

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 5.109-1/17\*

IN RE: DATE OF BIRTH FORM FOR  
UNIFIED FAMILY COURT CASE IDENTIFICATION

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In compliance with the Supreme Court's directives, the Fifteenth Judicial Circuit's Unified Family Court is desirous of assisting litigants with cases involving family issues to avoid conflicting decisions, minimize inconvenience to the family, and maximize all resources readily available to assist with resolving familial related case litigation. To capture related cases for the family accurately and pursuant to Administrative Order 5.101, additional information is needed for efficient case management of these cases. Rule of Judicial Administration 2.425 permits otherwise sensitive information to be included in court documents when the court so orders.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. The Unified Family Court division shall utilize the local "Date of Birth Form" to capture additional information for the family for better identification of related cases for each family. A copy of "Date of Birth Form" is attached hereto as exhibit "A".
2. The moving party or the attorney for the moving party shall provide the name, current address and date of birth of the petitioner(s), the respondent(s) and each minor child listed in any newly or reopened case **types** in the Unified Family Court, **as listed in paragraph 3 below**, by filing a fully completed "Date of Birth Form" with the Clerk of Court. **When the petitioner is a governmental agency, the petitioner does not need to provide its name, current address or date of birth.**
3. The form is to be provided in the following case UFC types: dissolution of marriage; division and distribution of property arising out of a dissolution of marriage; annulment; support unconnected with dissolution of marriage; paternity; disestablishment of paternity; child support; URESA/UIFSA; custodial care of and access to children; proceedings for temporary or concurrent custody of minor children by extended family; adoption; name change; declaratory judgment actions related to premarital, marital, or post marital agreements; civil domestic, repeat, sexual and dating violence injunctions; juvenile dependency; termination of parental rights; emancipation of a minor; CINS/FINS; truancy; modification and enforcement of orders entered in these cases; juvenile delinquency; criminal domestic violence; stalking; cyber stalking; all mental health and guardianship cases.

4. The Clerk of Court shall enter into its case maintenance system the information on the Date of Birth Form for Unified Family Court.
5. The Clerk of Court will enter into its case maintenance system the name and date of birth of a minor child as a confidential party on each family case.
6. The Clerk of Court will redact the date of birth and the name of a minor child in the "Date of Birth Form" prior to docketing.
7. Such procedures shall be evaluated routinely by the Chief Judge or his/her designee to determine its effectiveness in implementing this Circuit's goal of addressing family law matters in a comprehensive, coordinated manner.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 27 day of January 2017.

  
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Jeffrey Colbath, Chief Judge

\*supersedes admin. order 5.109-9/16

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**Date of Birth Form for Unified Family Court**

**Instructions**

Pursuant to Administrative Order 5.109, this form is to be completed and filed with the Clerk's Office in all new and reopened Unified Family Court ("UFC") cases. UFC case types include but are not limited to all family, juvenile, mental health, domestic violence and guardianship cases. A detailed list of UFC case types can be found in Administrative Order 5.101.

**Sensitive Information in this document (month and day of birth/names of minors) will be redacted by the Clerk and will not be accessible by the general public.**

**Information**

Petitioner's Name		Petitioner's D.O.B	
Petitioner's Address			
Respondent's Name		Respondent's D.O.B	
Respondent's Address			
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
*Please attach an additional page for additional Party or Child			

Filed by: \_\_\_\_\_  
Type/Print your name