

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

ADMINISTRATIVE ORDER NO. II-93-F-9B

IN RE:

FAMILY COURT INTAKE UNIT

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In accordance with the authority vested in the Chief Judge by Rule 2.050 of the Florida Rules of Judicial Administration and the Florida Statutes, IT IS ORDERED THAT:

A Family Court Intake Unit under the direction of the Trial Court Administrator shall be created to serve as an adjunct to the Family Division of the Circuit Court. Effective June 14, 1993, this Unit shall:

A. Assist the Court in its deliberations regarding custody and visitation of minors by coordinating, scheduling, and processing court ordered psychological evaluations and home studies. On an interim basis, pending budget approval and the hiring of additional staff, this service shall be available only in those cases in which the parties are indigent.

1. The Judge may refer parties to the Family Court Intake Unit for assessment at any time prior to, during, or in post judgment actions. A Judicial Referral form (attached) shall be completed and attached to the Order and forwarded to Intake. The form shall include both the petitioner's and respondent's name, address, telephone number, attorney's name and phone number (if applicable), as well as an issues statement and reason for referral.

2. In cases of court ordered home studies or psychological evaluations, unless otherwise stated, the Unit shall complete said study within 45 days of receipt of the Order.

3. The Family Intake Unit shall maintain a judicial referral log outlining case number, judge, case style, ordered services, date signed, date received by Unit, date of completion, and date of submission to the Court. An individual case file shall be maintained for each judicial referral and shall contain copies of the Order and ordered study.

B. Provide technical assistance, legal instruction and referral to appropriate community intervention and treatment resources to pro se victims of domestic and repeat violence seeking temporary injunction orders.

1. Petitioners for temporary injunctions against domestic and repeat violence shall present themselves to the Clerk of the Court. The Clerk of the Court shall give the petitioner a packet containing the various domestic violence and /or repeat violence forms and petitions and shall direct the petitioner to the Family Court Intake Unit for technical legal assistance and instruction.

2. The Clerk of the Court shall process new petitions for injunctions until 4:00 PM. Due to the processing time needed to prepare the petitions for injunctive relief the Clerk shall set aside the last hour of the workday (4:00 PM to 5:00 PM) to finish processing petitions initiated through the Family Intake Unit. In the event there is an emergency matter between 4:00 PM and 5:00 PM, the Clerk of the Court will continue to process injunctions for temporary relief and then be governed by Administrative Order II-92-F-2A.

The Clerk of the Court shall direct all petitioners presenting themselves after 4:00 PM and who are unable to obtain safe housing/shelter to Women In Distress at 761-1133 for crisis intervention services, shelter, or referral to shelter until the next business day. Petitioners presenting themselves after 4:00 PM who choose to seek shelter with family, friends, or through some other means and who decline referral to Women In Distress shall sign an affidavit attesting that they have been informed of the option to seek crisis intervention, shelter, or referral to shelter with Women In Distress and have declined. The Clerk of the Court shall include this affidavit as part of the file upon proper filing of the injunction petition.

3. Staff assigned to the Intake Unit shall advise the petitioners of Court processes and procedures, and assist them in completing the necessary forms and questionnaires. The petitioners shall then be directed to the Clerk of the Court's office for filing and payment of fees as applicable.

4. The Family Court Intake Unit may advise petitioners as to the availability of Women In Distress staff to provide crisis intervention and appropriate emergency services.

5. Upon the proper filing of the petition for injunction, the Clerk of the Court, accompanied by the petitioner, shall immediately send the file to the "Temporary Injunction/Restraining Order and URESA Judge" for immediate action.

6. Upon receipt of the signed order, the Clerk of the Court shall provide a copy of said order and financial affidavit to the Intake Unit.

7. The Unit shall maintain a daily log outlining the names of domestic and repeat violence referrals and Unit response. A domestic and repeat violence file shall be maintained for each petitioner seen. The domestic and repeat violence file shall contain a copy of the final order, financial affidavit, intake questionnaire, and a brief signed casenote summarizing services provided.

C. The Unit shall provide to the Chief Judge and Court Administrator on a monthly basis a summary of Unit activity which shall include the number of custody evaluations and psychological evaluations ordered and completed; number of evaluations in process; the number of domestic and repeat violence petitioners assisted.

D. Pro se motions for contempt or post judgment modifications shall be directed by the Judge receiving such motions to the General Masters' Office. The General Masters shall review all motions to determine appropriate action. All motions for contempt shall be set for a hearing. All petitions for post judgment modifications shall be forwarded to the Clerk of the Court for fee determination and processing.

DONE AND ORDERED in Chambers at Fort Lauderdale, Broward County,  
Florida, this 16th day of June, 1993.

/s/DALE ROSS  
DALE ROSS, CHIEF JUDGE