

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

ADMINISTRATIVE ORDER 2.314 – 10/24\*

IN RE: ELECTION PROCEDURES

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During local, state and federal elections, issues may arise during the voting period that require immediate judicial involvement. Lawsuits may be filed after hours when the clerk's office is closed. A managing judge is necessary to address election related issues to ensure a timely response, consistency, and transparency. Procedures need to be in place to ensure the orderly administration of justice.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. The Chief Judge, or his/her designee, will be judicial officer who will oversee any lawsuit involving the election process in Palm Beach County which is filed from one week prior to election day until the official election results are certified and returned to the secretary of state. This includes any lawsuit filed by a candidate, the candidate's party organization, the supervisor of elections, the media, or an interested party.
2. Any new filing will be marked in the e-portal as "emergency" in order for the Clerk's Office to docket the filing and bring it to the attention of the Chief Judge or designee.
  - a. The Clerk will assign the case to a circuit civil division using the case type "CA" and assign the case to Division "CJ".
  - b. To ensure that the filing is identified as an election filing, the word "election" is to appear in the title of the filing. If the word "election" is not included in the title of the filing, then the filing may not be treated as an election related filing by the Clerk's Office and may not be addressed on an expedited basis by the Chief Judge or designee.
3. If a filing is made after business hours, the filing party will provide a courtesy copy to the Chief Judge, or designee, at the following email address: [CAD-DivisionCJ@pbcgov.org](mailto:CAD-DivisionCJ@pbcgov.org). The Clerk's Office will docket any filings immediately upon the office's opening.

4. The Chief Judge's judicial assistant, or designee's judicial assistant, shall conduct after-hours communication with the noticed parties only via email unless otherwise instructed by the Chief Judge or designee.

**DONE** and **SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida, this 31<sup>st</sup> day of October, 2024.



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Glenn D. Kelley  
Chief Judge

\*Supersedes AO 2.314 – 11/18