

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

ADMINISTRATIVE ORDER NO.:
24-42-B

**IN RE: JUDGES - CASELOAD ASSIGNMENTS - ASSIGNMENT OF DOMESTIC RELATIONS
CASES IN THE CIRCUIT COURT FOR BREVARD COUNTY, FLORIDA**

A. CREATION OF DIVISIONS:

The Domestic Relations Division of the Circuit Court of Brevard County consists of four divisions designated as Domestic Relations. One of the judges serving in a Domestic Relations Division shall be appointed as Administrative Judge by the Chief Judge of the Eighteenth Judicial Circuit.

B. RESPONSIBILITIES OF JUDGES:

The judge of each Domestic Relations Division shall be responsible for the progress and conduct of all cases assigned to that division from inception to conclusion including, but not limited to pretrial, trial, and post-trial motions, and shall exercise supervision over the preparation of all calendars and dockets of cases assigned to the division.

C. ASSIGNMENT OF CASES FOR CIRCUIT DOMESTIC RELATIONS:

The Clerk of the Court shall assign cases to the four Domestic Relations Divisions pursuant to the following criteria:

(1) THE ZIP CODE REGIONS SHALL BE STRUCTURED AS FOLLOWS:

- a. NORTH: Consists of the following zip codes: 32754, 32775, 32780, 32781, 32783, 32796, 32920, 32923, 32927, 32931, 32952, 32953, and 32959. North zip codes will be assigned to the Domestic Relations judge located at the Titusville Historic Courthouse.
- b. CENTRAL: Consists of the following zip codes: 32901, 32902, 32903, 32904, 32905, 32907, 32908, 32909, 32922, 32925, 32926, 32934, 32935, 32936, 32937, 32940, 32941, 32948, 32949, 32950, 32951, 32954, 32955, 32956, and 32976. Central zip codes will be programmatically assigned by a rotation of the three Domestic Relations judges located at the Moore Justice Center.

- c. OUT OF COUNTY: Any other zip codes that do not fall into the North or Central regions should be considered as Out of County. Out of County zip codes will be programmatically assigned by a rotation of all four Domestic Relations judges across the county.
- (2) STATE OF FLORIDA DEPARTMENT OF REVENUE (DOR) CASES:
- a. If the first petitioner (PT1) is the State of Florida Department of Revenue (DOR), the case will be assigned using the second petitioner's (PT2) zip code.
 - b. If the second petitioner's (PT2) zip code is not indicated, the case will be assigned using the respondent's zip code.
- (3) ALL OTHER DOMESTIC RELATIONS CASES:
- a. The case will be assigned using the petitioner's attorney's zip code.
 - b. If there is no attorney for the petitioner, the case will be assigned using the petitioner's zip code.
 - c. If there is no zip code indicated for the petitioner, the case will be assigned using the respondent's zip code.
- (4) COORDINATION OF RELATED CASES:
All related Domestic Relations cases must continue to follow the order for the Model Family Court pursuant to Administrative Order 24-14.
- (5) JUDGE/DIVISION REASSIGNMENTS:
Upon Judge/Division reassignments, Domestic Relations cases that are unresolved and pending shall remain with the division currently assigned. The case will not follow the currently assigned judge, rather the case will remain with the division, and the new judge assuming the division will be assigned the case.
- D. DUTIES OF ADMINISTRATIVE JUDGE:**
The Administrative Judge of the Domestic Relations Division, in addition to those duties specifically assigned herein, shall be responsible for the general supervision of that department and shall perform those administrative duties necessary to its efficient and effective operation in conformity with the applicable policies, procedures, and rules governing the administration of that department as contemplated by Rule 2.215(b)(5), Florida Rules of Judicial Administration.
- E.** The Clerk of the Court is directed to modify its procedures as necessary to implement this Order.
- F.** This Administrative Order is effective January 6, 2025.

DONE AND ORDERED this 28th day of October, 2024.



CHARLIE CRAWFORD
CHIEF JUDGE

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