

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2014-005 PI-CTY

**RE: PROCESSING OF SMALL CLAIMS CASES IN PINELLAS COUNTY COURT**

Administrative Order 2012-029 was adopted to provide for allocation of various case types including small claims cases in Pinellas County based upon ZIP code. Administrative Order 2012-040 was adopted to address several issues relating to county court cases. One provision in Administrative Order 2012-040 needs to be modified to ensure that calendaring of small claims pre-trial hearings is consistent with the ZIP code allocation as provided for in Administrative Order 2012-029.

In order to clarify the procedure for processing small claims cases and in accordance with Article V, section 2, Florida Constitution, Rule of Judicial Administration 2.215, §43.26, Florida Statutes, and Sixth Judicial Circuit Local Rules, it is

**ORDERED:**

**Simplified dissolution of marriage:**

1. Simplified dissolution of marriage cases are to be assigned to Circuit Family Section 81N or 81S in accordance with Administrative Order 2012-029.
2. The Clerk shall schedule a final hearing on the petition for simplified dissolution of marriage on a calendar before the county court at the next available session.
3. Judges assigned to county court civil sections shall preside over simplified dissolution of marriage cases on a mass calendar. The calendar will be held weekly unless otherwise provided by the County Administrative Judge. The schedule of assignments will be provided by separate Order of the County Administrative Judge.
4. Personnel from the Clerk's Office shall attend simplified dissolution hearings and shall prepare all orders emanating from those cases for the Court's signature.

**Small claims:**

5. The Clerk shall calendar small claims cases assigned to St. Petersburg on the South County Small Claims Master Calendar for a pre-trial conference.
6. The Clerk shall calendar small claims cases assigned to Clearwater to the North County Small Claims Master Calendar for a pre-trial conference.

**County civil and small claims:**

7. When a claim or counter claim exceeds the jurisdictional amount of county court, the county judge is to transfer the county civil or small claims case to circuit civil

section 91N or 91S. The case remains assigned to the transferring county court judge who will hear the case as an acting circuit court judge.

Administrative Order 2012-040 is hereby rescinded.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida this \_\_\_\_\_ day of January 2014.

ORIGINAL SIGNED ON JANUARY 17, 2014  
BY J. THOMAS MCGRADY, CHIEF JUDGE

cc: All Pinellas Judges  
The Honorable Bernie McCabe, State Attorney  
The Honorable Bob Dillinger, Public Defender  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
Gay Inskeep, Trial Courts Administrator  
Ngozi Acholonu, Assistant Regional Counsel  
Myriam Irizarry, Chief Deputy Director, Pinellas County Clerk's Office  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties