

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

ADMINISTRATIVE ORDER NO. 5.308-10/2020*

IN RE: ADMINISTRATIVE CHILD SUPPORT CASES

Section 409.2563(8), Florida Statutes, requires the Department of Revenue ("DOR") to file a certified copy of an administrative support order rendered by the Division of Administrative Hearings ("DOAH") with the clerk of court and grants the clerk the authority to initiate a judgment upon delinquency by the obligor. Further, per section 409.2563(10), Florida Statutes, the circuit court has the authority to review, enforce, or enter an order superseding a DOAH order granting or denying administrative support upon petition by the obligor or the DOR. Uniform administrative procedures are necessary to ensure that the Clerk and Court efficiently handle such administrative support order actions.

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

1. **Administrative Support Cases "AS":**

- a. Administrative support orders filed with the Clerk by DOR pursuant to section 409.2563(8), Florida Statutes, shall be coded by the Clerk as an "AS" case.
- b. If the Clerk or DOR issues a notice of delinquency, notice of intent to suspend a driver's license or motor vehicle registration in accordance with section 61.13016, or notice of intent to suspend a professional license or certification in accordance with section 61.13015 to the obligor, such notice will be filed and docketed in the "AS" case.

2. **Domestic Relations Cases "DR":**

- a. When a party seeks affirmative relief from the circuit court to supersede or modify an administrative child support order, or if the obligor files a petition or notice contesting the delinquency set forth in paragraph 1(b), above, the Clerk will create a *new* Domestic Relations Case with the "DR" Court type, **using the case type of "4J" or "SY" for child support retroactive to the last 12-months**. The Clerk shall also link these cases in Showcase.

- b. A filing fee will not be assessed when an obligor files a **motion** or notice contesting the delinquency or suspension of driver's license set forth in paragraph 1(b), above, in the Administrative Support cases.
 - c. A filing fee will not be assessed when no superseding order has been entered and the parties in an Administrative Support case file a **motion** to seek relief from the circuit court. Examples of such pleadings are motions to pay direct, motion to stop child support, motion to lift bank levy or motion to reinstate driver's license.
 - d. A filing fee will be assessed when affirmative relief is sought to supersede or modify an administrative child support order.
3. Following the docketing of a Notice of Contest or any document which disputes the notice of delinquency, notice of intent to suspend a driver's license or motor vehicle registration in accordance with section 61.13016, or notice of intent to suspend a professional license or certification in accordance with section 61.13015 in an Administrative Support case, the Clerk shall promptly forward the documents to the appropriate child support hearing officer for consideration.
 - a. DOR will e-file the notice of delinquency, notice of intent to suspend a driver's license or motor vehicle registration in accordance with section 61.13016 or notice of intent to suspend a professional license or certification in accordance with section 61.13015 within three business days after receipt of the notice of hearing.
 - b. The Clerk will docket the notice of delinquency, notice of intent to suspend a driver's license or motor vehicle registration in accordance with section 61.13016 in the newly created "4J" or "SY" domestic relations case along with a copy of the final administrative support order and Income Deduction/Withholding order, if any.
4. To provide assistance and fair access to the courts for self-represented litigants, the Unified Family Court of the Fifteenth Judicial Circuit shall create a self-help package for pro se litigants that will include relevant documents and forms required for filing along with procedural directions in these cases. The package shall be made available at any of the Self Help Centers in each Courthouse location or at the Fifteenth Judicial Circuit's website at <http://15thcircuit.co.palm-beach.fl.us/web/guest/courtdivision/family>.

DONE AND SIGNED this 28th day of October 2020, in Chambers at West Palm Beach, Palm Beach County, Florida.



Krista Marx
Chief Judge

*supersedes admin. Order 5.308-1/17