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

Administrative Order No. 2026-13-Gen

ADMINISTRATIVE ORDER ASSIGNING JUDGES TO CONFERENCE COVERAGE

(a) Florida Rule of Judicial Administration 2.215(b)(3) states the Chief Judge "ensures the efficient and proper administration of all courts within [this] circuit, considering available resources."

(b) In accordance with the authority vested in the Chief Judge by Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED**:

(1) This Administrative Order shall govern the assignment of judges to preside over matters that are presented during either the Florida Conference of Circuit Judges or Florida Conference of County Court Judges and the division judge or civil duty judge or criminal duty judge is attending a conference. The division judge or civil duty judge or criminal duty judge must advise the Chief Judge and Trial Court Administrator, in writing, as to whether he or she is attending a conference. Any judge attending a conference shall not set any non-emergency matters for hearing.

(2) The day before a conference and the day after a conference shall be included in assigning conference coverage to allow for travel if there is a requirement that a judge is available for emergency matters.

(3) In the event a judge is not able to preside for any reason on the day assigned, the judge is responsible for securing a replacement judge and advising the Chief Judge and Trial Court Administrator, in writing or by email, of his or her replacement.

(4) During the Florida Conference of County Court Judges two (2) circuit judges are assigned to preside over first appearance/magistrate hearings and extradition hearings and one circuit judge is assigned to act as the county relief judge. The judge assigned to county relief is also responsible for landlord-tenant orders, motions to stay writs, emergency motions, speedy trials, marriage approvals, and three (3) day

waivers. A circuit judge shall have all the power and jurisdiction of a county judge during his or her period of assignment.

(5) During the Florida Conference of Circuit Judges six (6) county judges shall be assigned, one (1) to cover each of the following:

i. Signing probate orders (appointing a guardian advocate, guardian, or personal representative, letters, and emergency *ex parte* matters, including *ex parte* petitions for injunction against exploitation of a vulnerable adult);
ii. Conducting juvenile detention hearings, and acting as criminal duty judge if the assigned criminal duty judge is attending a conference;
iii. Conducting dependency shelter hearings, and acting as civil duty judge if the assigned civil duty judge is attending a conference;
iv. Conducting civil domestic violence hearings;
v. Signing civil domestic violence injunctions; and
vi. Conducting ex parte hearings on petitions for risk protection orders.

Any county judge that is assigned to cover a matter above must be physically present at the Central Courthouse during normal court business hours. A county judge shall have all the power and jurisdiction of a circuit judge during his or her period of assignment.

(6) A judge assigned to conference coverage shall arrange his or her docket so as not to conflict with his or her duties for the assigned date.

(7) If the judge assigned to conference coverage is unavailable, emergency matters shall be presented as follows:

Division	**Alternates**
Circuit Civil	1) Any judge assigned to the Circuit Civil Division 2) Civil Duty Judge 3) Administrative Judge for the Circuit Civil Division 4) Chief Judge
Circuit Criminal	1) Any judge assigned to the Circuit Criminal Division 2) Criminal Duty Judge

	3) Administrative Judge for the Circuit Criminal Division 4) Chief Judge
Circuit Probate	1) Any judge assigned to the Circuit Probate Division 2) Civil Duty Judge 3) Administrative Judge for the Circuit Probate Division 4) Chief Judge
Circuit Unified Family Court	1) Any judge assigned to the Circuit Unified Family Court Division 2) Civil Duty Judge 3) Chairperson for Delinquency, Dependency, Domestic Violence, or Domestic Relations 4) Administrative Judge for the Circuit Unified Family Court Division 5) Chief Judge
County Civil	1) Any judge assigned to the County Civil Division, including those judges located in the satellite courthouses 2) County Relief Judge 3) Chairperson for the County Civil Division 5) Administrative Judge for the County Court 6) Chief Judge
County Criminal	1) Any judge assigned to the County Criminal Division, including those judges located in the satellite courthouses 2) County Relief Judge 3) Chairperson for the County Criminal Division 5) Administrative Judge for the County Court 6) Chief Judge

(8) An attorney or litigant shall present the emergency matter, as set forth above, to only one (1) judge and shall not present the emergency matter to more than one (1) judge. The judge to whom the emergency matter is presented shall enter an order as to whether relief is granted or the assigned judge should hear the matter.

Upon entry of the order, the attorney or litigant shall not take the same matter before another judge.

(9) An emergency is defined as a matter that will result in irreparable harm, death or result in a manifest injury if immediate relief is not afforded. It shall be within the discretion of the judge to whom the matter is presented to determine if it is an emergency.

(10) In the event an attorney or litigant cannot locate the conference coverage judge or any alternate judge, the attorney or litigant shall go to the Trial Court Administrator's Office located at Room 20170, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301 for assistance in locating a judge to consider the matter.

(11) The assignments of judges for conference coverage shall be by memorandum from the Chief Judge.

(12) This Administrative Order supersedes and vacates Administrative Order 2018-55-Gen.

DONE AND ORDERED in Chambers, Fort Lauderdale, Broward County, Florida on this 10th day of April, 2026.

/s/ Carol-Lisa Phillips
Carol-Lisa Phillips, Chief Judge