



**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER #2022-00-07**

**RE: STANDING FAMILY LAW PRE-TRIAL COURT ORDER  
(RESCINDING AMENDED ADMINISTRATIVE ORDER #2016-00-01)**

**WHEREAS**, this Administrative Order reflects the attachment of Exhibits A, B, and C; and

**WHEREAS**, the Fourteenth Judicial Circuit is committed to developing and implementing a fully integrated, comprehensive, and efficient approach to handling all cases involving children and families; and

**WHEREAS**, the Fourteenth Judicial Circuit is committed to effectively resolving disputes involving children and families and providing procedural fairness to all parties, while saving time and expense through active case management and the use of alternatives to litigation;

**WHEREAS**, the Fourteenth Judicial Circuit is committed when practicable to enabling court coordination of related cases and proceedings to avoid multiple appearances by the same parties on the same or similar issues and to avoid inconsistent court orders;

**WHEREAS**, it is in the best interest of the parties in a family law case to learn about their duties and responsibilities and that the parties preserve their assets and comply with the court rules;

**WHEREAS**, it has been made known to the undersigned that the establishment of a Standing Family Law Pre-Trial Court Order dealing with the parties' responsibilities in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and timesharing, and supplemental proceedings related thereto, is necessary for the efficient and proper administration of justice;

**WHEREAS**, the Fourteenth Judicial Circuit shall abide by the principles announced in In Re: Amendments to the Florida Family Law Rules of Procedure, 132 So. 3d 1114 (Fla. 2014);

**NOW, THEREFORE, I, DEVIN D. COLLIER**, Administrative Family Law Judge in the Fourteenth Judicial Circuit, hereby order as follows:

**1. STANDING TEMPORARY FAMILY LAW PRE-TRIAL COURT ORDER:**

- a. A Standing Family Law Pre-Trial Court Order attached hereto as Exhibit A, will be issued by the Clerk of Court in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and

timesharing, and supplemental proceedings, including modifications, related thereto.

- b. The Petitioner must serve a copy of the attached Order with the Summons and the Petition in any of the above-mentioned family law actions.

## **2. PARENTING EVALUATORS:**

- a. The parties may be ordered to confer with a Mental Health Professional for an independent evaluation in accordance with Florida Family Law Rules of Procedure 12.363 at any time during the pendency of their case.
- b. Absent an agreement or Order of the Court, each party shall pay one-half of the cost of the evaluation pending a temporary hearing or final hearing determination. Costs of an evaluation shall be an item addressed in the Final Judgment.

## **3. PARENT EDUCATION AND FAMILY STABILIZATION COURSE:**

- a. Consistent with section 61.21(4), Florida Statute (2022), all parties to dissolution of marriage with minor children or a paternity action that involves issues of parental responsibility shall be required to complete the Parent Education and Family Stabilization Course prior to the entry of the final judgment.
- b. Consistent with section 61.21(5), Florida Statute (2022), for dissolution of marriage actions, the Petitioner shall complete the course within forty-five (45) days after filing the petition and the other party must complete the course within forty-five (45) days after service of the petition. For Paternity actions, the petitioner must complete the course within forty-five (45) days of filing the petition and any other party within forty-five (45) days of acknowledgment of paternity by that party, an adjudication of paternity of that party or an order granting time-sharing to or support from that party.
- c. Any parent who fails to attend a required parenting course may be subject to sanctions by the Court.
- d. Upon showing of good cause, the court may excuse a parent from attending the course or completing the course within the required timeframes mentioned above.

## **4. AVAILABILITY OF ALTERNATIVE DISPUTE RESOLUTION METHODS:**

All parties in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, child support, parental responsibility and timesharing, and supplemental proceedings, including modification or contempt/enforcement related thereto, must serve a copy of the Notice, attached hereto as Exhibit B, on the other party. The Petitioner must do so with the filing of the Petition and the Respondent must do so with the filing of his or her first paper.

