

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

Administrative Order No. 2021-35-CO (Amendment 4)

**ESTABLISHING LOCATIONS FOR THE FILING OF COUNTY CIVIL
ACTIONS AND THE HEARING OF SMALL CLAIMS CIVIL ACTIONS**

(a) Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

(b) Florida Rule of General Practice and Judicial Administration 2.215 (b) (3) states the Chief Judge shall “develop an administrative plan” and “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(c) The Broward County Board of County Commissioners has established four (4) courthouses in Broward County. The Broward County Central Judicial Complex is located at 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301 (“Central Courthouse”). The North Regional Courthouse is located at 1600 West Hillsboro Boulevard, Deerfield Beach, Florida 33442 (“North Regional Courthouse”). The South Regional Courthouse is located at 3550 Hollywood Boulevard, Hollywood, Florida 33021 (“South Regional Courthouse”). The West Regional Courthouse is located at 100 North Pine Island Road, Plantation, Florida 33324 (“West Regional Courthouse”). For purposes of this Administrative Order, the Central Courthouse, North Regional Courthouse, South Regional Courthouse, and West Regional Courthouse will collectively be referred to as “the “Broward County Courthouses.”

(d) County Court civil actions are assigned to the Broward County Courthouses, and a fair and equitable distribution of the caseload is required.

(e) In accordance with the authority vested in the chief judge by Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215, it is hereby **ORDERED**:

(1) **Effective at 5:01 p.m. on November 1, 2024**, all County Court civil division cases, excluding civil infractions, small claims consumer debt cases, (as defined

herein), and cases where the sole defendant is an insurance company, shall be filed and assigned pursuant to the zip code designations provided below.

I. COURTHOUSE LOCATIONS

1) **WEST REGIONAL COURTHOUSE** – **100 North Pine Island Road, Plantation, Florida 33324**, shall be assigned all County Court civil division cases within zip codes:

33313	Lauderhill
33317	Plantation
33318	Plantation
33319	Sunrise/Tamarac/Lauderhill
33320	Tamarac
33321	Fort Lauderdale/Tamarac
33322	Plantation
33323	Sunrise
33324	Davie/Plantation
33325	Davie/Sunrise
33326	Weston
33327	Weston
33328	Cooper City/Davie
33329	Davie
33330	Davie/Southwest Ranches
33331	Weston/Southwest Ranches
33332	Weston/Southwest Ranches
33345	Sunrise
33351	Sunrise/Lauderhill

ALL ZIP CODES BEGINNING WITH “322” (Jacksonville)

ALL ZIP CODES BEGINNING WITH “327” and “328” (Orlando Area)

2) **NORTH REGIONAL COURTHOUSE** – **1600 West Hillsboro Boulevard, Deerfield Beach, Florida 33442**, shall be assigned all County Court civil division cases within zip codes:

33060	Pompano Beach
33061	Pompano Beach
33062	Pompano Beach/Lauderdale-by-the-Sea
33063	Margate/Coconut Creek
33064	Hillsboro Beach/Lighthouse Point/Pompano Beach

33065	Coral Springs
33066	Coconut Creek
33067	Coral Springs/Parkland
33068	Margate/North Lauderdale
33069	Pompano Beach
33071	Coral Springs
33073	Coconut Creek
33076	Coral Springs/Parkland
33077	Coral Springs
33093	Margate
33309	Fort Lauderdale/Tamarac
33441	Deerfield Beach
33442	Deerfield Beach

ALL ZIP CODES OF PALM BEACH COUNTY, EXCEPT AS SPECIFIED IN ANY SEPARATE ADMINISTRATIVE ORDER.

ALL ZIP CODES BEGINNING WITH “329” (Brevard County Area).

3) SOUTH REGIONAL COURTHOUSE – **3550 Hollywood Boulevard, Hollywood, Florida 33021**, shall be assigned all County Court civil division cases within zip codes:

33008	Hallandale Beach
33009	Hallandale Beach
33020	Hollywood
33021	Hollywood
33023	Miramar/West Park/Pembroke Park
33024	Cooper City/Hollywood/Pembroke Pines
33025	Miramar
33026	Cooper City/Pembroke Pines
33027	Miramar
33028	Pembroke Pines
33029	Pembroke Pines
33081	Hollywood
33082	Pembroke Pines
33084	Pembroke Pines
33314	Fort Lauderdale/Davie

ALL FLORIDA ZIP CODES OUTSIDE OF THE TRI-COUNTY (Broward County, Miami-Dade County, and Palm Beach County) AREA, EXCEPT THOSE BEGINNING WITH “322” (Jacksonville); “327” and “328” (Orlando area); and “329” (Brevard County).

