

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

ADMINISTRATIVE ORDER NO. 2025-046 PI-CIR

**RE: ASSIGNMENT OF CIRCUIT CIVIL, FAMILY LAW, COUNTY CIVIL, AND
SMALL CLAIMS CASES IN PINELLAS COUNTY – EFFECTIVE FEBRUARY 12,
2026**

To provide for the assignment of cases in the circuit civil, family law, county civil, and small claims divisions in Pinellas County; and

In accordance with Article V, section 2, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, § 43.26, Florida Statutes, and the Sixth Judicial Circuit Local Rules, it is

ORDERED:

1. The Pinellas Clerk of the Circuit Court (Clerk) is directed to assign all cases filed in the circuit civil, family law, county civil, and small claims divisions in accordance with this Administrative Order and the Local Rules.

2. For the **Circuit Civil Division**, cases will be assigned based upon the Zone Improvement Plan (ZIP) code of the plaintiff's attorney or if the plaintiff is unrepresented, the ZIP code of the plaintiff, except as provided in this Administrative Order.

- a. Cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 7, 15, and 20 in Clearwater, so that each section is assigned essentially the same number of new cases:

33755; 33756; 33757; 33758; 33759; 33760; 33761; 33762; 33763; 33764; 33765;
33766; 33767; 33769; 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; 34692.

- b. Cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 11, 13, and 19 in St. Petersburg, so that each section is assigned essentially the same number of new cases:

33701; 33702; 33703; 33704; 33705; 33706; 33707; 33708; 33709; 33710; 33711;
33712; 33713; 33714; 33715; 33716; 33729; 33730; 33731; 33732; 33733; 33734;
33736; 33737; 33738; 33740; 33741; 33742; 33743; 33744; 33747; 33772; 33773;
33776; 33777; 33780; 33781; 33782; 33784.

- c. Cases filed under § 932.704, Fla. Stat., (civil forfeiture) are to all be assigned to

section 001.

- d. Petitions for a writ of habeas corpus will be assigned to section 77, except:
 - i. Petitions for a writ of habeas corpus filed in the appellate division of the circuit court will be assigned to the section for the appellate administrative judge;
 - ii. Petitions for a writ of habeas corpus arising from a probate matter are to be assigned to the section for the probate administrative judge; and
 - iii. Petitions for a writ of habeas corpus arising from a juvenile dependency or delinquency matter are to be assigned to the section for the Unified Family Court administrative judge.
- e. Cases will be assigned to section 77 (Chief Judge civil section) and 78 (senior judge civil section) as directed by the Chief Judge.
- f. Cases transferred from county court to circuit court when a claim or counter claim exceeds the jurisdiction of the county court will be assigned to Circuit Civil section 91N for Clearwater County Civil and Small Claims sections or Circuit Civil section 91S for St. Petersburg County Civil and Small Claims sections.
- g. Unless otherwise provided for 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 among all civil sections in Clearwater and St. Petersburg.
- h. 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 Clearwater sections and St. Petersburg sections in order to equalize the workload.

3. For the **Circuit Family Division**, cases will be assigned based upon the ZIP code of the petitioner's attorney or if the petitioner is unrepresented, the ZIP code of the petitioner, except as provided in this Administrative Order.

- a. Family law cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 14, 22, 23, and 25 in Clearwater, so that each section is assigned essentially the same number of new cases:
33755; 33756; 33757; 33758; 33759; 33760; 33761; 33762; 33763; 33764; 33765;
33766; 33767; 33769; 33770; 33771; 33772; 33773; 33774; 33775; 33776; 33777;
33778; 33779; 33780; 33784; 33785; 33786; 34660; 34677; 34681; 34682; 34683;
34684; 34685; 34688; 34689; 34692; 34695; 34697; 34698.
- b. Family law cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 9, 12, 17, and 24 in St. Petersburg, so that each section is assigned essentially the same number of new cases:
33701; 33702; 33703; 33704; 33705; 33706; 33707; 33708; 33709; 33710; 33711;
33712; 33713; 33714; 33715; 33716; 33729; 33730; 33731; 33732; 33733; 33734;

33736; 33737; 33738; 33740; 33741; 33742; 33743; 33744; 33747; 33781; 33782.