**5. CASE MANAGEMENT CONFERENCES:**

- a. In accordance with Florida Family Law Rule of Procedure 12.200, a case management conference may be ordered by the court at any time on the court's initiative. A party may request a case management conference thirty (30) days after service of a petition or complaint.
- b. Court-set case management conferences require the attendance of both parties and their counsel of record, if any. In lieu of appearance at a court-set case management conference, the parties may submit a Stipulated Case Management Plan and Order to the assigned Judge no later than three (3) days prior to the date of the court-set case management conference. If the Stipulated Case Management Plan is approved by the Judge, the court-set case management conference will be cancelled. You may download a suggested Stipulated Case Management Plan and Order from the Circuit's website at [www.jud14.flcourts.org](http://www.jud14.flcourts.org).

**6. NOTICE OF RELATED CASES:**

In accordance with Florida Rule of Judicial Administration 2.545(d), the Petitioner is required to file and serve on all parties a Notice of Related Family Cases. The Petitioner must indicate all know related cases or if no related cases are known.

**7. SETTING TRIAL:**

- a. Actions must be set for trial in accord with Florida Family Law Rules of Procedure 12.440.
- b. Mediation is required in all cases in accordance with Administrative Order 2014-00-07.
- c. If the case is not resolved at mediation or otherwise, the Court may schedule, or a party may request, a fifteen minute pre-trial conference. If scheduled, the conference should occur no later than thirty (30) days before a final hearing. The purpose of the conference shall be for a determination of whether the trial may be simplified or for any other purpose pursuant to Florida Family Law Rule of Procedure 12.200(b).
- d. A Pre-Trial Catalogue (Exhibit C) in compliance with the form referenced in this Order shall be filed by each party and a copy delivered to each party and the trial judge. The Pre-Trial Catalogue of each party must be filed no later than seventy-two (72) hours prior to the pre-trial conference, unless otherwise ordered by the Court. Failure of counsel or a party to fully and completely comply with this process may result in cancellation of any final hearing and imposition of other appropriate sanctions.
- e. All discovery must be completed no later than the date of the pre-trial conference,


or as otherwise ordered by the Court.

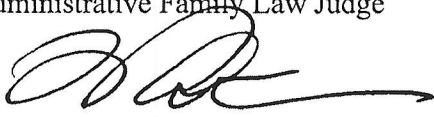
- f. All evidentiary hearings must be scheduled for hearing not later than fourteen (14) days prior to trial, except for good cause.
- g. The primary purpose of the Pre-Trial Catalogue is to provide the Court with information for the consideration of a Final Judgment.

## 8. PROFESSIONALISM

All counsel appearing before this Court shall strictly adhere to the Florida Supreme Court Rules Regulating the Florida Bar, Guidelines of Professional Conduct, Professionalism Expectations as promulgated by the Florida Bar Board of Governors, and the Creed of Professionalism to which all attorneys are bound. The Court strongly suggests all Family Law Attorneys become familiar with the tenets of the *Bounds of Advocacy: Goals for Family Lawyers (May 2004)*, which was published by the American Academy of Matrimonial Lawyers and is available online at <http://www.familylawfla.org/pdfs.boundsRevised.pdf>. All parties and counsel shall fully comply with this order.

**DONE AND ORDERED** at Panama City, Florida, on September 30<sup>th</sup>, 2022.

  
DEVIN D. COLLIER  
Administrative Family Law Judge

  
CHRISTOPHER N. PATTERSON  
Chief Judge

**IN THE CIRCUIT COURT, FOURTEENTH JUDICIAL CIRCUIT  
IN AND FOR BAY COUNTY, FLORIDA**

**IN RE: THE MATTER OF**

**and**

**Case No.:**

**Division:** -

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**NOTICE OF NATURE AND AVAILABILITY OF ALTERNATIVE DISPUTE  
RESOLUTION METHODS IN FAMILY LAW MATTERS**

The Family Division of the Fourteenth Judicial Circuit Court of Florida encourages the use of alternative dispute resolution methods in family law matters when possible. This Notice is intended to inform parties and counsel about the nature and availability of such methods. All parties and all counsel in such matters must file and serve a signed copy of this Notice on the other party, the Petitioner doing so with the filing of the Petition and the Respondent doing so with the filing of his/her first paper.

The term “alternative dispute resolution” (sometimes called “ADR”) refers generally to methods of resolving disputes without going through formal adversarial court proceedings. Although there are several methods of ADR, the two methods to which this notice applies are mediation and the collaborative process.

