

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

ADMINISTRATIVE ORDER NO. 5.116

IN RE: POST JUDGMENT MOTIONS FOR CIVIL  
CONTEMPT FILED BY SELF REPRESENTED LITIGANTS  
AND DIRECTIONS TO THE CLERK AND COMPTROLLER

\_\_\_\_\_ :

Florida Rule of Family Law Procedure 12.960 provides instructions and a template form for the filing of a motion for civil contempt/enforcement. Proper service of motions is essential for due process and ensures that all parties have adequate notice of legal proceedings. Accordingly, internal processes are to be implemented for post judgment motions for contempt filed by self-represented litigants.

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

- I. Clerk and Comptroller's Responsibilities for Reviewing Post Judgment Motions for Contempt filed by Self Represented Litigants:
  - A. The Clerk and Comptroller shall review all motions for contempt at the time of filing.
  - B. Any motion for contempt that does not include a proper Certificate of Service, indicating that service has been made on the opposing party or their counsel, if represented, shall be rejected, and returned to the filing party without docketing.
  - C. The Clerk and Comptroller shall prepare a Deficiency Memo if the movant fails to file a Notice of Related Case form and/or a Notice of Email Designation form. Both forms can be found at [www.flcourts.org](http://www.flcourts.org) and the Clerk and Comptroller shall direct the movant to the website when necessary. The Clerk and Comptroller shall docket the Deficiency Memo utilizing the code of "LTR" with a text of "*incomplete motion for contempt*".
  - D. Contempt filings with a complete Certificate of Service shall be forwarded by the Clerk via email to the appropriate General Magistrate for processing.

## II. General Magistrate Process for Contempt Proceedings:

- A. The General Magistrate shall review the motion, and, if appropriate, issue an Order Setting Contempt hearing.
- B. If the General Magistrate determines that the motion is facially deficient, the General Magistrate may prepare an Order for the Divisional Judge's signature.

## III. Administrative Office of the Court's Responsibility:

- A. The Court Analyst shall run a report every fifty-five (55) days to identify cases with a docket code of "MFCL" and this report shall be sent to the assigned General Magistrates to prepare the appropriate Order for the Divisional Judge's signature.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 2<sup>nd</sup> day of April, 2025.



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Glenn D. Kelley  
Chief Judge