

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

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

**ADMINISTRATIVE ORDER
NO. 21-16**

**IN RE: EXEMPLIFICATION
CERTIFICATIONS**

WHEREAS, pursuant to Florida Rule of General Practice and Judicial Administration 2.215, the Chief Judge of the Eleventh Judicial Circuit of Florida has the authority to adopt administrative orders necessary to ensure the efficient and proper administration of all courts within the Eleventh Judicial Circuit; and

WHEREAS, the Clerk of the Court is periodically required to provide Exemplification Certifications, which are required to authenticate or exemplify a Court document;

WHEREAS, it is necessary for the Clerk of Court to maintain an adequate supply of Exemplification Certifications to ensure a timely response for exemplification requests.

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

When requested by the Clerk of the Court, it shall be the responsibility of the Administrative Judge or designated Judge of the respective Court Division, to sign blank Exemplification Certifications (See Attached Example Exemplification Certification), certifying the identity of the Clerk of Court and that the Circuit and County Courts' have an authenticated Seal for the Clerk of Court.

The Clerk of Court shall stamp the Exemplification Certification with the Seal, certify that he/she is the Custodian of Official Court Records for Miami-Dade County, Florida, identify the document, and attach the certified copy of the document to the Exemplification Certification.

DONE AND ORDERED in Chambers at Miami-Dade, Florida, this 23RD day of September 2021.

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