

IN THE CIRCUIT COURT OF THE 16TH  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA, IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 3.010

**IN RE:**

**ORDER ADOPTING AND  
IMPLEMENTING CIVIL  
DIFFERENTIATED CASE  
MANAGEMENT PLAN**

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**WHEREAS**, the Florida Supreme court issued Administrative Order SC2023-0962 and amended Florida Rules of Civil Procedure 1.200, requiring the Chief Judge of each judicial circuit to enter an administrative order addressing certain case management requirements; and

**WHEREAS**, pursuant to the aforementioned authorities, each civil case must be assigned to either a complex, general, or streamlined case management track within 120 days after the action commences; and

**WHEREAS**, except for case management orders issued in complex cases, the Chief Judge sets the forms for case management orders; and

**WHEREAS**, pursuant to the authority vested in the Chief Judge by Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215 of the Florida Rules of General Practice and Judicial Administration;

**IT IS THEREFORE ORDERED:**

1. The case management procedures set forth in this Administrative Order must be followed in all civil actions unless the action falls within an exception set forth in Florida Rule of Civil Procedure 1.200.
2. Within 120 days after the commencement of any civil case subject to this Administrative Order, the presiding judge in the case must review and assign the case to one of the three case management tracks by entering an initial case management order. Complex, streamlined, and general cases are defined as follows:
  - a. Complex Cases: Are actions designated by court order as complex

under Florida Rule of Civil Procedure 1.201, and such cases must proceed as provided in Rule 1.201.

- b. Streamlined Cases: Are actions that reflect mutual knowledge about the underlying facts and normally require little judicial intervention and which have relatively simple procedural and legal issues that can be resolved promptly by early referral to mediation or at an expedited hearing. These actions have limited needs for discovery, minimal documentary evidence, and an anticipated trial length of less than three (3) days. Uncontested cases should generally be presumed to be streamlined cases.
  - c. General Cases: Are all other actions that do not meet the criteria for complex or streamlined.
3. The case management order in a streamlined or general civil case, complete with the applicable deadlines, must be entered no later than 120 days after commencement of the action as provided in Florida Rule of Civil Procedure 1.050. Consistent with the requirements of Florida Rule of Civil Procedure 1.200, the Court must issue a case management order in streamlined and general civil cases using one of the forms attached to this Administrative Order.
4. Pursuant to Florida Rule of Civil Procedure 1.200, the case management order must specify, at a minimum, the following deadlines: service of complaints; service under extensions; adding new parties; completion of fact discovery; completion of expert discovery; filing and service of motions for summary judgment; filing and resolution of all objections to pleadings; filing and resolution of all pretrial motions; and completion of alternative dispute resolution.
5. Plaintiff's attorney must serve a copy of the case management order on each Defendant once service is obtained, and further, must serve a copy on any new party to an action, within 5 days of service of pleadings on that party. Plaintiff is required to serve a Notice of Service of Order for each such service with a copy emailed to the Case Manager.
6. The case management order for complex cases must be issued according to the requirements of Florida Rule of Civil Procedure 1.201.
7. All Sixteenth Judicial Circuit judges are to strictly comply with the requirements of Florida Rule of General Practice and Judicial Administration 2.545 which requires judges to conclude litigation as soon as it is reasonably and justly possible to do so, to take charge of all cases at an early stage and to actively control the progress of the case thereafter until it is determined, and to

apply a firm continuance policy allowing continuances only for good cause shown.

8. All attorneys practicing in the Sixteenth Judicial Circuit must strictly comply with Florida Rule of General Practice and Judicial Administration 2.545(a), which requires lawyers to conclude litigation as soon as it is reasonably and justly possible to do so.
9. All parties must comply with Rule 1.202, Florida Rules of Civil Procedure which now requires a movant to confer with opposing counsel and to certify that conferral in writing, prior to the filing of certain motions.
10. The procedures set forth herein do not supplant any existing rule, statute, or law, nor should they be construed as granting any rights not already provided for by rule, statute, or law. To the extent that any timeframe or other provision of this Administrative Order may be construed as conflicting with any rule, statute, or law, the rule, statute or law shall prevail.
11. The attached case management orders may be amended in conformance with Florida Rule of Civil Procedure 1.200 as necessary without further amendment of this Administrative Order.

