

**THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 21-1  
(Court Administration)**

**ADMINISTRATIVE ORDER  
NO. 21-2**

**IN RE: ESTABLISHING CIRCUIT  
CIVIL NOTICE OF RELATED CASES  
FILING REQUIREMENT**

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**WHEREAS**, in an effort to conserve judicial resources and promote an efficient determination of actions in the Circuit Civil Division, whenever a circuit civil case is filed with the Clerk of the Courts, it has been determined that a notice of related cases form must accompany such filing; and

**WHEREAS**, the Court has determined that, in addition to being informed of related Circuit Civil cases, Circuit Civil judges should also be informed of related cases from other Divisions;

**NOW, THEREFORE**, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215, Florida Rules of Judicial Administration, it is hereby **ORDERED** that:

1. The attached Circuit Civil Notice of Related Cases must accompany the initial pleading by the filing attorney or self-represented party. The document must be separately filed as a "Notice of Related case" in the eFiling Portal.
2. A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is "related" to a circuit civil case if it involves any of the same parties, family members including children, or issues and it is pending at the time the party files a circuit civil case; if it affects the court's jurisdiction to proceed; if an order in the related case may conflict with an order on the same issues in the new case; or if an order in the new case may conflict with an order in the earlier litigation; or if the case is related to a previously filed case between the same parties or predecessors in interest, such as a previously filed foreclosure action.
3. Each party shall have a continuing duty to inform the court of any related proceedings and must therefore submit separate or joint supplemental notices as related cases become known or reasonably ascertainable.

This Administrative Order shall become effective immediately upon execution and shall

remain in effect until further order of the Court.

**DONE AND ORDERED** in Chambers at Miami-Dade County, Florida, this 5<sup>TH</sup> day of January 2021.

**BERTILA SOTO, CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN  
AND FOR MIAMI-DADE COUNTY, FLORIDA

CIVIL DIVISION

CASE NO.: \_\_\_\_\_

SECTION: \_\_\_\_\_

IN RE: \_\_\_\_\_/

**CIRCUIT CIVIL NOTICE OF RELATED  
CASES**

1. **(Petitioner) / (Respondent)** submits this Notice of Related Cases as required by Administrative Order XX-XX.
2. [check **one** only]:
  - ☐ There are no related cases for this filing.
  - ☐ There are related cases for this filing, as described below.
3. The Petitioner acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.
4. The case or cases listed below are related for the following reason or reasons [check **all** that apply, and add additional lines or pages if necessary]:

- ☐ The following case or cases involve any of the same parties, family members including children, or issues and it is pending at the time the party files a circuit civil case:

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

- ☐ The following case or cases (which may be open or closed) arise from the same or substantially identical transactions, happenings, or events, as the above-captioned case, **or** they involve determining the same or substantially identical legal questions:

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

☐ The following case or cases (which may be open or closed) affect the court's jurisdiction to proceed:

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

☐ An order or orders from the following case or cases (which may be open or closed) may conflict with an order on the same issues in this one, and vice versa:

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

Case name: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Division: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_

### **CERTIFICATE OF SERVICE**

I certify that a copy the foregoing document has been furnished to \_\_\_\_\_

\_\_\_\_\_ by (e-mail) (delivery) (mail)  
(fax) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Attorney's Signature

Printed Name: \_\_\_\_\_

Bar Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_