

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**ADMINISTRATIVE DIRECTIVE SRCAD2019-04**

**RE: REOPENING OF CLOSED FAMILY LAW CASES**

**WHEREAS**, it is established this directive shall apply to any person who qualifies as a “party” to a family law matter; and

**WHEREAS**, it is necessary to ensure every party to a case is properly notified of motions and notices of hearing filed with the Court and the reopening of said case; and

**WHEREAS**, pursuant to Rule 2.516, *Florida Rules of Judicial Administration*, the undersigned judge has the authority to direct the service of pleadings and documents filed, it is

**ORDERED:**

1. In all cases wherein a party has filed a motion which reopens a family law case, the filing party must obtain a hearing date and have both said motion and Notice of Hearing personally served on the opposing party at least five (5) days before the scheduled hearing. A return of service of the motion and Notice of Hearing must be filed in court file.

**DONE AND ORDERED** in chambers at Milton, Santa Rosa County, Florida, this  
\_21<sup>st</sup> \_ day of November 2019.

/S/JOHN F. SIMON, JR. \_\_\_\_\_  
**JOHN F. SIMON, JR.**  
**ADMINISTRATIVE JUDGE**

Copies to:  
The Honorable John L. Miller, Chief Judge  
All Judges, Santa Rosa County  
The Honorable Donald C. Spencer, Clerk of Court  
Robin M. Wright, Trial Court Administrator  
Brooke Jones, Court Operations Manager  
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