



**Clerk of the Circuit Court, Brevard County, Florida**

Administration, P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-5413 · [www.brevardclerk.us](http://www.brevardclerk.us)

**Scott Ellis, Clerk**

**MEMORANDUM**

**TO:** Filers in the Domestic Relations/Family Division  
**FROM:** Brevard County Clerk of the Circuit Court  
**RE:** Domestic Relations/Family Administrative Orders  
**DATE:** September 12, 2016

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Pursuant to Administrative Order 16-35-B, filers in the Domestic Relations/Family Division of the Eighteenth Judicial Circuit in and for Brevard County, Florida are required to read and comply with the listed administrative orders, as applicable.

Please review the contents of this memorandum thoroughly and complete the portions that are required to be completed by you. Please disregard any portions that do not pertain to your specific case type.

If you have questions, you may contact the Clerk's office or our Pro Se Coordinator at (321) 637-5413 or via e-mail at [prosecordinator@brevardclerk.us](mailto:prosecordinator@brevardclerk.us).

**Administrative Orders**

The administrative orders may be found on the Clerk's website at [www.brevardclerk.us](http://www.brevardclerk.us) under our Courts tab >> Administrative Orders or [www.brevardclerk.us](http://www.brevardclerk.us) >> Domestic Relations – Family Division >> Family Forms (link on left).

**Parent Education and Family Stabilization Course Providers**

A listing of the individuals who are approved to provide a parenting course is located on the Clerk's website at [www.brevardclerk.us](http://www.brevardclerk.us) under our Courts tab >> Domestic Relations – Family Division >> Parent Education and Family Stabilization Course Providers (link on left).

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT  
IN AND FOR BREVARD COUNTY,  
FLORIDA

ADMINISTRATIVE ORDER NO.:  
**16-35-B**  
**SUPERSEDES 11-14-B 4TH**  
**AMENDED**

**IN RE: DOMESTIC RELATIONS - FAMILY DIVISION PARTIES REQUIRED TO  
READ CERTAIN ADMINISTRATIVE ORDERS**

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**WHEREAS** the court sitting and adjudging Domestic Relations cases in the 18<sup>th</sup> Judicial Circuit in and for Brevard County believes it is appropriate and wise that parties to a dissolution of marriage case read and become familiar with certain relevant Administrative Orders.

**NOW THEREFORE** pursuant to the authority vested in the Chief Judge by Rule 2.215 of the Florida Rules of Judicial Administration and Section 43.26 of Florida Statutes, it is Ordered that the 18<sup>th</sup> Judicial Circuit's website shall contain the following Administrative Orders for inspection and reading:

1. **In all cases:**
  - a. **IN RE:** Mediation - Family Mediation Mandatory Referral Of All Contested Family Law Cases To Mediation
  - b. **IN RE:** Domestic Relations - Collaborative Conflict Resolution In Dissolution Of Marriage Cases
  - c. **IN RE:** Domestic Relations - Family Division-Standing Temporary Relations Order
  - d. **IN RE:** Domestic Relations - Family Division- Model Family Court
2. **The following additional administrative orders must be read if there are minor children of the marriage:**
  - a. **IN RE:** Domestic Relations - Requirement To Complete The Parent Education And Family Stabilization Course In Dissolution Of Marriage Proceeding With Minor Children Or A Paternity Action That Involves Issues Of Parental Responsibility
  - b. **IN RE:** Domestic Relations - Parenting Coordinators In High Conflict Family Law Cases

The petitioner/respondent upon reading the Administrative Orders required shall execute the statement attached hereto (Attachment A) and file said statement with the clerk of court.

DONE AND ORDERED this 9th day of September, 2016.

JOHN D. GALLUZZO  
JOHN D. GALLUZZO  
CHIEF JUDGE

Distribution:

All Circuit and County Judges (Brevard County)  
Court Administration (Brevard and Seminole Counties)  
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**ATTACHMENT A**

IN THE CIRCUIT COURT FOR THE  
EIGHTEENTH JUDICIAL CIRCUIT  
IN AND FOR BREVARD COUNTY,  
FLORIDA

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

In re: The Matter/Marriage of:

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**ATTESTATION**

I, \_\_\_\_\_ ( \_\_\_ petitioner \_\_\_ respondent) have read the administrative orders required to be read in Administrative Order 16-35-B.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT IN  
AND FOR BREVARD COUNTY,  
FLORIDA

**ADMINISTRATIVE ORDER NO:**  
**13-38-B**  
**SUPERSEDES 08-33-B**

**IN RE: DOMESTIC RELATIONS – FAMILY DIVISION – STANDING TEMPORARY  
DOMESTIC RELATIONS ORDER**

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Whereas certain issues recur in actions for dissolution of marriage and other actions in which child custody is an issue raised in the pleadings of either party, and it is in the best interest of the parties and the children to order certain temporary relief, it is hereby Ordered and Adjudged as follows in all such cases:

1. **RELOCATION OF CHILDREN:**

Neither party shall remove, cause to be removed, or permit the removal of any minor child(ren) of the parties from the State of Florida without the written agreement of both parties or an order from the court.

