

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.101-12/2025\*

IN RE: PREPARATION & DISTRIBUTION  
OF ADMINISTRATIVE ORDERS

\_\_\_\_\_:

Pursuant to the authority conferred by Florida Rule of General Practice & Judicial Administration 2.215, it is **ORDERED** as follows:

1. **The Chief Judge shall sign all administrative orders.** The chief judge's judicial assistant shall then electronically distribute copies to comply with the following procedures.
2. The following procedure shall govern the distribution of all administrative orders except special administrative orders, i.e., those found in chapter 12.
  - a. The chief judge's judicial assistant shall **electronically transmit the signed administrative order to** the clerk, shall retain one copy and shall transmit one copy to the administrative office of the courts for processing. **The clerk shall record the administrative order.**
  - b. The Administrative Office of the Court shall be responsible for maintaining an up-to-date listing of all administrative orders **on** the Court's website.
3. The Administrative Office of the Court shall be responsible for maintaining a library of all administrative orders. The chief judge's judicial assistant will, for information purposes only, electronically transmit a copy of the administrative order to an Administrative Order Distribution List which list will be approved by the Chief Judge and maintained by the Office of Court Technology.
4. Special administrative orders shall be handled as follows:
  - a. The chief judge's judicial assistant shall **electronically transmit** the signed administrative order **to** the clerk, shall retain one copy, shall transmit one copy to the administrative office of the courts and shall send one copy to the individual(s) named in the order. **The Clerk shall record the special administrative order.**

- b. The administrative office of the courts shall maintain the order on file only, the special administrative orders shall not be distributed.
- 5. Administrative orders shall contain series number and topic numbers and shall be followed by numbers indicating the month and year of issuance e.g. 2.101 9/08.
- 6. When an administrative order is updated or issued in place of an existing order, the new order shall contain an asterisk after the order number and a footnote below the body of the order shall indicate that the new order "supersedes admin. order no. (old order no.)."

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 15<sup>th</sup> day of December, 2025.

  
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Glenn D. Kelley  
Chief Judge

\*supersedes administrative order 2.101-9/08\*