

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

ADMINISTRATIVE ORDER NO. 6.101-1/13\*

IN RE: PROBATE AND GUARDIANSHIP DIVISION  
REGIONS, HEARING SITES AND  
ASSIGNMENT CRITERIA

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The court is committed to providing judicial services at convenient locations consistent with the efficient and sound administration of justice and the court has concluded that the foregoing principle dictates that probate and guardianship services be provided at the branch courthouses in addition to the main county courthouse;

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

**A. PROBATE & GUARDIANSHIP DIVISION REGIONS**

1. The Probate & Guardianship Division of the Circuit Court, Palm Beach County, Florida, shall be divided into three separate regions - The Northern Region, Southern Region, and Central Region.
2. All cases assigned to the Northern Region will be heard in the North County Courthouse, 3188 PGA Boulevard, Palm Beach Gardens, Florida 33410
3. All cases assigned to the Southern Region will be heard in the South County Courthouse, 200 West Atlantic Avenue, Delray Beach, Florida 33444.
4. All cases assigned to the Central Region will be heard in the Main Courthouse, 205 North Dixie Highway, West Palm Beach, Florida 33401.

**B. NORTHERN REGION**

The cities to be served within the NORTHERN REGION, together with their presently existing zip code numbers are as follows:

JUNO BEACH	33408
JUNO BEACH	33410*
JUPITER	33458

JUPITER	33468
JUPITER	33477
JUPITER	33478
LAKE PARK	33403
MANGONIA PARK	33407
NORTH PALM BEACH	33408
PALM BEACH GARDENS	33410*
PALM BEACH GARDENS	33418
PALM BEACH SHORES	33404
RIVIERA BEACH	33404
TEQUESTA INLET	33469
WEST PALM BEACH	33403
WEST PALM BEACH	33404
WEST PALM BEACH	33407
WEST PALM BEACH	33410*
WEST PALM BEACH	33412
WEST PALM BEACH	33418
WEST PALM BEACH	33419
WEST PALM BEACH	33420

\* Note: Juno Beach, Palm Beach Gardens and West Palm Beach overlap zip code 33410

### C. SOUTHERN REGION

The cities to be served within the SOUTHERN REGION, together with their presently existing zip code number are as follows:

ATLANTIS	33462
BOYNTON BEACH	33424
BOYNTON BEACH	33425
BOYNTON BEACH	33426
BOYNTON BEACH	33435
BOYNTON BEACH	33436
BOYNTON BEACH	33437
BRINY BREEZES	33435
BOCA RATON	33428
BOCA RATON	33429
BOCA RATON	33431
BOCA RATON	33432
BOCA RATON	33433
BOCA RATON	33434
BOCA RATON	33481
BOCA RATON	33486
BOCA RATON	33487

BOCA RATON	33496
BOCA RATON	33498
BOCA RATON	33499
DELRAY BEACH	33444
DELRAY BEACH	33445
DELRAY BEACH	33446
DELRAY BEACH	33447
DELRAY BEACH	33483
DELRAY BEACH	33484
GREENACRES CITY	33463*
GREENACRES CITY	33461*
GULFSTREAM	33483
HIGHLAND BEACH	33487
HYPOLUXO	33462
LAKE WORTH	33454
LAKE WORTH	33460
LAKE WORTH	33462
LAKE WORTH	33463*
LAKE WORTH	33464
LAKE WORTH	33465
LAKE WORTH	33466
LAKE WORTH	33467
LANTANA	33462
MANALAPAN	33462
OCEAN RIDGE	33435
PALM SPRINGS	33461*

\*Note: Greenacres City and Palm Springs overlap zip code 33461  
Greenacres City and Lake Worth overlap zip code 33463

**D. CENTRAL REGION**

The geographical jurisdictional area of the CENTRAL REGION shall be as follows: All areas within Palm Beach County not contained within the Northern and Southern Regions.

