

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

**ADMINISTRATIVE ORDER NO. 2015-36**

**RE: IDENTIFICATION OF COURT PLEADINGS  
WITH SPECIFICITY**

**ORDER**

**WHEREAS**, the Florida State Courts System and Clerks of Court are steadily moving in the direction of increased reliance upon electronic filing, electronic service, electronic scheduling, and electronic case dockets as presently provided for by the *Florida Supreme Court Standards for Electronic Access to the Courts Version 14.0*; and

**WHEREAS**, the ability to accurately and quickly identify or locate court pleadings, orders and other documents serves the interest of minimizing confusion and serves the further purpose of ensuring that judicial proceedings are handled as expeditiously and efficiently as possible; and

**WHEREAS**, several provisions within the *Florida Rules of Courts* already provide that documents filed shall be styled or captioned in such a manner as to indicate clearly the subject matter of the document and the party requesting relief; Fla.R.Civ.P. 1.100; Fla.R.Crim.P. 3.090; and

**WHEREAS**, all judges were informed this order would be entered June 30, 2015, if no objections were provided to the Chief Judge; and

In accordance with the authority vested in the Chief Judge pursuant to Rule 2.215, *Florida Rules of Administration*, it is

**ORDERED** that:

1. **Title or Caption of Pleadings and Orders:** When a party to a proceeding before the Courts of the First Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, the party or counsel shall, for ease of further reference, title or caption with specificity the pleading, document, notice of hearing, or proposed order so as to facilitate the ability to quickly identify and locate same utilizing only the title or caption (i.e. in multi-defendant cases: Order of Dismissal as to (insert name of specific party) or Order Granting (moving party)'s Motion to Dismiss with Leave to Refile)..

Henceforth, no order shall be submitted which is merely titled "ORDER."

2. **Pleadings Referenced Within Other Pleadings:** When a party to a proceeding before the Courts of the First Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, which includes a reference to a previously filed pleading, document or to the motion being scheduled for hearing, the party or counsel shall, for ease of further reference: (1) identify with specificity the previously filed pleading or document referenced therein, or the motion being scheduled for hearing; (2) identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the date it was filed with the clerk of Court; and, (3) if available, identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the docket line or docket number, as may be reflected on the Clerk's online web portal, if accessible by the party or counsel.
3. Failure to comply with the provisions of this Administrative Order or the applicable rules of procedure may, within the discretion of the judge and in

accordance with applicable case law, result in the pleading being stricken.

However, this Administrative Order is not intended to circumvent any jurisdictional time limitations and shall not be construed or applied as such.

4. To the extent that any provision of this Administrative Order may conflict with any rule, case law, or statute, the rule, case law, or statute will prevail.
5. This order shall become effective August 1, 2015.

**DONE AND ORDERED** in chambers, Pensacola, Escambia County, Florida this 6<sup>th</sup> day of July, 2015 *nunc pro tunc* June 30, 2015.

/S/ TERRY D. TERRELL

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**TERRY D. TERRELL  
IN THE CAPACITY AS  
FORMER CHIEF JUDGE**

Copies furnished to:

All Judges, First Judicial Circuit  
All Clerks, First Judicial Circuit  
Robin Wright, Trial Court Administrator  
By publication to Escambia Santa Rosa Bar Association  
By publication to Okaloosa Bar Association  
By publication to Walton Bar Association  
By posting to [www.FirstJudicialCircuit.org](http://www.FirstJudicialCircuit.org)