4) CENTRAL COURTHOUSE – 201 S.E. 6th Street, Fort Lauderdale, Florida 33301, shall be assigned all County Court civil division cases within zip codes:

33004	Dania Beach
33019	Hollywood
33301	Fort Lauderdale
33302	Fort Lauderdale
33303	Fort Lauderdale
33304	Fort Lauderdale
33305	Fort Lauderdale/Wilton Manors/Lazy Lake
33306	Fort Lauderdale/Sea Ranch Lakes
33308	Fort Lauderdale/Lauderdale-by-the-Sea
33310	Fort Lauderdale
33311	Fort Lauderdale/Oakland Park
33312	Fort Lauderdale/Dania Beach
33315	Fort Lauderdale
33316	Fort Lauderdale
33334	Fort Lauderdale/Oakland Park/Wilton Manors
33335	Fort Lauderdale
33394	Fort Lauderdale

ALL ZIP CODES OF MIAMI-DADE COUNTY

ALL ZIP CODES OUTSIDE OF FLORIDA

II. SPECIAL INSTRUCTIONS

- 1) All County Court civil division cases that are to be filed based upon the zip codes above shall be filed based upon the zip code of the plaintiff unless represented by counsel, in which case, the primary street address of the physical office location of the attorney shall be utilized.
- 2) Upon the filing of a new County Court civil division case, the Clerk of the Court shall review the filing and ensure it is filed in and assigned to the appropriate courthouse location as set forth herein.
- 3) A zip code listed in this Administrative Order may cover cities or locations other than those specifically noted herein. Regardless of the city or location designated on the filing, the zip code listed on the filing shall control and the action filed in and assigned to the appropriate courthouse location as set forth herein.

4) An attorney whose primary street address (excluding a post office box location) of his or her physical office location is not located in Broward County may not circumvent the application of this Administrative Order by retaining local counsel to cover his or her hearing, nor by having a satellite office or post office box/mail drop that is not the attorney's primary street address of his or her physical office location.

5) In the instance when a case has been filed with co-counsel with primary street addresses in different zip codes, the case shall be filed at the courthouse location in the following order of priority based on the relevant zip code: West, North, Central, South.

6) All County Court civil division cases filed absent a zip code shall be assigned to the Central Courthouse and may be reassigned pursuant to the provisions of this Administrative Order.

7) If a County Court civil division case is not filed in accordance with this Administrative Order, the administrative or presiding judge on his or her own motion or upon the duly filed motion of either party can transfer the action to the appropriate courthouse location. The presiding judge may, *sua sponte*, impose sanctions, as permitted by law, for failure of the filer to comply with this Administrative Order.

III. ASSIGNMENT OF SMALL CLAIMS CREDIT CARD CASES

1) Notwithstanding the zip code designations above, the Clerk of the County Court shall assign all small claims credit card cases filed under the Clerk's filing codes SC11, SC12, SC13, SC14, and SC15 to County Civil Divisions 47 and 101.

2) Divisions 47 and 101 dockets/hearings shall be scheduled as directed by the Administrative Judge of the County Court.

3) Any case in which a party demands a jury trial that is not settled on or before the pretrial conference date shall be transferred for random assignment to another county civil division.

IV. HEARING OF SMALL CLAIMS CIVIL ACTIONS

1) Except as provided for in Section C. above, the small claims dockets shall be set by the Clerk of the County Court as follows:

(a) The Clerk of the Courts shall assign small claims cases to all County Court civil divisions.

(b) Small claims cases shall be assigned to dockets as follows:

(i) Central Courthouse small claims dockets shall continue to be set on dockets as designated in written notice by the Administrative Judge of the County Court. The Administrative Judge of the County Court shall provide the Clerk of the Courts with the schedule of when the County Court civil judges located at the Central Courthouse will be hearing small claims cases so that the cases may be assigned to the appropriate division and may also make necessary adjustments to the number of cases set per docket.

(ii) Satellite courthouse locations (North Regional Courthouse, South Regional Courthouse, and West Regional Courthouse) small claims cases shall be equally distributed to the County Court judges and the dockets set as directed by the judge assigned to the county civil division unless otherwise directed by the Administrative Judge of the County Court.

INSURANCE CASES

- 1) All county court civil actions, including actions seeking declaratory relief or a declaratory judgment, where the sole defendant is an insurance company shall be exclusively filed at the Central Courthouse location, and randomly assigned by the Clerk of the Court to the judicial officers assigned to the county civil divisions, regardless of courthouse location, in as equal a distribution as possible. Each of these case types will be designated by the prefix "COINX."

This Administrative Order vacates and supersedes 2021-35-CO (Amendment 3).

DONE AND ORDERED at Fort Lauderdale, Broward County, Florida, this 7th day of October, 2024.

/s/ Jack Tuter
Jack Tuter, Chief Judge