Mediation and Collaborative Process can be used at any point in a family law proceeding to resolve disputes about equitable distribution, child support, spousal support, time-sharing, parenting plans, and many other family law issues. Mediation and the Collaborative Process can save time and money and can greatly increase the parties’ satisfaction with the outcome of their case. The Florida Legislature has stated in Florida Statutes §61.55 that:

“It is the policy of this state to encourage the peaceful resolution of disputes and the early resolution of pending litigation through a voluntary settlement process. The collaborative process is a unique non-adversarial process that preserves a working relationship between the parties and reduces the emotional and financial toll of litigation.”

The Family Division of the Fourteenth Judicial Circuit Court encourages the use of mediation and the Collaborative Process in family law matters but does not favor any particular form of ADR. Other forms of ADR, including arbitration, (in cases in which there are no children’s issues) settlement conferences, using a parenting coordinator, and judicial case management conferences are also encouraged. For purposes of mediation and Collaborative Process, the court does not endorse any particular attorney or group provider, nor does the court guarantee the outcome or cost in any particular case.

## **A. Description and Availability of Mediation and Collaborative Process in Family Law Matters**

### **1. Mediation**

Mediation is a voluntary process. In mediation a neutral facilitator, called a “mediator,” meets with the parties, or with the parties and their attorneys, to assist them in reaching a settlement. The mediator facilitates communication between the participants, clarifies issues, explores each party’s needs and interests, and helps the participants consider options for settlement.

In mediation, the parties may resolve some issues or the entire case. The agreements reached in mediation are not limited by the results available under the law, so mediated solutions can more easily accommodate the circumstances of individual families. An agreement reached in mediation is binding once it is signed by the parties and their attorneys, if they have attorneys, and it is then generally submitted to the judge for approval. A party cannot be forced to accept a settlement in mediation, and participating in mediation does not affect a party’s right to a court hearing. If an agreement is not reached in mediation, one of the parties may ask the court to schedule a hearing or trial to resolve the disputed issues.

Mediation is private and confidential. Anything spoken or written during mediation by any of the participants is confidential and may not be disclosed to the court or any other person without the consent of all the participants.

There are several ways to find out more about mediation and to locate a mediator.

Please visit <http://www.flcourts.org/resources-and-services/alternative-dispute-resolution/mediation.shtml#FAQ11> to learn more about mediation and <http://drc.flcourts.org> for a list of the Florida Supreme Court Certified Family Mediators.

### **2. Collaborative Process**

The Collaborative Process is one by which the parties negotiate a mutually acceptable settlement with the assistance of various professionals throughout a series of meetings and without litigating in court. In the Collaborative Process, each party has a private lawyer. Both parties and both lawyers make a formal commitment not to initiate or engage in any type of litigation or adversarial proceedings. The parties and lawyers hold a series of joint meetings designed to develop information and to find solutions to the problems presented in each individual case. The lawyers in the Collaborative Process work together with the parties to enhance communication between the parties, clarify issues, identify the parties’ needs, goals, and interests, and to develop options for resolution of issues. Usually, the collaborative attorneys help the parties assemble a team of professionals especially suited to address the parties’ unique issues. The team may include a mental health professional, who serves as a facilitator or coach for the parties, child specialists, financial specialist, or vocational experts. Problem-solving in the Collaborative Process is not limited to the results available under the law, so the Collaborative Process offers a broader and more flexible approach to dispute resolution than traditional litigation can provide.

An agreement reached using the Collaborative Process is binding once it is signed and later it is generally presented to the court for ratification. Also, the Collaborative Process, like mediation, is private and confidential. The parties agree at the outset that all spoken and written communication will be confidential and cannot be disclosed to the court or any other person unless all the participants consent.

**Mediation and Collaborative Process Inapplicable in Certain Situations**

Mediation and the Collaborative Process are most useful when parties can communicate and solve problems without fear or intimidation. For this reason, these methods may or may not be appropriate when parties have a history of domestic violence. The decision whether to use ADR process when there has been a history of domestic violence in the family is up to the mutual decision of the parties.

**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA**

\_\_\_\_\_  
Petitioner,

vs

Case: \_\_\_\_\_

\_\_\_\_\_  
Respondent.

**STANDING FAMILY LAW PRE-TRIAL COURT ORDER**

In accordance with Amended Administrative Order, **2022-00-07**, this Order applies to both parties in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and timesharing, and any supplemental proceeding related thereto, and is necessary for the efficient and proper administration of justice.

