

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA  
ADMINISTRATIVE ORDER NO. 5.09

**STANDING FAMILY COURT ORDER**

**WHEREAS**, the Chief Judge is required to develop an administrative plan for the efficient and proper administration of all courts within the circuit (Fla. R. Jud. Admin. 2.215(b)(3)); and

**WHEREAS**, the Chief Judge has designated the Administrative Judge of the Family Division to direct the formation and implementation of policies and priorities for the operation of family courts within the circuit (Fla. R. Jud. Admin. 2.215(b)(5)); and

**WHEREAS**, the Administrative Judge of the Family Division is charged with “[d]eveloping proposed policy, operating procedures, and administrative orders for the implementation of the circuit’s plan.” See *In Re Report of the Commission on Family Courts*, 633 So. 2d 14, 17 (Fla. 1994)(“Family Courts II”); and

**WHEREAS**, the family court is committed to resolving family disputes in a fair, timely, efficient, and cost-effective manner (*In Re Report of the Family Court Steering Committee*, 794 So. 2d 518 (Fla. 2001)); and

**WHEREAS**, it is the court’s responsibility to equitably divide marital property, determine financial issues attendant to the marriage, and determine time-sharing matters in the best interest of the children of the marriage;

**IT IS HEREBY ORDERED:**

1. A Standing Family Court Order (“Standing Order”), attached hereto as “Exhibit A,” is hereby entered in all dissolution of marriage, simplified dissolution of marriage, separate maintenance, and annulment cases filed in this circuit.

2. The Standing Order shall be effective as to the petitioning spouse at the time of filing.

3. At the time of filing, the Petitioner shall submit the Standing Order, which they have signed indicating their receipt thereof. No summons shall be issued in an applicable case unless the signed Standing Order is filed. If an applicable case is e-filed without a signed Standing Order, that case shall be placed in the "pending queue" by the Clerk of Court until such time as the e-filing attorney corrects the omission.

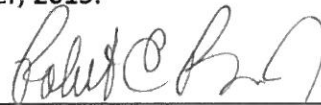
4. The signed Standing Order shall be docketed by the Clerk as a separate document with its own time stamp.

5. The petitioning party shall ensure that a copy of the signed Standing Order is included with the petition and summons when served on the Respondent. The Standing Order shall be effective as to the Respondent as of the date of service of process of the petition and Standing Order, or upon execution of a waiver of service of process.

6. The Standing Order shall remain in full force and effect during the pendency of the action unless and until modified by court order.

7. Failure to comply with the Standing Order is punishable by contempt, and may result in imposition of any sanctions permissible by law, and deemed appropriate by the court.

**ORDERED ON** this 19<sup>th</sup> day of November, 2015.



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Robert E. Roundtree, Jr., Chief Judge

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Petitioner's signature acknowledges receipt

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA  
**STANDING FAMILY COURT ORDER**

This Order applies to both parties in original actions for dissolution of marriage, separate maintenance, or annulment filed in the Eighth Judicial Circuit. It applies to the filing party upon filing of the action and it applies to the other party upon service of the summons and initial pleading or filing of a waiver and acceptance of service. This Order shall remain in effect during the pendency of the action until modified or terminated by order of the court. Accordingly, it is adjudged:

1. Neither party shall sell, transfer, encumber, conceal, assign, remove, or in any way dispose of any property (whether real, personal, or mixed in nature) jointly or individually owned by the parties, without the written consent of the other party, or without an order of the court unless the disposition is in the normal course of business, or for customary and usual household expenses, or for reasonable attorney's fees in connection with this action.
2. Neither party shall incur unreasonable debts. This includes but is not limited to, additional borrowing against credit lines secured by the family residence, additional encumbering of any marital asset, unreasonable use of any credit cards, or taking cash advances against credit limits of bank cards.
3. Neither party shall remove the minor child or children of the parties from the state of Florida, or make changes to the minor child's school registration or recurring appointments without written consent of the other party, or an order of the court.
4. Neither party shall cause the other party or the children of the marriage to be removed from any medical, hospital, and/or dental insurance coverage, and each party shall maintain the existing medical, hospital, and dental insurance coverage in full force and effect.
5. Neither party shall change the beneficiaries of any existing life insurance policies, or other financial products or accounts containing a beneficiary designation. Each party shall maintain existing life, auto, homeowner's or renter's insurance policies in full force and effect.
6. If the parties have a child or children in common, any party vacating the marital residence shall provide the other party or the party's attorney, in writing, within 48 hours of moving, a physical address and telephone number where the relocated party can receive communications. This provision shall not apply if there is a conflicting court order.
7. If the parties have children in common and they live apart during the pendency of this action, they shall assist their children in having contact with both parties which is consistent with the previous contact habits of the family. Unless there is a conflicting court order, such contact shall be in-person, telephonic, electronic (ex. Skype), and/or written.

Failure to comply with this Standing Order may be punishable by contempt of court. If you wish to modify the conditions of this order, you or your attorney must file an appropriate motion with the Clerk's Office in the county where the action is pending and schedule the matter for hearing with the judge assigned to your case.

**ORDERED ON** this 19<sup>th</sup> day of November, 2015.



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Robert E. Roundtree, Jr., Chief Judge