

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

ADMINISTRATIVE ORDER NO. 5.501-10/21*

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. The Clerk of Court and Comptroller shall promptly deliver the Verified Petition for Temporary Injunction along with all necessary documents and information to the Judge assigned to the case for a prompt ruling via the designated electronic email accounts as per the divisional instructions.
2. In the event the assigned Judge is unavailable, then the Clerk of Court and Comptroller shall promptly deliver the Verified Petition for Temporary Injunction along with the complete file and all necessary documents in the following order:
 - a. Assigned judge's alternate; **except that if the case is assigned to Division DVTD, the signing family judge for the main courthouse. If the alternate or signing family judge, is unavailable**, then to the
 - b. Administrative Judge for the division to which the case has been assigned; if unavailable then to the
 - c. Duty Judge
3. Pursuant to Administrative Order 2.312, if the Clerk of Court and Comptroller 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 of Court and Comptroller 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 5th day of October, 2021.



Glenn D. Kelley
Chief Judge

*supersedes admin. order 5.018-8/21