

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

ADMINISTRATIVE ORDER NO. 2025-006 PA/PI-CIR

RE: STANDING ORDER FOR CIVIL CASE MANAGEMENT

On May 23, 2024, the Florida Supreme Court issued *In re: Amendments to Florida Rules of Civil Procedure*, 386 So. 3d 497 (Fla. 2024), amending Florida Rules of Civil Procedure 1.200 (Case Management; Pretrial Procedure), 1.201 (Complex Litigation), 1.280 (General Provisions Regarding Discovery), 1.440 (Setting Action for Trial), and 1.460 (Motions to Continue Trial). These amendments took effect on January 1, 2025. *Id.*

Rules 1.200 and 1.201 “create a framework for the active case management of civil cases with a focus on adhering to deadlines established early based on the complexity of the case.” *Id.* at 499. Pursuant to *In re: Civil Case Management*, AOSC23-29 and amended rule 1.200, the chief judge of every circuit must enter an administrative order addressing the new case management requirements, and may tailor the processes to suit each circuit’s specific needs. *See* Fla. R. Civ. P. 1.200. It has become necessary to update the Circuit’s civil case management administrative order and standing orders.

Therefore, to implement these specific provisions as directed by the Florida Supreme Court, and in accordance with Article V, Section 7 of the Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and section 43.26, Florida Statutes, it is

ORDERED:

1. In all civil divisions of the courts in Pasco and Pinellas Counties, a case management order must be issued in every civil action as defined by rule 1.200(a). Upon commencement of every civil action as defined by rule 1.050, Plaintiff(s), or Plaintiff(s)’s counsel, must designate the case track assignment as “General” or “Streamlined” in accordance with the definitions in rule 1.200. Plaintiff(s), or Plaintiff(s)’s counsel, must file and serve the Standing Order corresponding to their designated case track assignment, along with the summons and complaint, upon all named defendants.

2. For cases that require a General or Streamlined Standing Order, the Clerk of the Circuit Court (“Clerk”) shall not issue a summons in those cases until a Standing Order has been filed.

3. The attached Standing Order Assigning Streamlined Civil Case Track with Deadlines will bind all parties to a civil action meeting the definitions of rule 1.200(a) and rule 1.200(b)(2) for a “Streamlined” case track assignment. Streamlined cases are defined as actions that reflect mutual knowledge of the underlying facts, have limited needs for discovery, well-established legal issues related to liability and damages, few anticipated dispositive pretrial motions, minimal documentary evidence, and an anticipated trial length of 3 days or less. This

Standing Order will remain in effect until further order of the Court, the entry of final judgment, or dismissal of the action.

4. The attached Standing Order Assigning General Civil Case Track with Deadlines will bind all parties to a civil action meeting the definitions of rule 1.200(a) and rule 1.200(b)(3) for a “General” case track assignment. General cases are defined as all other civil actions that do not meet the criteria for “complex” or “streamlined” cases. This Standing Order will remain in effect until further order of the Court, the entry of final judgment, or dismissal of the action.

5. Any party seeking to designate an action as “Complex” must file and serve an appropriate motion and must adhere to all case management procedures outlined in rule 1.201. Nothing in this Administrative Order prevents the presiding judge from designating the action as complex on the Court’s own motion.

6. The attached Standing Orders may be amended in conformance with rule 1.200 and as necessary without further amendment of this Administrative Order.

7. Administrative Order 2024-067 is hereby rescinded.

ORDERED in Chambers at Clearwater, Pinellas County, Florida, this ____ day of February, 2025.

ORIGINAL SIGNED ON FEBRUARY 18, 2025
BY SHAWN CRANE, CHIEF JUDGE

Exhibit A: General Case Standing Order

Exhibit B: Streamlined Case Standing Order

cc: All Judges

The Honorable Bruce Bartlett, State Attorney

The Honorable Sara Mollo, Public Defender

The Honorable Nikki Alvarez-Sowles, Clerk & Comptroller, Pasco County

The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County

The Honorable Bob Gualtieri, Pinellas County Sheriff

Jennifer Parker, Trial Courts Administrator

Michele Emmerman, Deputy Trial Courts Administrator

Ita M. Neymotin, Regional Counsel, Second District

Ngozi Acholonu, Assistant Regional Counsel, Second District

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

Plaintiff(s),

Case No. _____

UCN: _____

v.

Defendant(s).

_____ /

GENERAL CASE STANDING ORDER

All civil actions, except those enumerated in Fla. R. Civ. P. 1.200(a), must be assigned one of three case management tracks within **120 days** after the action is filed: streamlined, general, or complex. *See* Fla. R. Civ. P. 1.200(b). NOTE: The parties must comply with Fla. R. Civ. P. 1.201 to designate the action as “complex.” **Plaintiff(s), or Plaintiff(s)’s counsel, must file and serve this Standing Order upon all named Defendant(s) or Defendant(s)’s counsel with the summons and complaint.**

CASE TRACK ASSIGNMENT: GENERAL

DEFINITION:	PROJECTED TRIAL DATE:
All other civil actions that do not meet the criteria for “complex” or “streamlined” cases.	<u>18 months</u> after the action is filed. <i>See</i> Fla. R. Civ. P. 1.440.

DEADLINES:

The parties are subject to a continuing duty to **MEET AND CONFER** regarding the projected deadlines established by this Order. ***All deadlines established by this Order must be strictly enforced and can only be changed by court order.*** If a party is unable to meet the established case management deadlines, the party must notify the Court within a reasonable time. Any request to change the overall case track assignment must be filed promptly after the appearance of good cause to support the motion. To modify the terms of this Order, the parties may: (1) submit an agreed order to the Court to extend a deadline; or (2) file a motion in accordance with Fla. R. Civ. P. 1.200(e)(3)(A)-(D) seeking leave of Court to extend a deadline, modify this Order, or alter a projected trial period. To schedule an actual trial date, the parties must cooperate with the Court according to its practice preferences. To alter an actual trial period, the parties must satisfy the requirements of Fla. R. Civ. P. 1.460.