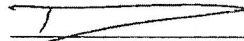
1. **PARENTING COURSE:** If the parties have minor children, each party is required to attend and successfully complete a parent education and family stabilization course as required by Florida law (Florida Statutes 61.21). A list of approved providers may be obtained from the Clerk of Court. All parties must file a copy of their certificate of completion with the court. Completion of this course is mandatory. For dissolution of marriage actions, the Petitioner shall complete the course within forty-five (45) days after filing the petition and the other party must complete the course within forty-five (45) days after service of the petition. For Paternity actions, the petitioner must complete the course within forty-five (45) days of filing the petition and any other party within forty-five (45) days of acknowledgment of paternity by that party, an adjudication of paternity of that party or an order granting time-sharing to or support from that party.
2. **NO RELOCATION OF THE CHILDREN:** In accord with Florida Statute 61.13001, neither party may permanently remove, cause to be removed, permit the removal of any minor children of the parties from their current residence without written agreement of both parents or an Order of this court. Neither party may change a child's customary school or daycare arrangement without the written agreement of each party, or an Order of this Court.
3. **PARENTING:** The safety, financial security, and well-being of the minor children involved in this case are the Courts' primary concern. It is the law, except in certain rare circumstances, that both parents will share parental responsibility for all minor children involved in this case. The law requires parents to share the minor children's time and to participate together in making all important decisions concerning the minor children. If the parents choose to live apart while this action is pending, both parents must assist the minor children in having personal, telephonic, and written contact with the other party. This provision does not apply if a Court Order to the contrary has been entered.
4. **FINANCIAL DISCLOSURE:** Consistent with Rule 12.285(b), Florida Family Law Rules of Procedure, each party must file a Family Law Financial Affidavit {form 12.902 (b) or (c)} with the Clerk of Court, ten (10) days prior to the first hearing where financial relief is sought by either party, or ten (10) days prior to a Case Management Conference, whichever is first.



5. **DISPOSITION OF ASSETS/ACCOUNTING:** Neither party may sell, transfer, encumber, conceal, assign, remove, or in any way dispose of any property, individually or jointly held by the parties, without the written consent of the other party, or without an order of the Court, except in the usual course of business, or for customary and usual household expenses. Neither party may conceal, hoard or waste jointly owned funds, whether in the form of cash, bank accounts, or other liquid assets. The use of funds or income after separation must be accounted for and justified as reasonable for the necessities of the party or to preserve marital assets or pay marital debt. Both parties are accountable for all money and property in their possession during the marriage and after separation.
6. **ADDITIONAL DEBT:** Neither party shall incur any unreasonable debts, including, but not limited to, further borrowing against a credit line secured by a family residence, further encumbering any assets, nor unreasonable use of credit/bank cards or cash advances against said cards, except by written consent of the parties or Order of this court. The parties are urged to temporarily stop using joint credit cards except for absolute necessities and only as a last resort. Joint credit cards should only be used for the necessities of life and any party using a joint credit card after separation must be prepared to justify all charges as reasonable and necessary.
7. **PERSONAL AND BUSINESS RECORDS/INSURANCE:** Neither party may directly or indirectly conceal from the other or destroy any family records, business records or any records of income, debt, or other obligations. Any insurance policies in effect at the time of the filing of the Petition herein was filed may not be terminated, allowed to lapse, concealed, modified, borrowed against, pledged or otherwise encumbered by either of the parties or at the direction of either party. All insurance policies of every kind (to include life, medical, dental and hospital and vehicle, homeowner's and all others) may not be changed and shall remain in full force and effect except by written agreement of the parties or Order of the court. The parties shall continue to pay all premiums on a timely basis unless there is a written consent of both parties or an Order of the Court.
8. **CASE MANAGEMENT CONFERENCES:** Throughout the pendency of this case, the parties shall be required to attend periodic case management conferences to address the status of the case with the Court. Please note that the Court requires the attendance of all parties and attorneys at all court-set case management conferences, unless the parties have filed a Stipulated Case Management Plan and Order and it is accepted by the Court, prior to a court-scheduled case management conference.
9. **MEDIATION:** Per Circuit Administrative Order 2014-00-07, mediation is encouraged early in the proceedings and the first mediation conference shall take place within sixty (60) days of the order directing compliance.
10. **SERVICE AND APPLICATION OF THIS ORDER:** The Clerk of Court shall docket and provide each Petitioner with a copy of this Order. The Petitioner shall serve a copy of this Order with the Petition. The terms of this Order are effective with regard to the Petitioner upon filing of the Petition. The terms of this Order are effective with regard to the Respondent upon service of the Summons and Petition, or upon waiver and acceptance of service. The terms of this Order will remain in place during the pendency of this action unless modified, terminated or amended by further Order of the Court. This entire Order will terminate once a final judgment is entered or the cause is dismissed.

