

BROWARD COUNTY HAS FOUR (4) COUNTY COURTHOUSE LOCATIONS.

West Regional * North Regional * South Regional * Central Courthouse

LANDLORDS and Property Managers that wish to file an eviction should review the following Administrative Order to understand which county courthouse their case will be assigned to. The location is based on the LANDLORD'S ADDRESS, OFFICE or PROPERTY MANAGER'S ADDRESS and the location of the Broward County Courthouse must be indicated on the "EVICTION SUMMONS / RESIDENTIAL". The address provided on a 3 Day Notice or any notice to the tenant cannot be a PO BOX. You must provide a physical address such as residential or office/commercial address for the tenant to repond.

A Property Manager must have Authorization to file and manage the eviction (form attached hereto). Landlord's who property is owned under an LLC or Corporation should consult an attorney before filing an eviction. Please feel free to call All Broward Process Corp for a referral (954)214-5194 if you need an attorney.

AUTHORIZATION TO PROPERTY MANAGER

My name is _____, and I am the landlord
for the property located at the following address:

«Tenant_Street_Address» _____

«Tenant_City_State_Zip» _____

My property manager's name is _____.
My property manager is responsible for the renting,
maintenance, and collection of rent for the above
described residential property.

I hereby authorize my property manager to
complete, sign, and file the pleadings necessary to evict a
tenant for nonpayment of rent. I understand that the
court file shall reflect that I am the plaintiff in the case. I
also understand that my property manager cannot seek
to recover past due rent on my behalf.

_____ sign

_____ print name

Landlord and Plaintiff

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Administrative Order No. 2020-34-CO

**SECOND AMENDED ADMINISTRATIVE ORDER ESTABLISHING
LOCATIONS FOR FILING OF COUNTY CIVIL ACTIONS AND THE
HEARING OF SMALL CLAIMS CIVIL ACTIONS**

- (a) Florida Rule of Judicial Administration 2.215 (b) (3) states the Chief Judge shall “develop an administrative plan” and “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”
- (b) The Broward County Board of County Commissioners has established four (4) courthouses in Broward County. The Broward County Central Judicial Complex is located at 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301 (“Central Courthouse”). The North Regional Courthouse is located at 1600 West Hillsboro Boulevard, Deerfield Beach, Florida 33442 (“North Regional Courthouse”). The South Regional Courthouse is located at 3550 Hollywood Boulevard, Hollywood, Florida 33021 (“South Regional Courthouse”). The West Regional Courthouse is located at 100 North Pine Island Road, Plantation, Florida 33324 (“West Regional Courthouse”). For purposes of this Administrative Order, the Central Courthouse, North Regional Courthouse, South Regional Courthouse, and West Regional Courthouse will collectively be referred to as “the “Broward County Courthouses.”
- (c) County Court civil actions are assigned to the Broward County Courthouses, and a fair and equitable distribution of the caseload is required.
- (d) In accordance with the authority vested in the chief judge by Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED**:

- (1) Effective **Monday, June 1, 2020**, all County Court civil division cases, excluding civil infractions that are assigned to a Traffic Hearing Officer, and small claims consumer debt cases, as defined herein, shall be filed and assigned pursuant to the zip code designations provided below:

A. COURTHOUSE LOCATIONS

- (1) **WEST REGIONAL COURTHOUSE** – **100 North Pine Island Road, Plantation, Florida 33324**, shall be assigned all County Court civil division cases within zip codes:

33313	Lauderhill
33317	Plantation
33318	Plantation
33321	Fort Lauderdale/Tamarac
33322	Plantation
33324	Davie/Plantation
33325	Davie/Sunrise
33327	Weston
33328	Cooper City/Davie
33329	Davie
33330	Davie/Southwest Ranches
33331	Weston/Southwest Ranches
33332	Weston/Southwest Ranches
33345	Sunrise
33351	Sunrise/Lauderhill

(2) NORTH REGIONAL COURTHOUSE – **1600 West Hillsboro Boulevard, Deerfield Beach, Florida 33442**, shall be assigned all County Court civil division cases within and zip codes:

33060	Pompano Beach
33061	Pompano Beach
33062	Pompano Beach/Lauderdale-by-the-Sea
33063	Margate/Coconut Creek
33064	Hillsboro Beach/Lighthouse Point/Pompano Beach
33065	Coral Springs
33066	Coconut Creek
33067	Coral Springs/Parkland
33068	Margate/North Lauderdale
33069	Pompano Beach
33071	Coral Springs
33073	Coconut Creek
33076	Coral Springs/Parkland
33077	Coral Springs
33093	Margate
33309	Fort Lauderdale/Tamarac
33319	Sunrise/Tamarac/Lauderhill
33441	Deerfield Beach
33442	Deerfield Beach

ALL ZIP CODES OF PALM BEACH COUNTY

(3) SOUTH REGIONAL COURTHOUSE – **3550 Hollywood Boulevard, Hollywood, Florida 33021**, shall be assigned all County Court civil division cases within zip codes:

