

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

ADMINISTRATIVE ORDER NO. 5.501-08/25*

IN RE: DOMESTIC, REPEAT, DATING, SEXUAL,
STALKING AND CYBER STALKING
VIOLENCE INJUNCTIONS

The Fifteenth Judicial Circuit has identified the need to provide the Clerk and Comptroller with directions on case processing, scheduling, and violations for specific domestic violence case types. The Clerk and Comptroller shall follow the procedures set forth in Administrative Order 5.101 with respect to case assignment.

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

A. PROCESSING PROCEDURES:

1. **Upon the filing of a new case involving Domestic Violence/Repeat Violence/Dating Violence/Sexual Violence or Stalking/Cyber Stalking**, the Clerk shall promptly docket all supporting documents and pleadings provided, docketing the Petition as the last entry. The Clerk shall use the designated docket codes corresponding to the case type and branch, and shall enter the relevant data and a tentative hearing date into its case management system, Showcase.
2. Pursuant to Administrative Order 5.101, the Clerk is responsible for initial screening and identification of any related open or closed cases upon filing of a new case within the jurisdiction of Unified Family Court (UFC). Once identified, the Clerk shall enter the related case information into the designated related case field in Showcase, both in the newly-filed case and in the other related cases.
3. Upon docketing the Petition using the designated code of "PETI", through an automated process, the Court's Judicial Viewer System (JVS), will detect the case and submit the case to the Judge responsible for reviewing the request for

injunction for a prompt ruling via the designated email accounts.

4. In the event the assigned Judge is unavailable, **the assigned judge's alternate will review the case and rule as appropriate.**
5. In the event the assigned Judge **or Judge's alternate is unavailable**, the Clerk shall promptly **alert the Court Technology team to electronically forward the email notification of the request for injunction to the alternate Judge** in the following order:
 - a. Administrative Judge for the division to which the case has been assigned; if unavailable then to the
 - b. Duty Judge
6. Pursuant to Administrative Order 2.312, if the Clerk does not receive an Order addressing the Petition for Injunction within three (3) hours or by the end of business, whichever occurs first, the Clerk shall personally contact the judge's office to verify that the petition was received.

B. SCHEDULING OF THE FINAL/EXTENSION HEARING

1. Upon the entry of a temporary injunction under sections 741.30, 784.046, or 784.048, Florida Statutes or where an injunction is not entered but a hearing must be set per statute, the Clerk shall forthwith schedule the final/extension hearing on the assigned judge's next regularly scheduled domestic violence "designated" block hearing time. In the unlikely event the assigned judge has not established a regularly scheduled domestic violence "designated" block hearing time, then the Clerk of Court and Comptroller shall promptly and forthwith:
 - a. First contact the assigned judge's judicial assistant and obtain a hearing date and time.
 - b. Second, if unsuccessful, then immediately contact the administrative judge to obtain a hearing date and time.

C. VIOLATION PROCEDURES

1. Procedures for processing an alleged violation of an injunction for protection against domestic violence and any other temporary injunction orders issued under this administrative order shall be in accordance with Section 741.31, Florida Statutes.
2. To ensure the prompt and expeditious handling of any alleged violation, the Office of the State Attorney is designated as the appropriate law enforcement agency for

investigation of any affidavit alleging the commission of a crime. The State Attorney may refer the affidavit to the Sheriff of Palm Beach County or any other appropriate law enforcement agency for further investigation if necessary.

DONE and SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida, this 13th day of August, 2025.



Glenn D. Kelley
Chief Judge

*supersedes admin. order 5.501-10/21