applying the criteria of Rule 1.201(a)(1) & (2) of the Florida Rules of Civil Procedure. **UNLESS DESIGNATED COMPLEX BY THE PRESIDING JUDGE, ALL CIRCUIT CIVIL CASES ARE EITHER GENERAL OR STREAMLINED AS SET OUT BELOW.**
- B. **General:** All matters for which the complaint demands trial by jury and all matters so designated by the presiding judge on the judge's own initiative or upon motion of any party.
- C. **Streamlined:** All matters for which the complaint does not demand trial by jury and all matters so designated by the presiding judge on the judge's own initiative or upon motion of any party.

¹ This order does not apply to small claims cases, except as provided in Rule 1.200(a)(3).

² This order does not apply to post-judgment cases, writs of certiorari, habeas, mandamus, prohibition, or quo warranto. Additionally, the time deadlines in this order do not apply to receiverships and qui tam cases. There are other limited types of cases to which Rule 1.200 does not apply.

- IV.** For each civil case, **the Plaintiff shall serve an initial Case Management Order** with the complaint and summons on each defendant. The form of the required Case Management Order effective January 1, 2025³, is attached to this Administrative Order as Exhibit A, and shall contain deadlines as follows:
- A. If the case is designated as a **COMPLEX CASE**, the presiding judge and parties must strictly comply with the process and deadlines established by Rule 1.201 of the Florida Rules of Civil Procedure. The presiding judge shall issue a Case Management Order in compliance with Rule 1.201(c).
- B. If the case is designated as a **GENERAL CASE**, above, the following deadlines shall apply and, by directive of the Florida Supreme Court, must be strictly enforced unless good cause is shown for an exception or as otherwise required by law:
1. 120 days after filing: Service of Complaints
 2. 180 days after filing: Service Under any Extensions of Time
 3. 210 days after filing: Adding New Parties, and filing of any objections to pleadings
 4. 270 days after filing: Resolution of Objections to Pleadings and Motions to Dismiss
 5. 400 days after filing: Completion of Fact and Expert Discovery, and filing of all Pretrial motions
 6. 470 days after filing: Resolution of Pretrial Motions, including Motions for Summary Judgment, and mediation
 7. 540 days after filing: Projected Trial Date (as required by Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B))
- C. If the case is designated as a **STREAMLINED CASE**, above, the following deadlines shall apply and, by directive of the Florida Supreme Court, must be strictly enforced unless good cause is shown for an exception or as otherwise required by law:
1. 120 days after filing: Service of Complaints
 2. 150 days after filing: Service Under any Extensions of Time
 3. 180 days after filing: Adding New Parties, and filing of all objections to pleadings
 4. 210 days after filing: Resolution of Objections to Pleadings and Motions to Dismiss
 5. 270 days after filing: Completion of Fact and Expert Discovery, and filing of all Pretrial motions
 6. 300 days after filing: Resolution of Pretrial Motions, including Motions for Summary Judgment and mediation
 7. 360 days after filing: Projected Trial Date (as required by Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B))

³ Case management orders already in effect on January 1, 2025, will continue to govern pending actions; however, any extensions of deadlines specified in those existing orders are governed by Rule 1.200 or Rule 1.201, as amended.

V. Setting Action for Trial

- A. The failure of the pleadings to be closed will not preclude the court from setting a case for trial (See Rule 1.440). If the court finds an action ready to be set for trial on a party's motion or the court's own initiative, the court will enter a Trial Order pursuant to Rule 1.440.
- B. Motions to Continue Trial are disfavored. Any Motions to Continue Trial must comply with Rule 1.460.

VI. Issuance of Case Management Order

The Clerk must issue a Case Management Order in all new cases at the time the case is created. For actions commenced before January 1, 2025, without a case management order, a case management order must be issued by April 4, 2025.

VII. Mediation of Civil Cases

- A. All cases are subject to mediation. On motion of the parties or on the presiding judge's own initiative, any case may be set for early mediation.
- B. General cases shall be set for mediation to occur not later than 470 days after filing of the initial complaint.
- C. Streamlined cases shall be set for mediation to occur not later than 300 days after filing of the initial complaint.

VIII. Conferral Prior to Filing Motions

The Supreme Court has created Rule 1.202, which now requires a movant to confer with the opposing party and to certify that conferral in writing, prior to the filing of certain motions. All parties must comply with Rule 1.202, Florida Rules of Civil Procedure.

IX. Effective Date

This administrative order is effective January 1, 2025. This order rescinds AO 2021-04 and all amendments thereto.

DONE and ORDERED in chambers in Tallahassee, Leon County, Florida, this 20th day of December 2024.