This Administrative Order is effective January 1, 2025. Administrative Order 2.072/21-1, *Civil Case Management Plan* is rescinded as of January 1, 2025.

**DONE AND ORDERED** in chambers in Key West, Monroe County, Florida, this 11<sup>th</sup> day of February, 2025 *nunc pro tunc* January 1, 2025.

  
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Honorable Bonnie J. Helms  
Chief Judge

IN THE COUNTY/CIRCUIT OF THE SIXTEENTH JUDICIAL CIRCUIT  
IN AND FOR MONROE COUNTY, FLORIDA

CASE NUMBER: XXXXX

XXXXX  
Plaintiff,

-vs-

XXXXX  
Defendant.

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**CIVIL CASE MANAGEMENT ORDER**  
**(STREAMLINED TRACK)**

Pursuant to Rule 1.200, Florida Rules of Civil Procedure, and Rule 2.250, Florida Rules of Judicial Administration, it is hereby

**ORDERED as follows:**

**Pursuant to Florida Rule of Civil Procedure 1.200, the deadlines set forth hereafter shall govern this case. THE DEADLINES ESTABLISHED BY THIS ORDER WILL BE STRICTLY ENFORCED BY THE COURT subject to the provisions of Fla. R. Civ. P. 1.200(e).**

1. **Plaintiff Ordered to Serve Case Management Order:** Plaintiff's attorney is hereby ordered to serve a copy of this Order on each Defendant at the time of service of the complaint or within 5 days of this Order being entered for parties already served at the time this Order is entered. **Plaintiff is required to file a Notice of Service of Case Management Order for each such service with a copy emailed to the Case Manager.**
2. **Deadline for Service of Complaint:** The deadline for service of the initial complaint is **120 days** after the filing of complaint (Fla. R. Civ. P. 1.070(j)).
3. **Deadline for Service Under Extension:** When service is not made within **120 days** after the filing of the complaint, any additional time for service allowed by the Court pursuant to Fla. R. Civ. P. 1.070(j) shall not exceed 30 days.
4. **Deadline for Service When Adding New Parties:** The deadline for serving an amended complaint on a new party is **120 days** from the entry of an order granting leave to amend (Fla. R. Civ. P. 1.070(j)).

5. **Deadline for Completion of Fact Discovery:** All Fact Discovery shall be completed within **150 days** of service of the complaint or 270 days after the filing of the complaint, whichever comes first. "Completed" means responses have been received, discovery motions have been ruled on, and all discovery matters fully resolved. This discovery deadline shall not prevent the taking of depositions to perpetuate testimony and depositions of records custodians to establish evidentiary predicates for trial, which must be completed prior to the Pretrial Conference.
6. **Deadline for Completion of Expert Discovery:** All Expert Discovery shall be completed within **150 days** after the service of the complaint or 270 days after the filing of the complaint, whichever comes first. "Completed" means responses have been received, discovery motions have been ruled on, and all discovery matters fully resolved. This discovery deadline shall not prevent the taking of depositions to perpetuate testimony and depositions of records custodians to establish evidentiary predicates for trial, which must be completed prior to the Pretrial Conference.
7. **Deadline for Filing and Service of Motions for Summary Judgment:** Motions for Summary Judgment must be filed and served on the nonmoving party no later than **300 days** after the filing of the initial complaint, and at least 30 days before the time fixed for hearing. A party may move for summary judgment at any time after the expiration of 20 days from the commencement of the action or after service of a motion for summary judgment by the adverse party.
8. **Deadline for Filing and Resolutions of All Objections to the Pleadings:** Motions directed to and/or objecting to the pleadings shall be filed no later than **30 days** after service of the pleading and resolved no later than **60 days** after service of the pleading. Pleadings are defined as:
  1. a complaint or, when so designated by a statute or rule, a petition,
  2. an answer to it;
  3. an answer to a counterclaim;
  4. an answer to a crossclaim if the answer contains a crossclaim;
  5. a third-party complaint if a person who was not an original party is summoned as a third-party defendant;
  6. and a third-party answer if a third-party complaint is served.
  7. If an answer or third-party answer contains an affirmative defense and the opposing party seeks to avoid it, the opposing party must file a reply containing the avoidance.

