

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

ADMINISTRATIVE ORDER NO. 2026-032 PA/PI-CIR

RE: COURT ACCOMMODATIONS – EFFECTIVE DECEMBER 4, 2026

Florida Rule of General Practice and Judicial Administration 2.540 requires the trial court to establish procedures for obtaining an accommodation under the Americans with Disabilities Act (“ADA”). Due to amendments to Rule 2.540 and to streamline the accommodation request process for court proceedings, court programs, and court activities, Administrative Order 2023-022 PA/PI-CIR must be updated.

In accordance with Article V, § 2, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and § 43.26, Florida Statutes, it is

ORDERED:

I. ACCOMMODATIONS UNDER THE ADA

A. Accommodations for Court Proceedings, Court Programs, and Court Activities

1. The Sixth Judicial Circuit complies with the Americans with Disabilities Act (“ADA”). Individuals seeking accommodation should request the accommodation(s) as far in advance as possible, but at least seven (7) days in advance of a court hearing, court program, or court activity. The request should include a description of the accommodation sought, a statement of the impairment that necessitates the accommodation, and the time frame in which the accommodation is needed. The request should not include information about the merits of the court case.

2. Accommodation requests for court proceedings, court programs, or court activities can be made by submitting an electronic request form, available on the Circuit’s website, or by contacting the Sixth Judicial Circuit ADA Coordinator via electronic mail at ada@jud6.org or by telephone at (727) 464-7110.

3. The Administrative Office of the Court must post on the website for the Sixth Judicial Circuit and in each court facility the procedures for obtaining accommodation and the grievance procedure.

4. Except as otherwise provided, all notices of court proceedings to be held in a public facility in Pasco or Pinellas County, and all process compelling appearance at such proceedings, whether an order issued by a judge or a notice filed by an attorney or party, must include the following statement in bold face, 14-point Bookman Old Style or Arial font:

“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 the Sixth Judicial Circuit ADA Coordinator at 14250 49th Street North, Suite J1500, Clearwater, FL 33756, (727) 464-7110; (727) 464-4062 (V/TDD), or ada@jud6.org at least 7 days before your scheduled court appearance, or immediately on receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

5. The Clerks of the Circuit Court for Pasco and Pinellas Counties may refuse to issue any document prepared by counsel that does not contain the language required by this Order.

6. **Service Animals:** A service animal is defined as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Pursuant to the ADA and Florida Rule of General Practice and Judicial Administration 2.540, use of a service animal by an individual with a disability is permitted in court proceedings and when participating in court programs and court activities. Advance notice of the use of a service animal should be provided by requesting accommodation as provided above.

B. Accommodations for Non-Court County Programs or Services

1. The Pasco County Human Resources Department continues to be designated as the centralized contact for requests for accommodation under the ADA in Pasco County for county programs or services. The Human Resources Department, by agreement, provides this service to the constitutional and statutory offices of Pasco County Government.

2. The Human Rights Office of Pinellas County continues to be designated as the central contact for requests for accommodation under the ADA in Pinellas County for county programs or services. The Human Rights Office provides this service to the constitutional and statutory offices of Pinellas County Government.

3. The Pasco County Human Resources Department and the Human Rights Office of Pinellas County may from time to time receive requests for accommodation related to court proceedings, court programs, or court activities. Upon receipt, these agencies will forward any request for accommodation related to court proceedings, court programs, or court activities to the Sixth Judicial Circuit ADA Coordinator for processing. Conversely, should the Sixth Judicial Circuit receive a request for accommodation related to non-court, county programs or services, the

Sixth Judicial Circuit ADA Coordinator will forward such requests to either the Pasco County Human Resources Department or the Human Rights Office of Pinellas County, as appropriate.

II. ACCOMMODATIONS NOT UNDER THE ADA

A. **Emotional Support Animals:** An emotional support animal is defined as a companion animal that provides needed emotional support, well-being, or comfort to an individual in the forms of affection and companionship, but is not trained to do any specific work or tasks for the benefit of an individual. *See* Rule 2.540(h), Fla. R. Gen. Prac. & Jud. Admin. Unlike service animals which are permitted under the ADA, emotional support animals are not ordinarily permitted in court facilities, services, programs, or activities. However, the assigned judge or Chief Judge may make an exception upon advance request.

1. **Emotional Support Animals at Court Proceedings:** To request the use of an emotional support animal in court proceedings, the request must be made by written motion to the presiding judge in substantially the same form as Appendix A. The request must be made by written motion at least seven (7) days in advance of the court proceeding. Unless otherwise directed by the assigned judge, motions will be considered without hearing. The court will issue an order either permitting or denying the use of the emotional support animal in the court proceeding.
2. **Emotional Support Animals Outside of Court Proceedings:** To request the use of an emotional support animal in court facilities, services, programs, or activities which are outside of a court proceeding before a judge, the request must be submitted to the Office of Court Counsel via e-mail at courts@jud6.org in substantially the same form as Appendix A to be considered by the Chief Judge. The request must be made by written motion at least seven (7) days in advance of the requested use of the emotional support animal at a court facility, service, program, or activity. Unless otherwise directed by the Chief Judge, motions will be considered without hearing. The Chief Judge will issue an order either permitting or denying the use of the emotional support animal.

To enter a court facility with an emotional support animal, the individual seeking to use an emotional support animal must present the signed order permitting the use of the emotional support animal to court security upon entering the court facility.

Effective December 4, 2026, Administrative Order No. 2023-022 PA/PI-CIR is hereby rescinded.

DONE AND ORDERED in Chambers at Clearwater, Pinellas County, Florida, this 28th day of August 2026.

Original Signed by Shawn Crane, Chief Judge

Appendix A – Form Motion to Utilize Emotional Support Animal

cc: Email Distribution Lists
Available on Website at www.jud6.org

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

_____,

(Petitioner/Plaintiff),

v.

Case No.:
SECTION:

_____,

(Respondent/Defendant).

_____/

MOTION TO UTILIZE EMOTIONAL SUPPORT ANIMAL

(Petitioner/Plaintiff/Respondent/Defendant)_____ hereby moves
this Honorable Court to grant this Motion to Utilize Emotional Support Animal, and in support
thereof states as follows:

1. My name is _____.
2. I seek to utilize an emotional support animal under Florida Rule of General Practice
and Judicial Administration 2.540.
3. Specifically, I seek to use an emotional support animal for the following (select
either court proceeding or not a court proceeding and fill in the appropriate information):

☐ **Court Proceeding**

☐ **Not a Court Proceeding**

i. Reason for Appearing : _____

ii. Date: _____

iii. Location: _____

4. The emotional support animal is a (type of animal):

_____.

5. The emotional support animal is needed because (factual reasons for needing emotional support animal):

_____.

Certificate of Service

I certify that a copy of this document was () mailed () faxed and mailed () e-mailed () hand delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Designated E-mail Address(es): _____

Signature of Party

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Designated E-mail Address(es): _____
