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

Administrative Order No. 2026-43-Crim/2026-43-CO/2026-43-UFC

ADMINISTRATIVE ORDER REGARDING DOMESTIC VIOLENCE ALTERNATE COVERAGE, PROCEDURES FOR DOMESTIC VIOLENCE EMERGENCY MATTERS, AND BACK UP DUTY COVERAGE

(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 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 that the chief judge "ensures the efficient and proper administration of all courts within [this] circuit, considering available resources."

(c) In accordance with the authority vested in the chief judge by Florida Rule of General Practice and Judicial Administration 2.215, it is hereby **ORDERED**:

(1) **Civil Domestic Violence**:

a. The judges assigned to Divisions 45, 59/57, and 63 shall serve as alternates for each other for all civil domestic violence matters.
b. If the assigned division judge is unavailable and an emergency matter arises, the matter shall be presented to an alternate judge for resolution. The alternate judge shall review the matter to determine if in fact an emergency exists that would require immediate attention. If the alternate judge determines the matter is an emergency, he or she shall proceed to enter any orders as are necessary. If the alternate judge determines the matter is not an emergency, he or she shall forward the pleading/paper to the assigned division judge.
c. If all alternate judges are unavailable, the matter shall then be presented to a domestic relations judge for resolution. If all alternate judges and domestic relations judges are unavailable, the matter shall be presented to the Administrative Judge for the Unified Family Court Division for appropriate action.
d. When the assigned division judge is unavailable and an emergency matter has been filed in a civil domestic violence division during normal court business hours, the attorney or self-represented party shall proceed to the Broward

Clerk's Office-Domestic Violence Division to have the matter reviewed by an alternate judge for resolution.

(2) **Criminal Domestic Violence**:

a. The judges assigned to Divisions FV/GC/57 and 57/MV shall serve as alternates for each other for all criminal domestic violence matters.

b. If the assigned division judge is unavailable and an emergency matter arises, the matter shall be presented to an alternate judge for resolution. The alternate judge shall review the matter to determine if in fact an emergency exists that would require immediate attention. If the alternate judge determines the matter is an emergency, he or she shall proceed to enter any orders or warrants as are necessary. If the alternate judge determines the matter is not an emergency, he or she shall forward the pleading/paper to the assigned division judge.

c. **Felony Criminal Domestic Violence Cases**. If all alternate judges are unavailable, the matter shall then be presented to the criminal duty judge for resolution. If all alternate judges and criminal duty judge are unavailable, the matter shall be presented to the Administrative Judge for the Circuit Criminal Division for appropriate action.

d. **Misdemeanor Criminal Domestic Violence Cases**. If all alternate judges are unavailable, the matter shall then be presented to the county relief judge for resolution. If all alternate judges and county relief judge are unavailable, the matter shall be presented to the Chairperson for the County Criminal Division for appropriate action. If all alternates judges, county relief judge, and Chairperson for the County Criminal Division are unavailable, the matter shall be presented to the Administrative Judge of the County Court for resolution.

e. When the assigned division judge is unavailable and an emergency matter has been filed in a criminal domestic violence division during normal court business hours, the attorney, law enforcement officer, or probation officer shall proceed to the Office of the Trial Court Administrator to have the matter reviewed by an alternate judge for resolution.

(3) **Domestic Violence Back Up Duty Judge Coverage**:

a. <u>Domestic Violence Back Up Duty Coverage Generally</u>:

i. The judges assigned to Divisions 45, 59/57, 63, FV/GC/57 and 57/MV shall serve as Domestic Violence Back Up Duty coverage for each other.

ii. The domestic violence back up duty judge shall be on duty for a one (1) business week period commencing Monday at 8:30 a.m. and ending Friday at 5:00 p.m.

iii. The domestic violence back up duty judge **<u>shall be physically present</u>** in the courthouse building during normal court business

hours (8:30 a.m. – 5:00 p.m.) during their time as the on-duty judge. If the assigned duty judge should have to leave the courthouse, it shall be that judge's responsibility to advise the Chief Judge and Trial Court Administrator and to obtain an alternate on-duty coverage judge until they return to the courthouse.

iv. In the event a judge is not able to preside as duty judge for his or her assigned week, the judge is responsible for securing a replacement judge and advising the Chief Judge and Trial Court Administrator, in writing by memorandum, of his or her replacement.

v. If a judge should resign, retire, or be reassigned, the judge assuming the division shall be responsible for the duty week for that division.

vi. The assignment of judges for domestic violence back up duty judge coverage shall be established by memorandum prepared by the Chairperson for the Domestic Violence Division, or, as designated by the Administrative Judge for the Unified Family Court Division, with a copy provided to the Chief Judge and Trial Court Administrator's Office.

b. Domestic Violence Back Up Duty Coverage:

i. The domestic violence back up duty judge's responsibilities shall include: (a) review of petitions and issuance of ex parte orders from 4:00 p.m. to 5:00 p.m. daily; (b) presiding over any statutorily required Risk Protection Order and Civil Domestic Violence Injunction hearings; (c) presiding over any matters that arise which are required to be heard within a statutorily mandated period. The domestic violence back up duty judge may, if available, assist with other non-statutorily mandated domestic violence matters, including presiding over previously scheduled hearings. If the duty judge is unavailable, such matters will be re-scheduled by the assigned division judge.

(4) This Administrative Order vacates and supersedes Administrative Orders 2018-106-Crim/2018-106-CO and 2025-28-UFC.

DONE AND ORDERED in Chambers, Fort Lauderdale, Broward County, Florida, this 12th day of November, 2026.

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