11. **TEMPORARY HEARINGS:** The movant seeking temporary relief shall file contemporaneous to any pleading requesting temporary relief a Notice of Specific Relief Requested identifying all issues subject to Court consideration. Additionally, the moving party shall file a complete witness list not later than ten (10) days in advance of any temporary hearing. The responding party shall file its witness list not later than five (5) days before any temporary hearing.
  
12. **SANCTIONS:** All parties and counsel must comply with this order. Failure of counsel or a party to fully and completely comply with this order may result in the imposition of sanctions including, but not limited to, cancellation of the trial date with costs assessed to the offending party, the striking of pleadings, entry of default, or dismissal of this action.

**DONE AND ORDERED** at Panama City, Florida, on September \_\_\_\_, 2022.

  
\_\_\_\_\_  
DEVIN D. COLLIER  
Administrative Family Law Judge

**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA**

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

CASE NO. \_\_\_\_\_

DIVISION: \_\_\_\_\_

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**PRE-TRIAL CATALOGUE**

**COMES NOW**, the Petitioner/Respondent (circle one), \_\_\_\_\_, and files this Pre-Trial Catalogue:

**THE MARRIAGE:**

1. Date and place of Marriage
2. Date of separation

**THE CHILDREN:**

1. Names and ages of the children involved, if any
2. What timesharing arrangement has been in effect since filing of the petition
3. The amount of child support proposed for the children
4. Whether or not the children are presently covered under any medical insurance policy
5. What, if any, special medical problems any of the children may have
6. A suggested timesharing schedule for the non-custodial parent
7. A proposed parenting plan

**ALIMONY:**

1. Amount of alimony, if any, requested by each party
2. Nature of the alimony: permanent, rehabilitative, lump sum, or a combination of same

**PERSONAL PROPERTY:**

1. A list of all personal property in controversy
2. Suggested disposition of said property
3. The value of each piece of property showing any lien or obligation against said property, and who is obligated for payment.
4. Life insurance policies, if any, and whether said policies are term or whole
5. List of any non-marital property

**REAL PROPERTY:**

1. A list of all real property in controversy
2. The value of each parcel of property showing any lien or obligation against said property, and who is obligated for payment.
3. What interests, right of claim or equitable interest each party claims in each parcel of property
4. Suggested disposition of the property

**RETIREMENT PLANS:**

1. A list of all retirement plans, pensions, profit sharing, annuity, deferred compensation and/or insurance plans whether they are vested or non-vested

**DEBTS:**

1. A list of all unsecured debts
2. A list of all secured debts, including the security for payment of the debt
3. Suggested disposition of the debts

**ATTORNEY'S FEES AND COURT COSTS:**

1. The amount of attorney's fees and court costs sought by either party from the other (estimate to conclusion of trial)

**MISCELLANEOUS:**

1. List of admissions and stipulations to avoid unnecessary proof
2. List of ending motions
3. Request for judicial notice

**ATTACH THE FOLLOWING TO THE PRE-TRIAL CATALOGUE:**

1. Fully executed Financial Affidavit
2. Child Support Guideline Worksheet
3. Certificate of Completion of approved Parent Education and Stabilization Course
4. Proposed chart of equitable distribution
5. Copies of all photographs, exhibits and documentary evidence which the party proposed to use at trial.
6. A witness list which provides all names, addresses and telephone numbers of the witnesses

I certify that a copy of this Pre-Trial Catalogue was [ **one** only] (  ) mailed or (  ) e-mailed to the person listed below on {date} \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number: \_\_\_\_\_



**A CERTIFIED TRUE COPY  
BILL KINSAUL CLERK  
OF THE CIRCUIT COURT**

By *Christina Barbero*  
Deputy Clerk