

IN THE CIRCUIT COURT OF THE
SEVENTEENTH JUDICIAL CIRCUIT, IN
AND FOR BROWARD COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO.II-00-F-16

IN RE:

DOMESTIC AND REPEAT
VIOLENCE INJUNCTION
PROCEDURES

WHEREAS, pursuant to Florida Statute 26.20, at least one judge shall be available to hear ex parte Petitions for Protection Against Domestic Violence twenty-four (24) hours a day including Saturdays, Sundays, holidays and at all times after normal business/court hours,

THEREFORE, in accordance with the authority vested in the Chief Judge by Rule 2.050, Florida Rules of Judicial Administration, and Florida Statutes 741.30, 784.046 and 26.20,

IT IS ORDERED AND ADJUDGED:

NORMAL BUSINESS HOURS PROCEDURES

1. Between the hours of 8:30 A.M. and 5:00 P.M., pro se Petitions for Protection Against Domestic/Repeat Violence shall be referred to the Family Court Services Domestic Violence Intake Unit, Room 248 of the Main Courthouse for assistance in petitioning the court for a temporary/permanent injunction.

2. The clerk of court shall maintain hours of operation and sufficient staff to accommodate the filing of Petitions for Protection Against Domestic/Repeat Violence and distribution of orders from petitioners who present themselves to the Family Court Services Domestic Violence Intake Unit before 5:00 P.M.

3. Any law enforcement officer who investigates an incident of domestic or repeat violence as prohibited by Florida law shall provide the victim notice of her/his right to obtain a Temporary Injunction for Protection Against Domestic/Repeat Violence and direct the victim to the Main Courthouse in the event the victim wishes to seek a temporary injunction.

4. The staff of the Domestic Violence Intake Unit shall aid petitioners by providing the necessary documents, instructions and assistance to properly file for a temporary/permanent injunction.

5. Upon completion of the petition package, the petitioner shall be directed to the domestic violence window of the clerk's office, Room 232, to file the petition.

6. After swearing to the petition and affidavits, executing the documents and paying the appropriate filing fee, if any, the petitioner shall be directed to return to Room 248 where she/he may have the opportunity to meet with a case manager.

7. The case manager shall provide the petitioner with a safety plan, make necessary referrals, counsel the petitioner about the injunction process and assist the petitioner in obtaining safe housing, if necessary.

8. The judge receiving the petition shall execute an order on the petition within 45 minutes of receipt of the petition by the judge.

9. The clerk of court shall be responsible for maintaining sufficient staff to timely transport the court file and any related court files to the judge/judicial staff and from the judge/judicial staff to the clerk's office.

10. Upon the court file returning to the clerk's office, the clerk shall provide the petitioner with the requisite number of certified orders in a timely manner and provide written instructions and verbally explain the emergency service procedures, when appropriate.

PROCEDURES FOR AFTER NORMAL BUSINESS HOURS
AND WEEKEND/HOLIDAYS

1. These procedures are contained within and have been replaced by Administrative Order II-00-F-2~~7~~

2. In addition to the procedures set forth in Administrative Order II-00-F-2, if an injunction is issued then the clerk shall obtain an address and telephone number at which the petitioner may be contacted and shall hold said information confidential.

DONE AND ORDERED at Fort Lauderdale, Broward County, Florida
this 29 day of December, 2000.

/s/DALE ROSS
DALE ROSS, Chief Judge