- c. Cases will be assigned to section 79 (senior judge family law section) as directed by the Chief Judge.
- d. The legal services providers for the Department of Revenue will identify for the Clerk whether a Title IV-D case should be assigned to a North or South County family law section in accordance with the ZIP code plan in this paragraph. The assignment to Clearwater or St. Petersburg will be based upon the ZIP code of the individual petitioner, and not the ZIP code of the legal services provider.
- e. Unless otherwise provided for 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 among all family law sections in Clearwater and St. Petersburg.
- f. 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 Clearwater sections and St. Petersburg sections in order to equalize the workload.
- g. Simplified dissolution of marriage cases filed from the ZIP codes listed in paragraph 3(a) (Clearwater sections) will be assigned to Circuit Family section 81N. Simplified dissolution of marriage cases filed from the ZIP codes listed in paragraph 3(b) (St. Petersburg sections) will be assigned to Circuit Family section 81S.
- h. Adoption petitions for adoption of relatives, adoption of adults, and adoption of step-children where no termination of parental rights petition has been filed will be assigned in accordance with this Administrative Order. Step-parent adoption petitions accompanied by a petition for termination of parental rights are to be assigned to a Unified Family Court (UFC) section in accordance with separate Administrative Orders governing assignment of UFC cases, which is currently Administrative Order 2024-022.
- i. Petitions for an injunction for protection against dating violence, domestic violence, repeat violence, sexual violence, and stalking will be assigned to a Community Violence Court section within the Circuit Family Division using an equal, at random, blind assignment system to sections CV1, CV2, and CV3 in Clearwater, except that where there is a related dependency case, the injunction will be assigned to the same Unified Family Court section as the dependency case. The return hearings will be calendared in accordance with a separate administrative order.
- j. Cases filed under § 394.910 et. seq, Fla. Stat., (Jimmy Ryce) are to be assigned to section 60 in accordance with Administrative Order 2008-058 or subsequent administrative order.
- k. Related cases in the Family Division are to be assigned in accordance with Administrative Order 2016-030, or subsequent order, except that cases initiated by a petition for an injunction for protection against dating violence, domestic violence,

repeat violence, sexual violence, or stalking will remain in the assigned Community Violence Court section unless otherwise directed by court order. The assigned Community Violence Court section judge may transfer, by court order, an injunction case to a Circuit Family Division section in which related cases are assigned.

4. For the **County Civil and Small Claims Divisions**, cases will be assigned based upon the ZIP code of the plaintiff's attorney or if the plaintiff is unrepresented, the ZIP code of the plaintiff, except as provided in this Administrative Order.

- a. **County Civil** cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 41 and 42 in Clearwater so that each section is assigned essentially the same number of new county civil cases. **County Small Claims** cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 47 and 48 in Clearwater, so that each section is assigned essentially the same number of new county small claims cases:

33755; 33756; 33757; 33758; 33759; 33760; 33761; 33762; 33763; 33764; 33765;
33766; 33767; 33769; 33770; 33771; 33774; 33775; 33778; 33779; 33785; 33786;
34660; 34677; 34681; 34682; 34683; 34684; 34685; 34688; 34689; 34692; 34695;
34697; 34698.

- b. Cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 39 and 40 in St. Petersburg so that each section is assigned essentially the same number of new county civil cases. County Small Claims cases filed from the following Pinellas County ZIP codes are to be assigned using an equal, at random, blind assignment system to sections 45 and 46 in St. Petersburg so that each section is assigned essentially the same number of new county small claims cases:

33701; 33702; 33703; 33704; 33705; 33706; 33707; 33708; 33709; 33710; 33711;
33712; 33713; 33714; 33715; 33716; 33729; 33730; 33731; 33732; 33733; 33734;
33736; 33737; 33738; 33740; 33741; 33742; 33743; 33744; 33747; 33772; 33773;
33776; 33777; 33780; 33781; 33782; 33784.

- c. Any small claims case in which a pro se plaintiff or counsel has a given address outside of Pinellas County, the Clerk will assign small claims cases to that courthouse in which the first named defendant would have been assigned had that defendant been the plaintiff. Any small claims case in which the defendant is also out-of-county will be designated an out-of-county case and assigned without regard to the defendant's address.
- d. Unless otherwise provided for in this Administrative Order, other 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 all county civil sections in both Clearwater and St. Petersburg, and an even distribution of small claims cases in both Clearwater and St. Petersburg. 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 Clearwater sections and St. Petersburg sections in order to equalize the workload.

5. When a judge has entered an order recusing himself or herself from all cases of a named party or attorney, the Clerk will:

- a. Reassign all cases from that party or attorney to another judge in the same geographic location and division as the recusing judge unless otherwise directed;
- b. Assign future cases so that cases from that party or attorney are not assigned to the recused judge; and
- c. Assign future cases so that new cases assigned to division judges in Clearwater remain balanced and new cases assigned to division judges in St. Petersburg remain balanced.

6. When a judge has entered an order of disqualification in an individual case, the Clerk will:

- a. Reassign that case to another judge in the same geographic location and division as the disqualified judge unless otherwise directed; and
- b. Assign future cases so that new cases assigned to division judges in Clearwater remain balanced and new cases assigned to division judges in St. Petersburg remain balanced.

7. No cases are to be reassigned based upon this Administrative Order.

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

9. The Pinellas Clerk of the Circuit Court and Pinellas County Business Technology Services Department will take the necessary action to implement this Order. No changes to the Administrative Order or exceptions to the terms of this Administrative Order may be made unless authorized in writing by the Chief Judge.

Effective February 12, 2026, Administrative Order 2022-025 is rescinded.

DONE AND ORDERED in Chambers at Clearwater, Pinellas County, Florida this _____ day of November 2025.

ORIGINAL SIGNED ON NOVEMBER 20, 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
Ngozi Acholonu, Assistant Regional Counsel
Jeff Rohrs, BTS Chief Information Officer, Pinellas Business Technology Services
Tonya Rainwater, Justice CCMS Project Sponsor
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