

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

ADMINISTRATIVE ORDER NO. 6.315- 09/2024

IN RE: ELDERCARING COORDINATOR
ROSTER

The Fifteenth Judicial Circuit hereby establishes an administrative process for managing eldercaring coordinators in conjunction with Florida Supreme Court Administrative Order AOSC22-12, and section 44.407 of the Florida Statutes.

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

1. Initial Application:

- a. In order to be included on the Eldercaring Coordinator Roster (“Roster”), the standardized application form, which may be found at <https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution/Eldercaring-Coordination>, must be fully completed and submitted to CAD-ELDERCARING@pbcgov.org.
- b. Applications will be reviewed by the Chief Judge or the Chief Judge’s designee to ensure that the minimum statutory requirements as set forth in section 44.407(5) of the Florida Statutes are met and that the prospective eldercaring coordinator is not disqualified pursuant to section 44.407(6) of the Florida Statutes.
- c. Qualified applicants must successfully pass a criminal history and background investigation before being added to the Roster.
- d. The applicant must submit an affidavit stating that they have read and agree to abide by the Florida Supreme Court minimum standards and have taken a Florida Supreme Court Certified Eldercaring Coordinator training as outlined in Florida Supreme Court A.O. No. AOSC24-14.

2. Annual Affidavit of Good Standing

- a. Eldercaring coordinators added to the Circuit's Roster will be required to submit an affidavit of good standing for each new calendar year. A sample affidavit of good standing is attached as Exhibit "A".
- b. Failure to submit an affidavit of good standing by February 1st of the new calendar year, will result in removal from the Eldercaring Coordinator Roster.

3. Removal from Eldercaring Coordinator Roster

- a. Individuals approved as eldercaring coordinators shall immediately notify the Chief Judge or the Chief Judge's designee if the eldercaring coordinator:
 - i. Is convicted of, plead guilty, or pled no contest, regardless of whether there was an adjudication of guilt or imposition of sentence that was suspended, deferred, or withheld, to a felony, misdemeanor of the first degree, or a misdemeanor of the second-degree involving dishonesty or false statement;
 - ii. Is a Respondent in a final order granting an injunction for protection against domestic, dating, sexual, or repeat violence or for stalking or exploitation of an elder or a disabled person;
 - iii. Is no longer in good standing or in clear and active status with all professional licensing authorities or certification boards;
 - iv. No longer meets the minimum qualifications of section 44.407(5) of the Florida Statutes; or
 - v. Is otherwise subject to disqualification pursuant to section 44.407(6) of the Florida Statutes.

4. Dispute Regarding Removal or Inclusion on Roster

- a. Any concerns regarding the inclusion of a person on the Eldercaring Coordinator Roster, should be sent in writing to CAD-ELDERCARING@pbcgov.org.
- b. Any appeal relating to removal from the Eldercaring Coordinator Roster should be sent in writing to CAD-ELDERCARING@pbcgov.org.
- c. The Chief Judge or the Chief Judge's designee shall have the final decision on inclusion or removal from the Roster.

5. Successor Eldercaring Coordinator

- a. Should an eldercaring coordinator resign, be removed, or be suspended from an appointment, the Court shall appoint a successor qualified eldercaring coordinator from the Roster to serve the remainder of the original term.

DONE and SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida, this 19th day of September 2024.



Glenn D. Kelley
Chief Judge

Renewal Affidavit of Compliance for Eldercaring Coordinator

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____,
(Affiant), who first being duly sworn or affirmed by me, under penalty of perjury, states as follows:

1. My name is _____. I am over the age of 18 and fully competent to make this affidavit. The facts stated herein are true and correct and are based on my personal knowledge.
2. I continue to meet the minimum statutory requirements as set for in §44.407(5) of the Florida Statutes.
3. I am not disqualified pursuant to §44.407(6) of the Florida Statutes. Further, I have complied with all requirements of Administrative Order 6.315 (as amended).

_____ Affiant's Signature

Sworn to (or affirmed) and subscribed before me, the undersigned authority, on this _____
day of _____, 20_____.

Personally known _____ Produced identification _____

Type of ID produced _____

Notary Public, Deputy Clerk, or other authority

NAME: _____

Commission No. _____

My Commission Expires: _____