2. **CHILD SUPPORT:**

In many circumstances, child support will ultimately be ordered retroactive to the date the initial petition for relief was filed. To avoid the accumulation of retroactive arrearages, the court encourages the non-residential parent to immediately begin making voluntary payments of child support even prior to the entry of an order requiring payment of support. The parties should review Section 61.30 Florida Statutes to assist in determining an appropriate child support amount.

3. **NON-DISPARAGEMENT:**

Neither party shall disparage the other party to or in the presence of the minor child(ren), nor permit any third person to do so.

4. **MUTUAL RESTRAINING ORDER:**

Both parties are enjoined from committing any physical acts of violence against the other. Both parties are further enjoined from threatening any acts of physical violence against the other.

5. **NO HARASSMENT:**

Both parties are enjoined from harassing the other party, whether by telephone or in person, or otherwise, at home or the other parties' place of employment or any other place the other party may be found.

6. INSURANCE POLICIES AND SURVIVOR BENEFIT PLANS (applicable to Dissolution of Marriage cases only):  
Any insurance policies, including but not limited to health, auto, life, homeowners, disability, etc., in effect at the time of the filing of the Petition for Dissolution of Marriage shall not be cancelled, modified, borrowed against, pledged or otherwise encumbered by either of the parties, or at the direction of either party, unless there is written consent by both parties or an order of the court.
7. PROPERTY (applicable to Dissolution of Marriage cases only):  
Property generally includes all assets acquired during marriage, individually or jointly, such as gifts to each other during marriage; all vested and non-vested benefits, rights and funds accrued during marriage in retirement, pension, profit sharing, annuities, deferred compensation, insurance plans and programs; land, houses, buildings, furniture, TVs, VCRs, appliances, household furnishings, motor vehicles, boats, motorcycles, aircraft, stocks, bonds, mutual funds, money market accounts, IRAs, 401-Ks and other liquid or non-liquid assets, including cash accumulations. Neither party shall sell, donate, pledge, encumber, or otherwise dispose of any marital or non-marital property without the prior written consent of the other party or court order other than cash, checking accounts or other sources of funds customarily used to pay ongoing living expenses of the parties or marital debt or other recurring marital obligations of the parties, limited to the amounts actually required to pay those recurring obligations. Additionally, the beneficiary will not be changed in any survivor benefit plans.
8. READING FAMILY LAW ADMINISTRATIVE ORDERS:  
The parties to a dissolution of marriage action are required to read certain administrative orders located at the 18<sup>th</sup> Judicial Circuit website: [www.flcourts18.org](http://www.flcourts18.org). The parties thereafter will file a statement with the clerk of the court that they have read the orders identified on the website. Counsel representing the parties will distribute the Standing Temporary Domestic Relations order to their clients. A pro-se petitioner who files a petition for dissolution of marriage will be furnished this order by the clerk of the court when they file a petition for dissolution of marriage.
9. TERM OF THIS ORDER:  
This order shall remain in full force and effect until the entry of a final judgment, a dismissal of the cause, or as it relates to paragraphs 1,2,3,4,5,7 and 8 until the entry of a subsequent temporary order. However, as to paragraph 6, the entry of a subsequent temporary order will not abrogate paragraph 6 remaining in full force and effect unless the judge in the temporary order specifically addressed the requirements of insurance or survivor benefit plans.

Done and Ordered this 19th day of September, 2013.

\_\_\_\_\_  
JOHN M. HARRIS  
JOHN M. HARRIS  
CHIEF JUDGE

**DISTRIBUTION:**

All Circuit and County Judges (Brevard County)  
Court Administration (Brevard and Seminole Counties)  
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IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT

**ADMINISTRATIVE ORDER NO.:**  
**14-05**  
**SUPERSEDES 13-20-B AMENDED**

**IN RE: DOMESTIC RELATIONS – REQUIREMENT TO COMPLETE THE PARENT  
EDUCATION AND FAMILY STABILIZATION COURSE IN DISSOLUTION OF  
MARRIAGE PROCEEDING WITH MINOR CHILDREN OR A PATERNITY  
ACTION THAT INVOLVES ISSUES OF PARENTAL RESPONSIBILITY**

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The Family Division Judges of the Eighteen Judicial Circuit have determined that a substantial portion of family law cases filed involve custody and visitation with minor children, and that a divorce or separation of their parents may detrimentally affect the children and the family relationships of the separating parents; that the children often become innocent unintended victims of the problems and “wars” of their parents; and the Court being concerned with the potential harmful impact on the children in such situations, including possible loss of self-esteem and pride, feelings of guilt in causing their parent’s break-up, weakened trust and feelings of loyalty, anger, and the economic and social impact of the break-up of the home, all of which may lead to decrease in school performance, social difficulties, grief, problems with anger, guilt syndromes, depression, unacceptable behavior, anxiety about intimate relationships, concerns about betrayal and abandonment, feelings of being unloved, and viewing the world as unsafe and unreliable; and the Court being desirous of providing a means to assist both the parents and the children in coping with the break-up of their home; and to insure that the parents understand and are aware of the perspective of the children and the potential psychological and emotional trauma of the children; and to provide education resulting in recognition by the parents of the signs of trauma or distress in the children related to the separation or divorce and methods of assisting the children to cope with the trauma or distress beneficially, which will hopefully better society, and refocus the energies of the parents in a constructive rather than destructive manner to protect their children, and in consideration thereof