CATEGORY:	GENERAL CASE DEADLINES:
Service of Complaint	120 days after the action is filed. <i>See</i> Fla. R. Civ. P. 1.070(j).

Service under Extension	Deadlines for extensions to serve process upon defendants are at the discretion of the trial judge. <i>See</i> Fla. R. Civ. P. 1.070(j).
Pre-Trial Conference	To be scheduled pursuant to the trial judge's practice preferences.
Schedule a Trial Date	8 months after the action is filed. <i>See</i> Fla. R. Civ. P. 1.440.
Adding New Parties	Deadline for adding new parties is at the discretion of the trial judge. <i>See</i> Fla. R. Civ. P. 1.070(j); <i>see also</i> Fla. R. Civ. P. 1.190.
Completion of Fact Discovery	30 days before the pre-trial conference.
Completion of Expert Discovery	30 days before the pre-trial conference.
Filing and Service of Motions for Summary Judgment	File and serve 60 days before the pre-trial conference. Must be heard prior to the pre-trial conference.
Filing and Resolution of All Objections to Pleadings	Before the pre-trial conference.
Filing and Resolution of All Pretrial Motions	Before the pre-trial conference.
Completion of Alternative Dispute Resolution, including Non-Binding Arbitration and Mediation	Before the pre-trial conference.

THEREFORE, it is ORDERED and ADJUDGED in the Sixth Judicial Circuit, Florida, this ____ day of _____, 20__:

The above-styled case is designated as **GENERAL** with a projected trial date of **18 MONTHS AFTER THE ACTION IS FILED**, and all parties must abide by the corresponding deadlines.

*Effective per Admin. Order
2025-006 PA/PI-CIR*

Shawn Crane, Chief Judge

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

Plaintiff(s),

Case No. _____

UCN: _____

v.

Defendant(s).

_____ /

STREAMLINED CASE STANDING ORDER

All civil actions, except those enumerated in Fla. R. Civ. P. 1.200(a), shall be assigned one of three case management tracks within **120 days** after the action is filed: streamlined, general, or complex. *See* Fla. R. Civ. P. 1.200(b). NOTE: The parties must comply with Fla. R. Civ. P. 1.201 to designate the action as “complex.” **Plaintiff(s), or Plaintiff(s)’s counsel, must file and serve this Standing Order upon Defendant(s) or Defendant(s)’s counsel with the summons and complaint.**

CASE TRACK ASSIGNMENT: STREAMLINED

DEFINITION:	PROJECTED TRIAL DATE:
Actions that reflect mutual knowledge of the underlying facts, have limited needs for discovery, well-established legal issues related to liability and damages, few anticipated dispositive pretrial motions, minimal documentary evidence, and an anticipated trial length of 3 days or less.	<u>12 months</u> after the action is filed. <i>See</i> Fla. R. Civ. P. 1.440.

DEADLINES:

The parties are subject to a continuing duty to **MEET AND CONFER** regarding the projected deadlines established by this Order. ***All deadlines established by this Order must be strictly enforced and can only be changed by court order.*** If a party is unable to meet the established case management deadlines, the party must notify the Court within a reasonable time. Any request to change the overall case track assignment must be filed promptly after the appearance of good cause to support the motion. To modify the terms of this Order, the parties may: (1) submit an agreed order to the Court to extend a deadline; or (2) file a motion in accordance with Fla. R. Civ. P. 1.200(e)(3)(A)-(D) seeking leave of Court to extend a deadline, modify this Order, or alter a projected trial period. To schedule an actual trial date, the parties must cooperate with the Court according to its practice preferences. To alter an actual trial period, the parties must satisfy the requirements of Fla. R. Civ. P. 1.460.

CATEGORY:	STREAMLINED CASE DEADLINES:
Service of Complaint	120 days after the action is filed. <i>See</i> Fla. R. Civ. P. 1.070(j).
Service under Extension	Deadlines for extensions to serve process upon defendants are at the discretion of the trial judge. <i>See</i> Fla. R. Civ. P. 1.070(j).
Pre-Trial Conference	To be scheduled pursuant to the trial judge's practice preferences.
Schedule a Trial Date	8 months after the action is filed. <i>See</i> Fla. R. Civ. P. 1.440.
Adding New Parties	Deadline for adding new parties is at the discretion of the trial judge. <i>See</i> Fla. R. Civ. P. 1.070(j); <i>see also</i> Fla. R. Civ. P. 1.190.
Completion of Fact Discovery	Before the pre-trial conference.
Completion of Expert Discovery	Before the pre-trial conference.
Filing and Service of Motions for Summary Judgment	File and serve 60 days before the pre-trial conference. Must be heard prior to the pre-trial conference.
Filing and Resolution of All Objections to Pleadings	Before the actual trial date.
Filing and Resolution of All Pretrial Motions	Before the pre-trial conference.
Completion of Alternative Dispute Resolution, including Non-Binding Arbitration and Mediation	Before the actual trial date.

THEREFORE, it is ORDERED and ADJUDGED in the Sixth Judicial Circuit, Florida, this ____ day _____, 20__:

The above-styled case is designated as **STREAMLINED** with a projected trial date of **12 MONTHS AFTER THE ACTION IS FILED**, and all parties must abide by the corresponding deadlines.

*Effective per Admin. Order
2025-006 PA/PI-CIR*

Shawn Crane, Chief Judge