

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

**CASE NO. 20-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 20-17**

**IN RE: CREATION OF GENERAL
MAGISTRATE SECTION CVGM03 IN
THE CIVIL DIVISION OF THE
ELEVENTH JUDICIAL CIRCUIT OF
FLORIDA**

WHEREAS, in order to expedite the administration of justice in the Eleventh Judicial Circuit of Florida, under Rule 2.215, Florida Rules of Judicial Administration, the Chief Judge is authorized to appoint General Magistrates; and

WHEREAS, to effectively manage the volume of cases pending in Civil Division, and to ensure judicial resources are efficiently allocated for the administration of court business, it is necessary to establish procedures to ensure the effective scheduling of cases before a General Magistrate to serve the interest of the litigants of Miami-Dade County; and

WHEREAS, to promote a more efficient scheduling procedure and eliminate delays in scheduling civil matters referred to the General Magistrate (GM) by Judges in the Civil Division, the Court has determined that a GM section must be created in the Civil Division to utilize the Court's Management and Access Platform (courtMAP).

WHEREAS, CIVIL GENERAL MAGISTRATE ELIZABETH SCHWABEDISSEN was appointed to the Civil Division pursuant to Administrative Order 05-27, to perform certain duties in accordance with the applicable Florida Statutes, and court rules;

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:

1. Effective October 6, 2020, GM Section CVGM03 shall be created in the Civil Division;
2. GM Section CVGM03 shall be configured to be available in all civil cases in

the case management filing system at the time of filing and in all open and pending civil cases;

3. The General Magistrate is authorized to hear matters that are referred by the Judges in the Civil Division. All matters referred to the General Magistrate will require an Order of Referral signed by the Judge assigned in each case.

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 County, Florida, this 6th day of October, 2020.

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