IT IS HEREBY ORDERED that successful completion of the Parent Education and Family Stabilization Course is a required policy for all parties to dissolution of marriage proceeding with minor children or a paternity action that involves issues of parental responsibility as a condition precedent to obtaining a Final Judgment. A party may be excused from attending the parenting

course or from completing the parenting course within a certain time period, provided the court determines that the party has shown good cause. For dissolution of marriage actions, the petitioner must complete the course within 45 days after the filing of the petition, unless excused by the court. All other parties must complete the course within 45 days after service of the petition. For paternity actions, the petitioner must complete the course within 45 days after filing the petition, unless excused by the court. Any other party must complete the course within 45 days after an acknowledgement of paternity by that party, an adjudication of paternity of that party, or an order granting visitation to or support from that party. Each party to a dissolution or paternity action shall file proof of compliance with the court prior to the entry of the final judgment.

All parties are required to complete the parenting course as quickly as possible. The parties are required to complete the parenting course by appearing in person. The parties may apply to the Court to take the parenting course on-line if they demonstrate good cause to the Court.

A copy of the "Standing Order of Referral Requiring Parties to Attend the Parent and Education Stabilization Course" (ATTACHMENT 1) shall be provided at the time of filing to the Petitioner by the Clerk of the Court and a copy of said Order shall be served on the opposing party(s) by Petitioner. Said Order of Referral shall be attached to the original pleadings by the Clerk of the Court.

IT IS FURTHER ORDERED that each provider offering a parenting course must be approved by the Department of Children and Family Services. The Department of Children and Family Services shall provide the Clerk of Court with a list of approved course providers and sites at which the Parent Education and Family Stabilization Course may be completed. The list shall be made available to the parties so that they may attend the parenting class of their choice.

The Department of Children and Family Services may remove a provider who violates these requirements, or its implementing rules, from the list of approved course providers.

IT IS FURTHER ORDERED that all parties to a modification of a final judgment involving shared parental responsibilities, custody, or visitation may be required to complete a court-approved parenting course prior to the entry of an order modifying the final judgment.

IT IS FURTHER ORDERED a reasonable fee may be charged to each parent attending the course.

IT IS FURTHER ORDERED that if any parent fails to attend the required Parent Education and Family Stabilization course, the court may hold the defaulting parent in contempt.

IT IS FURTHER ORDERED that the court may, with or without motion of either party, prohibit the parenting course from being taken together, if there is a history of domestic violence between the parties.

Done and Ordered this 16th day of January, 2014.

JOHN M. HARRIS  
JOHN M. HARRIS  
CHIEF JUDGE

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**ATTACHMENT 1**

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT

**STANDING ORDER OF REFERRAL REQUIRING PARTIES TO ATTEND  
PARENT EDUCATION AND FAMILY STABILIZATION COURSE**

WHEREAS, pursuant to Administrative Order, the Petition filed herein includes a request for relief involving minor children of the parties. It is thereupon

ORDERED AND ADJUDGED that each of the parties shall attend a Parent Education and Family Stabilization Course. For dissolution of marriage actions, the petitioner must complete the course within 45 days after the filing of the petition, unless excused by the court. All other parties must complete the course within 45 days after service of the petition. For paternity actions, the petitioner must complete the course within 45 days after filing the petition, unless excused by the court. Any other party must complete the course within 45 days after an acknowledgement of paternity by that party, an adjudication of paternity of that party, or an order granting visitation to or support from that party. A list of providers may be obtained from the Clerk of the Court or from their website, Brevard County [www.brevardclerk.us](http://www.brevardclerk.us), Seminole County <http://www.seminoleclerk.org>. Each party is responsible for contacting the providers, scheduling attendance, completion of the seminar and payment of the seminar fee.

Upon completion of the seminar, you must submit your Certificate of Completion to the Clerk of the Court, Brevard County Clerk of Court, P.O. Box 219, Titusville, Florida, 32781-0219, along with the above case number, Seminole County Clerk of Court, P.O. Box 8099, Sanford, FL 32772-8099, along with the above case number.

This parenting course, ordered by the court, shall apply regardless of whether the parties were legally married and in family cases involving family member visitation, etc.

Copies provided to:

Petitioner by \_\_\_ hand delivery \_\_\_ mail

Respondent by \_\_\_ mail \_\_\_ attached to Summons

Dated: \_\_\_\_\_ Clerk of the Court

By: \_\_\_\_\_

Deputy Clerk