33008	Hallandale Beach
33009	Hallandale Beach
33020	Hollywood
33021	Hollywood
33023	Miramar/West Park/Pembroke Park
33024	Cooper City/Hollywood/Pembroke Pines
33025	Miramar
33026	Cooper City/Pembroke Pines
33027	Miramar
33028	Pembroke Pines
33029	Pembroke Pines
33081	Hollywood
33082	Pembroke Pines
33084	Pembroke Pines
33314	Fort Lauderdale/Davie
33326	Weston

ALL ZIP CODES OUTSIDE OF THE TRI-COUNTY (Broward County, Miami-Dade County, and Palm Beach County) AREA

(4) CENTRAL COURTHOUSE – **201 S.E. 6th Street, Fort Lauderdale, Florida 33301**, shall be assigned all County Court civil division cases within zip codes:

33004	Dania Beach
33019	Hollywood
33301	Fort Lauderdale
33302	Fort Lauderdale
33303	Fort Lauderdale
33304	Fort Lauderdale
33305	Fort Lauderdale/Wilton Manors/Lazy Lake
33306	Fort Lauderdale/Sea Ranch Lakes
33308	Fort Lauderdale/Lauderdale-by-the-Sea
33310	Fort Lauderdale
33311	Fort Lauderdale/Oakland Park
33312	Fort Lauderdale/Dania Beach

33315 Fort Lauderdale
33316 Fort Lauderdale
33323 Sunrise
33334 Fort Lauderdale/Oakland Park/Wilton Manors
33335 Fort Lauderdale
33394 Fort Lauderdale
ALL ZIP CODES OF MIAMI-DADE COUNTY

B. SPECIAL INSTRUCTIONS

- (1) All County Court civil division cases shall be filed based upon the zip code of the plaintiff unless represented by counsel, in which case, the primary street address of the physical office location of the attorney shall be utilized.
- (2) Upon the filing of a new County Court civil division case, the Clerk of the Court shall review the filing and ensure it is filed in and assigned to the appropriate courthouse location as set forth herein.
- (3) A zip code listed in this Administrative Order may cover cities or locations other than those specifically noted herein. Regardless of the city or location designated on the filing, the zip code listed on the filing shall control and the action filed in and assigned to the appropriate courthouse location as set forth herein.
- (4) An attorney whose primary street address (excluding a post office box location) of his or her physical office location is not located in Broward County may not circumvent the application of this Administrative Order by retaining local counsel to cover his or her hearing, nor by opening a satellite office or post office box/mail drop that is not the attorney's primary street address of his or her physical office location.
- (5) In the instance when a case has been filed with co-counsel with primary street addresses in different zip codes, the case shall be filed at the courthouse location in the following order of priority based on the relevant zip code: South, West, North, Central.
- (6) All County Court civil division cases filed absent a zip code shall be assigned to the Central Courthouse and may be reassigned pursuant to the provisions of this Administrative Order.

(7) If a County Court civil division case is not filed in accordance with this Administrative Order, the presiding judge on his or her own motion or upon the duly filed motion of either party can transfer the action to the appropriate courthouse location. The presiding judge may, *sua sponte*, impose sanctions, as permitted by law, for failure of the filer to comply with this Administrative Order.

C. ASSIGNMENT OF SMALL CLAIMS CREDIT CARD AND CONSUMER DEBT CASES

(1) Effective June 1, 2020 and notwithstanding the zip code designations above, the Clerk of the County Court shall assign all small claims credit card and consumer debt cases filed under the Clerk's filing codes SC11, SC12, SC13, SC14, and SC 15 to County Civil Division 47. This includes any case filed prior to the effective date of this Administrative Order and which does not have a divisional assignment.

(2) Division 47 dockets/hearings shall commence on July 1, 2020 and shall be scheduled on an hourly basis as directed by the Administrative Judge of the County Court. Each hourly docket shall be capped at a total of (30) cases.

(3) Any case in which a party demands a jury trial that is not settled on or before the pretrial conference date shall be transferred for random assignment to another county civil division.

D. HEARING OF SMALL CLAIMS CIVIL ACTIONS

(1) Except as provided for in Section C. above, the small claims dockets shall be set by the Clerk of the County Court as follows:

(a) The Clerk of the Courts shall assign small claims cases to all County Court civil divisions.

(b) Small claims cases shall be assigned to dockets as follows:

(i) Central Courthouse small claims dockets shall continue to be set on dockets as designated in written notice by the Administrative Judge of the County Court. All personal injury protection ("PIP") and other insurance cases shall be set on the 1:30 p.m. docket. The Administrative Judge of the County Court shall provide the Clerk of the Courts with the schedule of when the County Court civil judges located at the Central Courthouse will be hearing small claims cases so that the

cases may be assigned to the appropriate division and may also make necessary adjustments to the number of cases set per docket.

(ii) Satellite courthouse locations (North Regional Courthouse, South Regional Courthouse, and West Regional Courthouse) small claims cases shall be equally distributed to the County Court judges and the dockets set as directed by the judge assigned to the county civil division unless otherwise directed by the Administrative Judge of the County Court.

(2) This Administrative Order vacates and supersedes 2019-13-CO on Monday, June 1, 2020.

DONE AND ORDERED at Fort Lauderdale, Broward County, Florida, this 22nd day of May, 2020 *nunc pro tunc* to April 28, 2020.

/s/ Jack Tuter

Jack Tuter, Chief Judge