

**No New Case Filings Accepted after 3:30
PM**

PAWN SHOP REPLEVIN PACKET

**Santa Rosa County
Courthouse**

**Physical Address:
4025 Avalon Blvd.
Milton, Fl. 32583**

**Mailing Address:
Santa Rosa County Clerk of Courts
Attention: County Civil
P.O. Box 472
Milton, Fl. 32572**

**If you have any questions, you may call us.
at 850-981-5665**

Price \$ 5.00

**FILING FOR (RETURN STOLEN PROPERTY) REPLEVIN ACTION AGAINST A
PAWNBROKER IN SANTA ROSA COUNTY, FLORIDA**

LOCATION / PHONE: Santa Rosa County Courthouse 4025 Avalon Blvd. Milton, Fl. 32583
(850) 981-5665 or 981- 5567 or 981-5671

INFORMATION ON FILING A REPLEVIN ACTION IN SANTA ROSA COUNTY

Replevins are filed in the county and state where the goods to be recovered are located.

VALUE OF GOODS: \$8,000.00 - \$50,000.00

*****NOTICE*****

Information or forms provided by the Clerk of Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice but as basic and general information only. It does not explain all your options and/or rights.

Specific guidance as to how to proceed with filing a lawsuit or answering a lawsuit and legal questions about your situation should be directed to a qualified attorney.

Because of the complexity, at times, of this type of case, you should research Florida.

Statutes, Chapter 539.001, for further instructions in a replevin case action against a pawnbroker or contact an attorney.

NOTICE TO CLERK OF COURTS AND TO SHERIFF:

Pursuant to Section 539.001(15), filing fees and service fees shall be waived. Waiver does not require the filing of an affidavit of insolvency.

INFORMATION AND PROCEDURES FOR FILING A REPLEVIN ACTION IN SANTA ROSA COUNTY

A Pawn Shop Replevin is filing a suit to recover goods located in Santa Rosa County, Florida. Pawn Shop Replevin Actions must be filed in the County and State where the goods are located.

Claimant(s)/Plaintiff(s) must know the name of pawn shop and address where the goods are located.

Claimant(s)/Plaintiff(s) must provide a copy of notification to the pawnbroker by certified mail, return receipt requested, or in person evidenced by signed receipt, of the Claimant(s)/Plaintiff(s) claim to the purchased or pledged goods in the possession of the pawnbroker.

Claimant(s)/Plaintiff(s) notice to the pawnbroker must contain a complete and accurate description of the purchase or pledged goods and must be accompanied by a legible copy of the law enforcement agency's report of the misappropriation of said purchased or pledged goods.

Claimant(s)/Plaintiff(s) notice must have allowed for ten days after the pawnbroker's receipt of notice for resolution of the disposition of the purchase or pledged goods by the parties before the claimant of the pawned goods can file a petition for the return of the property.

Plaintiff(s) present to Clerk your ID or Driver's License.

Plaintiff(s) must pay the filing fee as to amount of claim, summons fee, with \$3.50 oath fee. **(WAIVED PURSUANT TO STATUTE)**

Plaintiff(s) must pay a fee of \$40.00 per service by: Money Order, Cashier's Check, or Business Check made payable to Santa Rosa County Sheriff's Department. **(WAIVED PURSUANT TO STATUTE)**

When a Writ of Replevin is issued Plaintiff must pay \$90.00 by Money Order, Cashier's Check, Or Business Check made payable to Santa Rosa County Sheriff's Department for the enforcement of the writ of Replevin. **(WAIVED PURSUANT TO STATUTE)**

IN THE COUNTY COURT, IN AND FOR SANTA ROSA COUNTY, FLORIDA

CASE NO. _____

Plaintiff,

-vs-

Defendant/Pawnbroker.

STATEMENT OF CLAIM FOR RETURN OF PROPERTY

Plaintiff, sues defendant, and says:

1. This is an action for the return of stolen or misappropriated property pursuant to section 539.001, Florida Statutes.

2. Plaintiff is the owner of the following described property:

(Attach a separate sheet if not enough space is available above.)

