

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

**CASE NO. 24-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 24-12**

**IN RE: ESTABLISHMENT OF ELECTION
PROCEDURES**

WHEREAS, during local, state, and federal elections, issues may arise during the voting period that require immediate judicial involvement; and

WHEREAS, election lawsuits may be filed after hours when the Clerk's Office is closed; and

WHEREAS, a managing judge is necessary to address election related issues to ensure a timely response to election related issues; and

WHEREAS, procedures need to be in place to ensure the orderly administration of justice.

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 General Practice and Judicial Administration, it is hereby **ORDERED**:

1. Any action involving election or voting issues shall be designated by the filer as case type "Election."
2. The Chief Judge, or his/her designee, will be the judicial officer who will exercise administrative supervision over lawsuits involving the election process in Miami-Dade County. This includes, but is not limited to, lawsuits filed by a candidate, the candidate's party organization, the supervisor of elections, the media, or an interested party.
3. New cases designated as case type "Election" shall be randomly assigned by the Clerk of Court pursuant to the blind filing system in accordance with its usual practice, but the Clerk's Office shall immediately notify the Chief Judge, or his/her designee, when such cases are filed.
4. Emergency motions in cases designated as case type "Election," including those filed during the period starting one week prior to election day (including primary

election day) until the official election results are certified and returned to the secretary of state, shall be marked in the e-portal as “emergency.”

- a. Also, to ensure that the filing is identified as an election filing, the filer shall include the word “Election” in the title of the filing. If the word “Election” is not included in the title of the filing, then the filing may not be addressed on an expedited basis.
 - b. The Clerk’s Office shall immediately notify the Chief Judge, or his/her designee, when such emergency motions are filed.
5. If an emergency filing in a case designated as case type “Election,” is made after business hours, the filing party shall contact the Civil Division Emergency Duty Judge listed on the Eleventh Judicial Circuit Court’s website at <https://www.jud11.flcourts.org/About-the-Court/Judges/Emergency-Judges> to inform the Emergency Duty Judge of the emergency motion.
- a. The Emergency Duty Judge’s judicial assistant, or designee’s judicial assistant, shall conduct after-hours communication with the noticed parties.

This Administrative Order shall take effect immediately and shall remain in effect until further order of the Court.

DONE and **ORDERED** in Chambers at Miami-Dade, Florida, this 13th day of September 2024.

**NUSHIN G. SAYFIE, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**