No other documents are recognized as pleadings. All motions directed to the pleadings shall be accompanied by a notice of hearing that sets any such motion for hearing to be held within **30 days** of the date of the filing of the motion. Any party unable to secure hearing time to comply herewith is directed to call the Court's Judicial Assistant immediately so that hearing time can be made available. The parties are advised that the Court's Trial Order will summarily deny all motions directed to the pleadings that have been filed without being set for hearing as required above. All objections to the pleadings shall be resolved within **60 days** of service of the pleadings or **180 days** after the filing of the complaint, whichever occurs first.

9. **Deadline for Filing and Resolution of Pre-Trial Motions:** The deadline for filing all pretrial motions (not including discovery motions or motions directed to or objecting to the pleadings) is **270 days** from the date of filing the initial complaint. The deadline for resolution of all pretrial motions is **300 days** from the date of the filing of the initial complaint.
10. **Deadline for Completion of Alternative Dispute Resolution:** The Court requires mediation in all civil cases, unless otherwise ordered. This order shall constitute a referral to mediation by the

Court pursuant to Fla. R. Civ. P. 1.700(a), and the rules, procedures and other requirements set forth in Rules 1.700-1.730, are applicable, including the imposition of sanctions, which includes attorney's fees and costs, inter alia, regarding all mediations conducted in or regarding this case. The parties shall mediate this case within **180 days** after service of the complaint or **300 days** after the filing of the complaint, whichever comes first. **Plaintiff's counsel is directed to coordinate the mediation with all other counsel.** Failure to comply with this requirement may be sanctioned by the Court as appropriate, including dismissal or striking of pleadings.

11. **Discovery Disputes**: All counsel shall meet and confer on such disputes, prior to filing a motion with the Court regarding the discovery dispute.
12. **Projected Trial Period**: This case is projected to be tried beginning **310 days** after the filing of the initial complaint.

**DONE AND ORDERED** in chambers at Key West, Monroe County, Florida, on [% judge\_signature\_date %]

[% judge\_signature %]

Copies to:

IN THE COUNTY/CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT  
IN AND FOR MONROE COUNTY, FLORIDA

CASE NUMBER: XXXXX

XXXXX  
Plaintiff,

-vs-

XXXXX  
Defendant.

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**CIVIL CASE MANAGEMENT ORDER**  
**(GENERAL TRACK)**

Pursuant to Rule 1.200, Florida Rules of Civil Procedure, and Rule 2.250, Florida Rules of Judicial Administration, it is hereby

**ORDERED** as follows:

**Pursuant to Florida Rule of Civil Procedure 1.200, the deadlines set forth hereafter shall govern this case. THE DEADLINES ESTABLISHED BY THIS ORDER WILL BE STRICTLY ENFORCED BY THE COURT** subject to the provisions of Fla. R. Civ. P. 1.200(e).

1. **Plaintiff Ordered to Serve Case Management Order:** Plaintiff's attorney is hereby ordered to serve a copy of this Order on each Defendant at the time of service of the complaint or within 5 days of this Order being entered for parties already served at the time this Order is entered. **Plaintiff is required to file a Notice of Service of Case Management Order for each such service with a copy emailed to the Case Manager.**
2. **Deadline for Service of Complaint:** The deadline for service of the initial complaint is **120 days** after the filing of complaint (Fla. R. Civ. P. 1.070(j)).
3. **Deadline for Service Under Extension:** When service is not made within **120 days** after the filing of the complaint, any additional time for service allowed by the Court pursuant to Fla. R. Civ. P. 1.070(j) shall not exceed 30 days.
4. **Deadline for Service When Adding New Parties:** The deadline for serving an amended complaint on a new party is **120 days** from the entry of an order granting leave to amend (Fla. R. Civ. P. 1.070(j)).