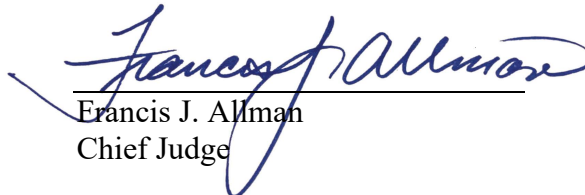

Francis J. Allman
Chief Judge

Exhibit A

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

PLAINTIFF(S) NAME,

Plaintiff,

CASE NO.:

vs.

DEFENDANT(S) NAME,

Defendant.

UNIFORM ORDER FOR ACTIVE, DIFFERENTIAL CIVIL CASE MANAGEMENT

In compliance with the Florida Rules of Civil Procedure (amendments effective January 1, 2025), and Second Judicial Circuit Administrative Order 2024-08, all parties in the above-styled cause are bound by this Case Management Order.

Plaintiff shall serve this order on all parties with service of the original complaint. Strict enforcement is required unless good cause is shown for an exception or as otherwise required by law.

I. Projected Trial Date

All **COUNTY COURT Civil cases** are designated **STREAMLINED CASES** with a projected trial date of **360 days** from the date of filing of the complaint.

All **CIRCUIT COURT Civil cases** for which the complaint **does not demand trial by jury** are designated **STREAMLINED CASES** with a projected trial date of **360 days** from the date of filing of the complaint.

All **CIRCUIT COURT Civil cases** for which the **complaint demands trial by jury** are **GENERAL CASES** with a projected trial date of **540 days** from the date of filing of the complaint.

A change in the above designations may be made by the presiding judge on the judge's own initiative or upon the motion of any party. Should any party assert that a civil case should be treated other than as designated above, such party shall file a written motion requesting such change, and the motion shall be expeditiously resolved by the presiding judge.

II. Setting Action for Trial

The failure of the pleadings to be closed will not preclude the court from setting a case for trial (See Rule 1.440). If the court finds an action ready to be set for trial on a party's motion or on the court's own initiative, the court will enter a Trial Order pursuant to Rule 1.440. Motions to Continue Trial are disfavored. Any Motions to Continue Trial must comply with Rule 1.460.

III. Mandatory Deadlines for *Streamlined* Cases

If the case is designated as a STREAMLINED CASE, the following deadlines shall apply and, by directive of the Florida Supreme Court, must be strictly enforced unless good cause is shown for an exception or as otherwise required by law:

1. 120 days after filing: Service of Complaints
2. 150 days after filing: Service under any Extension of Time 180 days after filing: Adding New Parties, and filing of any objections to pleadings
3. 210 days after filing: Resolution of Objections to Pleadings and Motions to Dismiss
4. 270 days after filing: Completion of Fact and Expert Discovery, and filing of all Pretrial motions
5. 300 days after filing: Resolution of Pretrial Motions, including Motions for Summary Judgment

IV. Mandatory Deadlines for *General* Cases

If the case is designated as a GENERAL CASE, the following deadlines shall apply and, by directive of the Florida Supreme Court, must be strictly enforced unless good cause is shown for an exception or as otherwise required by law:

1. 120 days after filing: Service of Complaints
2. 180 days after filing: Service under any Extension of Time 210 days after filing: Adding New Parties, and filing of any objections to pleadings
3. 270 days after filing: Resolution of Objections to Pleadings and Motions to Dismiss
4. 400 days after filing: Completion of Fact and Expert Discovery, and filing of all Pretrial motions
5. 470 days after filing: Resolution of Pretrial Motions, including Motions for Summary Judgment and mediation

V. Conferral Requirements and Mediation

All parties must comply with the conferral requirements detailed in Rule 1.202. All parties must mediate unless excused by court order for good cause shown or as otherwise required by law and in compliance with Florida Rules of Civil Procedure, Rules 1.700 - 1.730.

VI. Noncompliance

By Order of the Florida Supreme Court, strict, good faith compliance with this **Uniform Order for Active, Differential Civil Case Management is required unless good cause is shown for an exception or as otherwise required by law. These procedures and time standards do not supplant any existing rule, statute, law, or the sound discretion of the court.**

Failure to appear at a case management conference, the pretrial conference or failure to comply with the new civil rules or terms of this order may result in such sanctions as are just and lawful including: an immediate ex parte hearing and entry of final judgment of default or dismissal, limitation of witnesses or other evidence, striking of claims or defenses, or imposition of attorney fees or costs. See Florida Rules of Civil Procedure, Rules 1.200(j) and (k), 1.280(k), and 1.380.

VII. Hearings by Audio-Video Technology

Each judge is responsible for establishing a process for conducting hearings by audio-video technology.

Judge's Name
Circuit Judge