3. The above-described property was stolen or otherwise misappropriated from plaintiff on or about the _____ day of _____, 20 _____. A copy of the law enforcement report outlining the theft/misappropriation is attached hereto and incorporated into this statement of claim.

4. The above-described property is currently in the possession of defendant and is located at a pawnshop as defined in section 539.001, Florida Statutes, the address of which is

_____.

5. Plaintiff has complied with the procedural requirements of section 539.001, Florida Statutes. Specifically, plaintiff notified the pawnbroker of plaintiff's claim to the property: by certified mail, return receipt requested, OR in person evidenced by a signed receipt. The notice contains a complete and accurate description of the purchased or pledged goods and was accompanied by a legible copy of the aforementioned police report regarding the theft or misappropriation of the property. No resolution between plaintiff and defendant pawnbroker could be reached within 10 days after the delivery of the notice.

WHEREFORE, the plaintiff demands judgment for the return of the property. Plaintiff further asks this court to award plaintiff the costs of this action, including reasonable attorneys' fees as the Court deems appropriate.

Plaintiff (signature)

Plaintiff's Name

Address (City, State, Zip Code)

Telephone number

Email Address

State of Florida

County of Santa Rosa

The foregoing instrument was acknowledged before me on _____, by, who is personally known to me or has produced as identification and who DID, DID NOT (circle one) take an oath.

WITNESS my hand and official seal, on

Notary Public or Deputy Clerk of Courts

State of Florida Note to Clerk of Court and to Sheriff: Pursuant to Section 539.001(15) filing fees and service fees shall be waived. Waiver does not require the filing of an application for insolvency.

IN AND FOR SANTA ROSA COUNTY, FLORIDA

CASE NO. _____

Plaintiff,

-vs-

Defendant/Pawnbroker.

STATEMENT OF CLAIM FOR RETURN OF STOLEN PROPERTY.

Statement Pertaining to the Facts of Your Claim. Include: Who, What, When, and Where.

List Items to be Recovered: Give Description and Value of Each.

Plaintiff's signature

Plaintiff's Printed Name

**IN THE COUNTY COURT
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

CASE NO. _____

Plaintiff(s)

Vs

Defendant(s)/Pawnbroker

REPLEVIN ORDER TO SHOW CAUSE

THE STATE OF FLORIDA:

To Each Sheriff of the State:

YOU ARE COMMANDED to serve this order on defendant, _____, by personal service as provided by law, if possible, or, if you are unable to personally serve defendant within the time specified, by placing a copy of this order with a copy of the summons on the claimed property located at _____, Santa Rosa County, Florida, at least five (5) days before the hearing scheduled below, excluding the day of service and intermediate Saturdays, Sundays, and legal holidays. Non-personal service as provided in this order shall be effective to afford notice to defendant of this order, but for no other purpose.

Defendant shall show cause before the Honorable Judge _____ on _____ at ____ A.M. /P.M. in the SANTA ROSA COUNTY COURTHOUSE, located at 4025 Avalon Blvd., in Judge's chambers at Milton, Florida, why the property claimed by plaintiff in the complaint filed in this action should not be taken from the possession of defendant and delivered to plaintiff.

PLEASE DRESS APPROPRIATELY: NO SHORTS, TANK TOPS, HALTER TOPS, OR FLIP FLOPS.

Defendant may file affidavits, appear personally or with an attorney and present testimony at the time of the hearing, or, on a finding by the court pursuant to section 78.067(2), Florida Statutes (1979), that plaintiff is entitled to possession of the property described in the complaint pending final adjudication of the claims of the parties, file with the court a written undertaking executed by a surety approved by the court in an amount equal to the value of the property to stay an order authorizing the delivery of the property to plaintiff.

If defendant fails to appear as ordered, defendant shall be deemed to have waived the right to a hearing. The court may thereupon order the clerk to issue a writ of replevin.

ORDERED at Milton, Santa Rosa County, Florida, this _____ day of _____, 20____.

COUNTY COURT JUDGE

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:

Court Administration, ADA Liaison

Santa Rosa County

4025 Avalon Blvd

Milton, FL 32583

Phone (850) 623-3159 Fax (850) 983-0602

ADA.SantaRosa@flcourts1.gov

at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

**IN THE COUNTY COURT
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

Plaintiff(s)

-vs-

CASE NUMBER: _____

Defendant(s)

REPLEVIN SUMMONS / NOTICE TO APPEAR

THE STATE OF FLORIDA to defendant(s):

You are notified that the above-named Plaintiff has filed a Replevin Complaint against you for wrongfully withholding property of the value of \$_____ as shown by the Replevin complaint, with court costs, and you are required to appear in person or by attorney at the Santa Rosa County Courthouse, 4025 Avalon Blvd., in the chambers of Honorable Judge _____, Milton, Florida, On the _____ day of _____ 20____, at _____ AM / PM for an Order to Show Cause Hearing Before the Honorable Judge _____

If you fail to appear on that date, in person or by attorney, a Judgment for Replevin will be entered against you and Writ of Replevin issued.

Please dress appropriately: no shorts, tank tops, halter tops or flip-flops!

Dated at Milton, Santa Rosa County, Florida, on the ____ day of _____, 20____.

Donald C. Spencer, Clerk of Courts & Comptroller,

By

Deputy Clerk

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:

Court Administration, ADA Liaison

Santa Rosa County

4025 Avalon Blvd

Milton, FL 32583

Phone (850) 623-3159 Fax (850) 983-0602

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at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

Notice: Additional Requirement
Service of Pleadings and Documents

A party not represented by an attorney is required to provide an email address for the service of court documents, unless the party is in custody or unless the party is excused by the Clerk because the party declares under penalty of perjury that they do not have an email address or do not have regular access to the internet.

RULE 2.516. SERVICE OF PLEADINGS AND DOCUMENTS

(C) Service on and by Parties Not Represented by an Attorney. Unless excused pursuant to subdivision (b)(1)(D), any party not represented by an attorney must serve a designation of a primary e-mail address and also may designate no more than two secondary e-mail addresses to which service must be directed in that proceeding by the means provided in subdivision (b)(1) of this rule. November 17, 2022 Fla. R. Gen. Prac. & Jud. Admin. Page 168 of 252

(D) Exceptions to E-mail Service on and by Parties Not Represented by an Attorney.

(i) A party who is in custody and who is not represented by an attorney is excused from the requirements of email service.

(ii) The clerk of court must excuse a party who is not represented by an attorney from the requirements of e-mail service if the party declares on Florida Rule of General Practice and Judicial Administration Form 2.601, under penalties of perjury, that the party does not have an e-mail account or does not have regular access to the Internet. The clerks of court shall make this form available to the public at their offices and on their websites. If a party not represented by an attorney is excused from e-mail service, service on and by that party must be by the means provided in subdivision (b)(2).

(E) Time of Service. Service by e-mail is complete on the date it is sent.

Use Form 2.601, Request To Be Excused from Email Service, if you wish to be excused from this requirement. The clerk must approve your declaration for you to be eligible for exemption. You may seek review by a Judge by requesting a hearing time if the clerk does not approve your exemption from email service.

Use Form 2.602, Designation of Email Address for A party Not Represented By An Attorney, if you agree to provide an email address for the service of court documents.

Use Form 2.603, Notice of Change of Address or Designated Email Address, to update or change your email address should the need arise. It is your responsibility to keep the court notified of any changes in your address, email address, and telephone number. It is also your responsibility to follow the progression of your case. Remember email service from the court is complete on the date it is sent. Check your email account, spam folders and junk mail often.

IN THE COUNTY COURT OF THE FIRST
JUDICIAL CIRCUIT IN AND FOR SANTA COUNTY, FLORIDA

Plaintiff
v. CASE NO: _____
DIVISION: _____

Defendant

**REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR PARTY
NOT REPRESENTED BY ATTORNEY [FORM 2.601]**

_____ requests to be excused pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e-mail service because I am not represented by an attorney and:

- I do not have an e-mail account.
- I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive all copies of notices, orders, judgments, motions, pleadings, or other written communications by delivery or mail at the following address:

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing request and that the facts stated in it are true.

CERTIFICATE OF SERVICE:

I certify that a copy has been furnished by e-mail, delivery, mail [choose one] on _____, to:

(insert name(s) and address(es))

Dated: _____

Signature: _____

Phone: _____

Print Name: _____

CLERK'S DETERMINATION. Based on the information provided in this request, I have determined that the applicant is excused or not excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C).

Dated: _____

Signature of Clerk: _____

A PERSON WHO IS NOT EXCUSED MAY SEEK REVIEW BY A JUDGE BY REQUESTING A HEARING TIME.

Sign here if you want the Judge to review the clerk's determination that you are not excused from the email service requirements. You do not waive or give up any right to judicial review of the clerk's determination by not signing this part of the form:

Dated: _____

Signature: _____

Print Name: _____

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT IN AND FOR SANTA ROSA COUNTY, FLORIDA

Plaintiff

v.

CASE NO: _____

DIVISION: _____

Defendant

DESIGNATION OF E-MAIL ADDRESS FOR A PARTY NOT REPRESENTED BY AN ATTORNEY [FORM 2.602]

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C), I, _____, designate the e-mail address(es) below for electronic service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies of notices, orders, judgments, motions, pleadings, or other written communications to me by e-mail or through the Florida Courts E-filing Portal.

I understand that I must keep the clerk’s office and any opposing party or parties notified of my current mailing address or e-mail address. I will file a written notice with the clerk if my mailing address or e-mail address changes again.

Designated e-mail address: _____

Secondary designated e-mail address(es), if any: _____

CERTIFICATE OF SERVICE:

I certify that a copy has been furnished on _____, by e-mail, delivery, mail [choose one] to:

Clerk of Court for _____ County, and to:

(insert name(s) and address(es))

Plaintiff Signature: _____

Name: _____

Address: _____

Telephone No. _____

IN THE COUNTY COURT OF THE FIRST JUDICIAL CIRCUIT IN AND
FOR SANTA ROSA COUNTY, FLORIDA

Plaintiff

CASE NO: _____

v.

DIVISION: _____

Defendant

**NOTICE OF CHANGE OF MAILING ADDRESS OR DESIGNATED E-MAIL
ADDRESS [FORM 2.603]**

I, _____, certify that my mailing address or
designated e-mail address has changed to

I understand that I must keep the clerk's office and any opposing party or parties notified of my current mailing address or e-mail address. I will file a written notice with the clerk if my mailing address or e-mail address changes again.

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished on _____, by
 e-mail, delivery, mail [choose one] to:

(insert name(s) and address(es))

Plaintiff Signature: _____

Name: _____

Address: _____

Telephone No. _____

Introduction to Case Management Order

The following Santa Rosa County Administrative Order took effect in 2021. We have included this for informational purposes. These documents are not required to be filed at the onset of the case. They should, however, be reviewed by the Plaintiff.

For further information please review the Florida Rules of Civil Procedure or contact the Santa Rosa County Case Manager at (850) 981-5586.

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW.
YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

IN THE CIRCUIT COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA
CIVIL DIVISION

XXXXXXXXXXXXXXXXXXXX,

Plaintiff,

Case No.: XXXXXX

v.

Division:

XXXXXXXXXXXXXXXXXXXX,

Defendant.

_____ /

ORDER TO PLAINTIFF REGARDING REQUIRED REPORTING

THIS CAUSE, having come before the Court *sua sponte* upon the filing of this action and pursuant to First Judicial Circuit Administrative Order No. 2021-12, it is hereby,

ORDERED and ADJUDGED that the Plaintiff **shall** do the following:

1. Review and become familiar with First Judicial Circuit Administrative Order No. 2021-12.
2. Within 5 days of service of the complaint on the last of all named Defendants file a Notice of Final Service with the Court that includes the following:
 - a. Notice that the last of all named Defendants to be served has been served and the date of said service.
 - b. A statement as to whether the case is complex under Fla. R. Civ. P. 1.201, streamlined, or general as defined in First Judicial Circuit Administrative Order No. 2021-12.
3. Upon filing the Notice of Final Service required in paragraph 2, the Plaintiff shall also send a copy of said Notice to the **assigned** Judge's Judicial Assistant via the Proposed Documents function of the ePortal.
4. Failure of the Plaintiff to strictly comply with this Order shall subject the Plaintiff to appropriate sanctions including, but not limited to, the striking of pleadings or dismissal of this action without prejudice.

DONE AND ORDERED on today, in Chambers at Santa Rosa County, Florida.

/S/ Judge name

JUDGE

In cases wherein one party is unrepresented (*pro se*), it is the responsibility of the sole attorney in the case to serve within five business days this Order/Judgment upon any *pro se* party who does not have access to and is not a registered user of Florida Court's e-Filing Portal.

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER NO. 2021-12

**RE: CIVIL CASE MANAGEMENT PLAN – MANDATORY REVIEW OF CIVIL CASES AND
SUBMISSION OF CASE MANAGEMENT ORDERS**

WHEREAS, the Florida Supreme Court has issued Administrative Order 20-23, Amendment 12, which directs that each chief judge should issue an administrative order requiring presiding judges to actively manage civil cases; and

WHEREAS, the Florida Supreme Court has further directed that each circuit maximize the timely resolution of civil matters, and requires that attorneys and judges strictly observe and comply with Florida Rule of General Practice and Judicial Administration 2.545; and

WHEREAS, AOSC 20-23, Amendment 12, sets forth specific provisions for civil case management and resolution which are applicable to the existing backlog of civil cases, which are addressed herein by the undersigned in order to facilitate the timely, fair, and effective resolution of civil cases;

NOW, THEREFORE, pursuant to the authority of the Chief Judge, under section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215 (b);


IT IS HERBBY ORDERED:

1. The case management procedures outlined below must be followed in actions to which the Florida Rules of Civil Procedure apply, as identified in Florida Rule of Civil Procedure 1.010. As prescribed by AOSC 20-23, Amendment 12, this also applies to cases proceeding "under one or more of the Florida Rules of Civil Procedure pursuant to Florida Small Claims Rule 7.020(c) if the deadline for the trial date specified in Florida Small Claims Rule 7.090(d) no longer applies." Per AOSC 20-23, Amendment 12, the case management procedures outlined below do not apply in cases proceeding under section 51.011, Florida Statutes, post-judgment proceedings, and writs filed pursuant to Fla.R.Civ.P. 1.630.
2. Each judge presiding in civil cases subject to this order shall review each of the civil cases pending in his or her division to determine whether the case is complex, streamlined, or general. These categories are defined as follows:
 - a. "Complex" cases are actions that have been or may be designated by court order as complex under Fla.R.Jud.P 1.201. Upon such designation, such an action should proceed as provided in the rule.
 - b. "Streamlined" cases are those cases meeting most or all of the following criteria, or as otherwise determined by the presiding judge: few parties; non-complex issues related to liability and damages; few anticipated pretrial motions; a limited need for discovery; few witnesses; minimal documentary evidence; no demand for jury trial and/or an anticipated trial length of less than two days.
 - c. "General" cases are all other civil cases.
3. A case management order must be issued for each pending and newly filed streamline or general civil case. Each case management order must include the following:
 - a. Deadlines for service of complaints, service under extensions, and the addition of new parties;
 - b. Deadlines by which fact and expert discovery shall be complete;
 - c. Deadlines by which all objections to pleadings and pretrial motions shall be resolved;
 - d. A deadline by which mediation shall have occurred;
 - e. A projected date of trial;
 - f. A statement that the deadlines included will be strictly enforced; and