5. **Deadline for Completion of Fact Discovery:** All Fact Discovery shall be completed within **160 days** of service of the complaint or 280 days after the filing of the complaint, whichever comes first. "Completed" means responses have been received, discovery motions have been ruled on, and all discovery matters fully resolved. This discovery deadline shall not prevent the taking of depositions to perpetuate testimony and depositions of records custodians to establish evidentiary predicates for trial, which must be completed prior to the Pretrial Conference.
6. **Deadline for Completion of Expert Discovery:** All Expert Discovery shall be completed within **180 days** after the service of the complaint or 300 days after the filing of the complaint, whichever comes first. "Completed" means responses have been received, discovery motions have been ruled on, and all discovery matters fully resolved. This discovery deadline shall not prevent the taking of depositions to perpetuate testimony and depositions of records custodians to establish evidentiary predicates for trial, which must be completed prior to the Pretrial Conference.
7. **Deadline for Filing and Service of Motions for Summary Judgment:** Motions for Summary Judgment must be filed and served on the nonmoving party no later than **330 days** after the filing of the initial complaint, and at least 30 days before the time fixed for hearing. A party may move for summary judgment at any time after the expiration of 20 days from the commencement of the action or after service of a motion for summary judgment by the adverse party.
8. **Deadline for Filing and Resolutions of All Objections to the Pleadings:** Motions directed to and/or objecting to the pleadings shall be filed no later than **30 days** after service of the pleading and resolved no later than **60 days** after service of the pleading. Pleadings are defined as:
  1. a complaint or, when so designated by a statute or rule, a petition,
  2. an answer to it;
  3. an answer to a counterclaim;
  4. an answer to a crossclaim if the answer contains a crossclaim;
  5. a third-party complaint if a person who was not an original party is summoned as a third-party defendant;
  6. and a third-party answer if a third-party complaint is served.
  7. If an answer or third-party answer contains an affirmative defense and the opposing party seeks to avoid it, the opposing party must file a reply containing the avoidance.

No other documents are recognized as pleadings. All motions directed to the pleadings shall be accompanied by a notice of hearing that sets any such motion for hearing to be held within **30 days** of the date of the filing of the motion. Any party unable to secure hearing time to comply herewith is directed to call the Court's Judicial Assistant immediately so that hearing time can be made available. The parties are advised that the Court's Trial Order will summarily deny all motions directed to the pleadings that have been filed without being set for hearing as required above. All objections to the pleadings shall be resolved within **60 days** of service of the pleadings or **180 days** after the filing of the complaint, whichever occurs first.

9. **Deadline for Filing and Resolution of Pre-Trial Motions:** The deadline for filing all pretrial motions (not including discovery motions or motions directed to or objecting to the pleadings) is **420 days** from the date of filing the initial complaint. The deadline for resolution of all pretrial motions is **510 days** from the date of the filing of the initial complaint.
10. **Deadline for Completion of Alternative Dispute Resolution:** The Court requires mediation in all civil cases, unless otherwise ordered. This order shall constitute a referral to mediation by the

Court pursuant to Fla. R. Civ. P. 1.700(a), and the rules, procedures and other requirements set forth in Rules 1.700-1.730, are applicable, including the imposition of sanctions, which includes attorney's fees and costs, inter alia, regarding all mediations conducted in or regarding this case. The parties shall mediate this case within **300 days** after service of the complaint or **420 days** after the filing of the complaint, whichever comes first. **Plaintiff's counsel is directed to coordinate the mediation with all other counsel.** Failure to comply with this requirement may be sanctioned by the Court as appropriate, including dismissal or striking of pleadings.

11. **Discovery Disputes**: All counsel shall meet and confer on such disputes, prior to filing a motion with the Court regarding the discovery dispute.
12. **Projected Trial Period**: This case is projected to be tried beginning **480 days** after the filing of the initial complaint.

**DONE AND ORDERED** in chambers at Key West, Monroe County, Florida, on [%  
judge\_signature\_date %]

[% judge\_signature %]

Copies to: