

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT  
IN AND FOR BREVARD COUNTY,  
FLORIDA

**ADMINISTRATIVE ORDER NO.:**  
**09-30-B**  
**SUPERSEDES 91-144-B & 97-27-**  
**B**

**IN RE: ADMINISTRATIVE RULES - PROCEDURES FOR MAILING AND OUTGOING  
SUMMONS**

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It is hereby ordered that;

All proposed orders submitted for consideration by the Court, shall be accompanied by copies of order and stamped envelopes addressed to all parties for return of the executed Order.

All notices for trial in civil actions shall be accompanied by stamped envelopes addressed to all parties for return of Order setting trial.

All summons used to file a complaint on a defendant/respondent must include the following address for the defendant/respondent to file a written response: Clerk of Court, P.O. Box 219, Titusville, FL 32781-0219, Tel: 321-637-5413; Fax: 321-264-5269.

DONE and ORDERED this 23rd day of JUNE, 2009.

CLAYTON D. SIMMONS  
CLAYTON D. SIMMONS  
CHIEF JUDGE

Distribution:  
All Circuit and County Court Judges (Brevard County)  
Court Administration (Brevard and Seminole Counties)  
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