-
- g. A statement that a firm trial date will be ordered when the case is at issue pursuant to Fla.R.Jud.P. 1.440.
 4. If a streamlined or general civil case is subject to dismissal for a lack of prosecution under Fla.R.Jud.P. 1.420(e), a case management order is required only if the court determines that the action should remain pending. If the action remains pending, the case management order should be issued no later than 30 days after such determination is made by the presiding judge.
 5. In cases subject to a statutory stay or memorandum preventing the prosecution of the case the management order should be issued in accord with the following deadlines:
 - a. For cases filed on or after April 30, 2021, the case management order should be issued within 45 days after the stay or memorandum ends, or within 30 days after service of the complaint on the last of all named defendants, whichever date is later.
 - b. For cases filed before April 30, 2021, the case management order should be issued by December 3, 2021, within 45 days after the stay or moratorium ends, or within 30 days after service of the complaint on the last of all named defendants, whichever date is later. The case management order shall include each of the items prescribed above in paragraph 3, including the projected date of trial, if the trial has not yet occurred or a trial date has not yet been specified by separate order.
 6. In cases that are not subject to a statutory stay or moratorium, the case management order should be issued in accord with the following deadlines:
 - a. For cases filed on or after April 30, 2021, the case management order shall be issued within 30 days after service of the complaint on the last of all named defendants.
 - b. For cases filed before April 30, 2021, the case management order shall be issued by December 3, 2021. The case management order shall include each of the items prescribed above in paragraph 3, including the projected date of trial, if the trial has not yet occurred or a trial date has not yet been specified by separate order.
 7. Plaintiff (if self-represented) or Plaintiff's counsel should file a Notice of Final Service when the last named defendant has been served with the complaint to notify the presiding judge that service is complete and that the case management order may be prepared.
 8. For all existing and newly filed cases, the presiding judge will automatically generate a standard case management order containing deadlines in compliance with this order. Should any party desire to alter the initial case management order, and amended case management order meeting the time requirements outlined in this order may be prepared and stipulated to by the parties. The proposed order should be submitted for final approval by the presiding judge. The required form for the agreement is included as Attachment A. A sample management order is included as Attachment B.
 9. The following periods are applicable to the deadlines to be included in case management orders for streamlined cases:
 - a. Deadlines for service of complaints, service under extensions, and the addition of new parties: Service should be made within 120 days of the filing of the complaint unless the presiding judge grants an extension. The extension shall not exceed a time period beyond 240 days from the date of filing the complaint.
 - b. Deadlines to complete fact and expert discovery: Discovery should be complete within 270 days after the complaint is filed.
 - c. Deadline for objections to pleadings and resolution of pretrial motions: Objections to pleadings and pretrial motions should be resolved within 45 days of filing and prior to the pretrial conference.
 - d. Deadline for mediation: Mediation should be completed within 270 days after the complaint is filed.
 - e. Projected Trial Date: Trial dates should be set within 12 months of the filing complaint.

10. The following periods are applicable to the deadlines to be included in case management orders for general cases (unless otherwise ordered based on good cause):
 - a. Deadlines for service of complaints, service under extensions, and the addition of new parties: Service should be made within 120 days of the filing of the complaint unless the presiding judge grants an extension. The extension shall not exceed a time period beyond 240 days from the date of filing complaint.
 - b. Deadlines to complete fact and expert discovery: Discovery should be complete within 450 days after the complaint is filed.
 - c. Deadlines for objections to pleadings and resolution of pretrial motions: Objections to pleadings and pretrial motions should be resolved within 45 days of filing and prior to the pretrial conference.
 - d. Deadlines for mediation: Mediation should be completed within 450 days after the complaint is filed.
 - e. Projected Trial Date: Trial dates should be set within 18 months of the filing of the complaint.
11. All judges are directed to strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), (b), and (e), which respectively require judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage, and to control the progress of the case thereafter until it is determined, and to apply a firm continuance policy allowing continuances only for good cause shown.
12. Attorneys are also reminded that they must strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), which requires lawyers to conclude litigation as soon as it is reasonably and justly possible to do so, and that the pandemic alone is not basis for a lawyer's failure to prepare a case for trial or otherwise actively manage a case.
13. The procedures set forth in herein do not supplant any existing rule, statute, or law nor should they be construed as granting any rights not already provided by rule, statute, or law. To the extent that any provision of this Order may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.
14. This order is effective April 30, 2021.

