

Plaintiff(s),

vs.

CASE NO:

Defendant(s).
_____ /

**STANDING ORDER IN COUNTY CIVIL CASES IN THE
TWENTIETH JUDICIAL CIRCUIT
WITH COURT ORDERED CASE MANAGEMENT PLAN**

PURSUANT to Florida Rule of Civil Procedure 1.200(a), Florida Rule of General Practice & Judicial Administration 2.545, Florida Supreme Court Opinion SC2023-0962, and Twentieth Judicial Circuit Administrative Order No. 1.13 (as amended) entered by the Chief Judge of this Circuit, the parties are ordered to adhere to the following information and procedures applicable to civil lawsuits filed in the County Court, excluding cases governed by summary procedures (such as Eviction cases) and Small Claims cases in which the Florida Rules of Civil Procedure have not been invoked:

1. **SERVICE OF THIS ORDER.** The Plaintiff must serve a copy of this Standing Order, with the attached Court Ordered Case Management Plan, with each Summons issued in this case. One copy of this Standing Order is to be filed with the Clerk of Court with proof of service. The Plaintiff shall pay the appropriate statutory clerk's fees for copies for each Standing Order issued and attached to the Summons.

2. **CIVIL CASE MANAGEMENT SYSTEM.** The Supreme Court of Florida has established guidelines and directives for the prompt processing and resolution of civil cases and the issuance of a case management plan. This Court has adopted a case management system to help meet those guidelines. In contested cases (other than cases governed by summary procedures (such as Eviction cases) and Small Claims cases in which the Florida Rules of Civil Procedure have not been invoked), the parties are required to participate in the case management system. In order to meet these guidelines and directives, the Court hereby issues the Court Ordered Case Management Plan attached hereto. Should the parties need to amend this plan during the course of the case, they are referred to Florida Rule of Civil Procedure 1.200(e). The form County Civil Court Ordered Case Management Plan may be accessed on the Court's website at: <https://www.ca.cjis20.org/Programs/Civil-Case-Management/countycivil.aspx> .

3. **ALTERNATIVE DISPUTE RESOLUTION (ADR).** ADR provides parties with an out-of-court alternative for settling disagreements. The most common form of ADR is Mediation, which is a conference at which a Supreme Court Certified mediator, who is a specially trained third party, attempts to facilitate a settlement between the parties. The Court, at its discretion, may require the parties to participate in Mediation prior to trial, unless the parties agree to another form of ADR, such as Non-Binding Arbitration. The Court may, on its own motion or the motion of the parties, refer a case to Non-Binding Arbitration. Non-Binding Arbitration is a process in which the Court refers a case to a registered arbitrator, or panel of arbitrators, who will hear evidence and make an award. That award may become a

final judgment in the case if a Notice of Rejection of Arbitration Decision and Request for Trial is not filed pursuant to Fla. R. Civ. P. 1.820(h).

4. **FAILURE TO PROSECUTE**. The Court will issue a Notice of Intent to Dismiss a case if there is no record activity within a ten (10) month period of time pursuant to Rule 1.420(e).

5. **ELECTRONIC SERVICE (e-Service) AND ELECTRONIC FILING (e-File)**. In general, attorneys are required to designate a primary e-mail address for the purpose of serving and receiving service of pleadings (after the initial pleading), and are required to electronically file documents through the Florida Courts E-Filing Portal. Likewise, self-represented litigants are required to file with the Clerk a designation of a primary e-mail address for the purpose of serving and receiving service of pleadings (after the initial pleading), and are encouraged to file documents electronically through the Florida Courts E-Filing Portal at <https://www.myflcourtagency.com>. If a self-represented litigant seeks exemption from e-mail service pursuant to Florida Rule of General Practice & Judicial Administration 2.516(b)(1)(D), they must complete and file a Florida Rule of General Practice & Judicial Administration Form 2.601 and, upon such filing, service by and on that self-represented litigant is to be by hand-delivery, mail, or otherwise in accordance with Florida Rule of General Practice & Judicial Administration 2.516(b)(2). Further, that self-represented litigant may file documents with the Clerk manually and in accordance with Florida Rule of General Practice & Judicial Administration 2.525. Forms for designating a primary e-mail address and for requesting an exemption from e-mail service are available at the Clerk's office and on the Twentieth Judicial Circuit's website at: <https://www.ca.cjis20.org/Programs/Civil-Case-Management/countycivil.aspx>.

6. **RULES OF PROFESSIONALISM**. The Twentieth Judicial Circuit has adopted Administrative Order No. 2.20, which sets forth standards of professional courtesy and conduct for all counsel practicing within the Circuit and self-represented litigants. The Court requires that all parties familiarize themselves and comply with Administrative Order No. 2.20, as amended. Administrative Order No. 2.20 may be viewed on the Court's website at www.ca.cjis20.org.

DONE AND ORDERED in Moore Haven, Glades County, Florida, on April 14, 2025.



County Court Judge