

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

**ADMINISTRATIVE ORDER NO. 2025-035 PI-CIR**

**RE: ASSIGNMENT OF PROBATE CASES IN PINELLAS COUNTY—EFFECTIVE  
DECEMBER 8, 2025**

To update the assignment of cases filed in the Probate Division in Pinellas County, in accordance with Article V, section 2, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and section 43.26, Florida Statutes, it is

**ORDERED:**

1. The Pinellas Clerk of the Circuit Court (“Clerk”) is directed to assign all cases filed in the Probate Division in Pinellas County in accordance with this Administrative Order and the Local Rules. All probate cases including estate cases, guardianship proceedings, incapacity proceedings, cases arising out of chapter 393, Florida Statutes, Baker Act proceedings, Marchman Act proceedings, actions under section 790.401, Florida Statutes, petitions for expedited judicial intervention concerning medical treatment procedures, and any other type of action in the Probate Division is to be assigned in accordance with this Administrative Order.

2. Unless otherwise provided in this Administrative Order, probate cases are to be assigned based upon the ZIP code of the petitioner’s attorney or if the petitioner is unrepresented, the ZIP code of the petitioner.

- a. Cases filed in Pinellas County from the following Pinellas and Pasco County ZIP codes are to be assigned to Probate Standard Section 3 in Clearwater:

33755; 33756; 33757; 33758; 33759; 33760; 33761; 33762; 33763; 33764;  
33765; 33766; 33767; 33770; 33771; 33774; 33775; 33778; 33779; 33785;  
33786; 34660; 34677; 34681; 34682; 34683; 34684; 34685; 34688; 34689;  
34695; 34697; 34698; 33540; 33541; 33542; 33543; 33544; 33545; 33523;  
33524; 33525; 33526; 33537; 33539; 33549; 33559; 33574; 33576; 33593;  
33597; 33849; 33549; 33548; 33556; 33558; 34610; 34637; 34638; 34639;  
34652; 34653; 34654; 34655; 34656; 34667; 34668; 34669; 34673; 34674;  
34679; 34680; 34690; 34691

- b. Cases filed in Pinellas County from the following Pinellas, Manatee, and Sarasota County ZIP codes are to be assigned to Probate Standard Section 4 in St. Petersburg:

33701; 33702; 33703; 33704; 33705; 33706; 33707; 33708; 33709; 33710;  
33711; 33712; 33713; 33714; 33715; 33716; 33730; 33731; 33732; 33733;  
33734; 33736; 33737; 33738; 33740; 33741; 33742; 33743; 33744; 33772;  
33773; 33776; 33777; 33780; 33781; 33782; 33784; 34201; 34202; 34203;  
34204; 34205; 34206; 34207; 34208; 34209; 34210; 34211; 34212; 34215;  
34216; 34217; 34218; 34219; 34220; 34221; 34222; 34228; 34243; 34250;  
34251; 34260; 34264; 34270; 34280; 34281; 34282; 34223; 34224; 34229;  
34230; 34231; 34232; 34233; 34234; 34235; 34236; 34237; 34238; 34239;

34240; 34241; 34242; 34272; 34274; 34276; 34277; 34278; 34284; 34285;  
34286; 34287; 34288; 34291; 34292; 34293; 34295

3. Unless otherwise provided in this Administrative Order, cases with a ZIP code not listed in this Administrative Order are to be assigned in a manner that results in an even distribution of the cases between Probate Standard Section 3 and Probate Standard Section 4. The Administrative Office of the Courts will review the case distribution at least semi-annually and as needed adjust the percentage of such cases that are to be assigned to the Clearwater Section and the percentage assigned to the St. Petersburg Section to equalize the workload.

4. Petitions for Appointment of Guardian: When a Petition to Determine Incapacity is filed in the Probate Division with a ZIP code not listed in paragraph 2 of this Administrative Order, the accompanying Petition for Appointment of Guardian is to be assigned to the same section as the Petition to Determine Incapacity. For pending cases in which an adjudicatory hearing has not been held on the Petition to Determine Incapacity on the effective date of this Order, the Clerk is to reassign the companion Petition for Appointment of Guardian to the same section as the pending Petition to Determine Incapacity.

5. Baker Act Petitions: Except Petitions to Remove Firearms Disability, all Baker Act petitions filed pursuant to chapter 394, Florida Statutes, including but not limited to petitions for involuntary commitment under section 394.467; petitions for appointment of guardian under section 394.4598; and requests for a guardian advocate to consent to extraordinary medical treatment under section 394.4598(6)(c) filed on behalf of the following facilities are to be assigned as follows regardless of the ZIP code used or if no ZIP code is used.

- a. Probate Standard Section 3 in Clearwater:
  - Largo Medical Center – Indian Rocks Rd. Campus
  - Morton Plant Hospital/Mease Hospital
  - Windmoor Healthcare
- b. Probate Standard Section 4 in St. Petersburg:
  - Bay Pines Veterans Hospital
  - Personal Enrichment Through Mental Health Services (PEMHS), also known as Eleos Wellness & Support
  - St. Anthony's Hospital

6. Expedited Judicial Intervention for Medical Treatment: The Clerk must assign petitions filed pursuant to Florida Probate Rule 5.900 (Expedited Judicial Intervention Concerning Medical Treatment Procedures) to a Probate Standard Section. If a pending guardianship case exists, the Clerk must assign the petition filed pursuant to rule 5.900 to the same section as the existing case. If there is no pending guardianship case, the petition filed pursuant to rule 5.900 must be assigned as follows based on the location of the facility where the subject of the petition is located.

- a. Probate Standard Section 3 in Clearwater:
  - Largo Medical Center – Indian Rocks Rd. Campus
  - Morton Plant Hospital/Mease Hospital
  - Windmoor Healthcare

- b. Probate Standard Section 4 in St. Petersburg:
  - Bay Pines Veterans Hospital
  - John Hopkins All Children's Hospital
  - Orlando Health Bayfront Hospital
  - Personal Enrichment Through Mental Health Services (PEMHS) , also known as Eleos Wellness & Support
  - St. Anthony's Hospital

The Clerk must immediately forward any petition filed pursuant to Florida Probate Rule 5.900 to the judge to whom the petition was assigned. The emergency hearing must be scheduled before the assigned judge or, if the assigned judge is unavailable, before the other Probate Standard Section judge. If both Probate Standard Section judges are unavailable, then the emergency hearing must be scheduled before the duty judge.

7. Exploitation of Vulnerable Adults: Petitions filed under chapter 825, Florida Statutes, are to be assigned in accordance with paragraph 2 above. If there is an existing guardianship case related to the petition filed under chapter 825, the petition must be assigned to the same section as the pending guardianship case.

8. Marchman Act Petitions: Petitions for Involuntary Treatment Services filed under the Marchman Act are to be assigned to Probate Specialty Section 1.

9. Risk Protection Orders: Petitions for Risk Protection Orders are to be assigned to Probate Specialty Section 2.

10. Petitions to Remove Firearms Disability: Petitions to Remove Firearms Disability filed pursuant to section 790.065, Florida Statutes, are to be reassigned to Probate Specialty Section 2.

11. Recusals:

- a. Probate Standard Sections: When a judge in a Probate Standard Section has entered an order recusing himself or herself from all cases of a named party or attorney, the Clerk must:
  - i. Reassign all cases from that party or attorney to the other Probate Standard Section unless otherwise directed, and
  - ii. Assign future cases so that cases from that party or attorney are not assigned to the recused judge.
- b. Probate Specialty Sections: When the judge in a Probate Specialty Section has entered an order recusing himself or herself from all cases of a named party or attorney, the Clerk must:
  - i. Reassign all cases from that party or attorney to the other Probate Specialty Section unless otherwise directed, and
  - ii. Assign future cases so that cases from that party or attorney are not assigned to the recused judge.

12. Disqualification: When a judge in a Probate Standard Section has entered an order of disqualification in an individual case, the Clerk must reassign that case to the other Probate Standard Section unless otherwise directed. When a judge in a Probate Specialty Section has entered an order of disqualification in an individual case, the Clerk must reassign that case to the other Probate Specialty Section.

13. No cases are to be reassigned based upon this Administrative Order, except pending cases identified in paragraph 4.

14. A motion to re-open a case from a former section that is now closed must be assigned in accordance with this Administrative Order. A motion to re-open a case from an open section must be assigned to the former section unless the judge assigned to that section has entered an order of recusal.

No changes or exceptions to the terms of this Administrative Order may be made unless authorized in writing by the Chief Judge.

Effective December 8, 2025, Administrative Orders 2004-022 PI-CIR and 2014-030 PI-CIR are hereby rescinded.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida this \_\_\_\_ day of September 2025.

ORIGINAL SIGNED SEPTEMBER 24, 2025  
BY SHAWN CRANE, CHIEF JUDGE

cc: All Pinellas Judges  
The Honorable Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
Jennifer Parker, Trial Courts Administrator  
Michele Emmerman, Deputy Trial Courts Administrator  
Ita M. Neymotin, Regional Counsel, Second District  
Chief Deputy Director, Pinellas County Clerk's Office  
BTS Executive Director  
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