**E. GENERAL PROVISIONS**

1. This order shall not alter or amend subject matter jurisdiction of the Probate & Guardianship Division as previously established by administrative orders.
2. Assignment Criteria: All cases presently filed within the Division of this Court and all future cases so filed, will be assigned to either the Central, Northern or Southern Region based upon the following criteria:

- a. New Probate and Incapacity/Guardianship cases filed by privately retained counsel shall be assigned to the region reflecting the office address of the first attorney to petition the court for the administration of the estate or the petition to determine incapacity. Assignment of all incapacity and guardianship cases initiated by the Department of Children and Families or by an attorney hired to represent that agency, shall be determined by the residence address of the alleged incapacitated person.
- b. Out-of-state or out-of-county attorneys submitting original petitions to the court: If the attorney's address is in Broward, Dade or Monroe counties, all such matters shall be assigned to the Southern Region. If the attorney's address is in Martin, St. Lucie, Okeechobee or Indian River Counties, all such matters shall be assigned to the Northern Region. All other out of county and out of state matters shall be assigned to the Central Region.
- c. Beginning September 1, 2010, assignment of Summary Administration and Disposition of Property Without Administration cases initiated by pro se litigants shall be determined by the last residential address of the decedent and those initiated by privately retained counsel shall be assigned to the region reflecting the office address of the initiating attorney.
- d. As to the presently filed cases, the assignment criteria shall be established by the office address of the first attorney presently representing the personal representative(s) of the probate estate or the attorney representing the guardian of the property and if there be none, then the attorney representing the guardian of the person.
- e. All cases involving the Developmental Disabilities Prevention and Community General Provisions (F.S. 393); Protective Services, (F.S. 415), the residence address of the patient will be determinative of proper assignment but for those Persons incarcerated and those without known residence addresses whose cases shall be heard in the Main Courthouse.
- f. **All Baker Act (F.S. 394) and Marchman Act (F.S. 397) cases shall be assigned to and heard in the appropriate region based upon the Respondent's residential zip code, unless the Petitioner is a licensed services provider (hospital or treatment center) or the Respondent's residential address is unknown. Except as stated below in subparagraph g., the Clerk is directed to override cases assigned to the Central Region by zip code and assign those cases to the Northern Region.** Until further notice, all even numbered Marchman Act (F.S. 397) cases designated for the Central Region shall be assigned and heard in Division IH in the Northern Region, and all odd numbered Marchman Act (F.S. 397) cases designated for the Central Region shall be assigned and heard in Division II in the Northern Region.

- g. Any emergency hearings (including, but not limited to, Petitions for Involuntary Examination) pursuant to the Baker Act (F.S. 394) or the Marchman Act (F.S. 397) shall be heard in the Courthouse in which the Petitioner files the Petition, regardless of whether or not the case otherwise falls within that region based upon the Respondent's zip code
- h. All communicable disease cases will be assigned to the Main Courthouse.
- i. Belle Glade matters will be assigned and processed without change.
- j. **Two or more cases filed in the below list constitute a "related case" and the Clerk of Court is directed to assign the subsequently filed case to the same division. Cases shall be linked in the Clerk's computer system.**
  - 1) **The Estate or Trust proceedings for the deceased ward shall remain in the division for the Guardianship proceedings.**
  - 2) **If assets of two (2) or more individuals adjudicated incapacitated are significantly interrelated so that one division should hear the guardianship proceedings for all individuals. These cases shall be assigned to the same division. Example: Incapacitated husband and wife.**
  - 3) **If minor guardianships proceedings are opened for siblings with the same guardian of the property the cases shall be assigned to the same division.**
  - 4) **All Estate and Non-relief Trust matters filed relating to a decedent shall be assigned to the Judge assigned to the first case opened.**
  - 5) **All Petitions to Determine Incapacity, Petition to Appoint an Emergency Temporary Guardian and Petition to Appoint a Plenary or Limited Guardian for the same alleged incapacitated person, shall be assigned to the same Division.**
  - 6) **In all of the above situations if these cases are not filed simultaneously, all cases shall be assigned to the division where the first case was assigned. It is the responsibility of the attorney of record to notify the Clerk of the Circuit Court in writing that related cases exist. If the related cases are filed by different attorneys it is the responsibility of the attorney filing the latter case to notify the Clerk of the Circuit Court in writing at the time of filing that related cases are pending before the Court.**

3. The court reserves jurisdiction to change assignment between the regions utilizing the general principles of law governing a request for change.

**DONE and SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 8 day of January, 2013.

  
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Peter D. Blanc, Chief Judge

\*supersedes admin. order no. 6.101-1/12