

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

ADMINISTRATIVE ORDER NO.:II-98-F-19

IN RE:

PRO SE SELF HELP UNIT

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WHEREAS the Supreme Court of the State of Florida has identified access to the courts as one of its primary concerns; and

WHEREAS the number of pro se filings in the Family Court Divisions has greatly increased during the last few years; and

WHEREAS in order to provide meaningful court access to pro se litigants, who maintain a domicile in this circuit and or have a pending Family Court case in this jurisdiction, a Pro Se Self Help Unit should be established to provide self represented family law litigants with meaningful access to the Family Court;

THEREFORE in accordance with the authority vested in the Chief Judge by Rule 2.050 of the Florida Rules of Judicial Administration and in accordance with and pursuant to Florida Family Law Rule 12.750, it is

ORDERED AND ADJUDGED that:

1. A Pro Se Self Help Unit shall be established in the Seventeenth Judicial Circuit in and for Broward County, Florida.
2. The Pro Se Self Help Unit shall operate under the auspices of the Administrative Office of the Court, under the direction of the Trial Court Administrator and/or her/his designee.
3. The Pro Se Self Help Unit shall provide to the public during the hours of 9:00 A.M. to 4:00 P.M., Monday through Friday, excluding holidays, copies of the Supreme Court approved Family Law forms and forms approved by the Chief Judge of this circuit at a cost of \$0.15 (FIFTEEN CENTS) per page. (Section 119.07(1)(a))

Florida Statutes). Said forms shall include instructions approved by the Supreme Court or the Chief Judge of this circuit, including local practices.

4. The Pro Se Self Help Unit shall provide assistance to self represented family law litigants in a reasonable manner in accordance with and pursuant to Florida Family Law Rule 12.750.

5. The Pro Se Self Help Unit shall provide forms and assistance to self represented family law litigants on the following matters:

- Dissolution of Marriage
- Child Support
- Post Judgment Modifications of: spousal/child support, custody, visitation
- Amend Marriage Certificates
- Name Changes
- Paternity
- Child Custody
- Custody by Extended Family
- Domestic/Repeat Violence Motions/Modifications
- Child Pick-up
- Injunction Against Removal
- Enforcement of Foreign Judgments
- Separate Maintenance
- Stepparent Adoption

6. The Pro Se Self Help Unit shall provide information about Legal Aid of Broward County, Inc., Broward County Bar Low Income Bar Panel, and The Broward County Bar Association to self represented family law litigants.

7. The Notice of Limitation of Services Provided pursuant to Florida Family Law Rule 12.750 shall be posted in noticeable locations throughout the Pro Se Self Help Unit in English, Spanish and Creole.

DONE AND ORDERED in chambers in Fort Lauderdale, Broward County, Florida this 31st day of December 1998.

/s/DALE ROSS
DALE ROSS, Chief Judge