DONE AND ORDERED this 30th day of April, 2021.



JOHN L. MILLER
CHIEF JUDGE

Copies of Administrative Order No. 2021-12 furnished to:

All Judges, First Judicial Circuit

Robin Wright, Trial Court Administrator

William Eddins, State Attorney, First Judicial Circuit

Bruce Miller, Public Defender, First Judicial Circuit

All Clerks of Court, First Judicial Circuit

Candice Brower, Office of Criminal Conflict and Civil Regional Counsel

Justice Administration Commission

Craig Waters, Florida Supreme Court

For Broadcast by: Escambia-Santa Rosa Bar Association

For Broadcast by: Okaloosa Bar Association

For Broadcast by: Walton County Bar Association

For Posting at www.FirstJudicialCircuit.org

IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA

Plaintiff

CASE NO: _____

vs.

Defendant(s)**CIVIL CASE MANAGEMENT PLAN**

1. **Case Track Assignment** (check one): Case disposition time for all case tracks have been established in accordance with Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).
- Streamlined Track** (Case resolved within 12 months without a jury trial).
- General Track** (Case resolved within 18 months with or without a jury trial).
- Complex Track** (Case resolved pursuant to Florida Rule of Civil Procedure 1.201, with or without a jury trial).

2. **Case Deadlines and Events:**

Deadline or Event	Party (if applicable)	Date
Deadlines for service of complaints, service under extensions, and the addition of new parties.		
Deadlines to complete fact and expert discovery	Plaintiff(s):	
	Defendant(s):	
Deadlines for all objections to pleadings and pretrial motions to be resolved		
Deadline for mediation to have occurred		
Projected date of Pretrial conference		
Projected date of trial (a firm trial date will be ordered by the presiding judge when the case is at issue pursuant to Florida Rule of Civil Procedure 1.440)		

3. Trial Information

Estimated Length of Trial (specify Number of trial days)	
Identification of Jury or Non-Jury Trial	<input type="checkbox"/> Jury Trial
	<input type="checkbox"/> Non-Jury Trial

The schedule of deadlines herein will be strictly adhered to by the parties unless change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, once the *Civil Case Management Plan* has been approved by the Court, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions.

4. SIGNATURE OF COUNSEL/UNREPRESENTED PARTIES IF SUBMITTED AS AGREED UPON PLAN

Plaintiff's Counsel

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Fla Bar #: _____

Defendant's Counsel

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Fla Bar #: _____

Plaintiff (if unrepresented)

Address: _____

Phone: _____

Defendant (if unrepresented)

Address: _____

Phone: _____

IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA

Plaintiff

CASE NO: _____

vs.

Defendant(s)

CIVIL CASE MANAGEMENT ORDER

THE COURT having reviewed the *Civil Case Management Plan* filed on, _____ and finding it to be satisfactory, it is now

ORDERED that all parties shall abide by the terms of the *Civil Case Management Plan*.

DONE and ORDERED on [date] _____, in Santa Rosa County, Florida.

Judge

Copies:

**IN THE COUNTY COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA
COUNTY CIVIL DIVISION**

Plaintiff

CASE NO: _____

vs.

Defendant(s)

NOTICE OF FINAL SERVICE

Service of the Complaint: The Defendant(s) was served with the complaint on

Case Track Assignment (check one): Case disposition times for all case tracks have been established in accordance with Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).

Streamlined Track (Case resolved within 12 months without a jury trial.)

General Track (Case resolved within 18 months with or without a jury trial.)

Complex Track (Case resolved pursuant to Florida Rule of Civil Procedure 1.201, with or without a jury trial)

Date: _____

Plaintiff(s) Printed Name: _____

Plaintiff(s) Signature: _____

Mail to: CLERK OF COURTS

Attn: County Civil Claims

P.O. Box 472

Milton, FL 32572