

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

ADMINISTRATIVE ORDER NO. 5.304-10/20

IN RE: **PROCEDURES FOR UFC CASES INVOLVING THE DEPARTMENT OF
REVENUE**

The Florida Department of Revenue (“DOR”) is designated as the state agency responsible for the administration of the child support enforcement program, Title IV-D of the Social Security Act. *See* § 409.2557, Fla. Per statute, Stat. DOR may initiate actions to determine paternity, establish child support obligations, or to enforce or modify support obligations. Uniform procedures on assignment and handling of cases involving DOR will ensure efficient administration of justice and compliance with Unified Family Court requirements in these cases while reducing unnecessary and duplicative court appearances for the litigants.

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

1. Unified Family Court cases involving DOR will be assigned pursuant to Administrative Order 5.101.
2. Administrative Support Proceedings involving DOR shall be governed pursuant to Administrative Order 5.308.
3. If DOR files a petition or motion which opens a new family law case or reopens an existing family law case, DOR’s Legal Service Provider should:
 - a. Notify the Court of any proceedings that could affect the current proceeding via a Notice of Related Case Form as required by Florida Family Rule of Procedure 12.100(a) and Florida Rule of Judicial Administration 2.545(d)(5), and
 - b. File a Date of Birth Form as required by Administrative Order 5.109.
4. Addition of DOR as a Party to an Existing Case
 - a. The Clerk of Court shall add DOR as a party to an existing family law case which involves establishment, modification, or enforcement of child support upon entry of a court order permitting DOR to intervene in the case. In such cases, the Clerk of Court shall also add DOR’s Legal Services Provider as counsel of record.

- b. The Clerk of Court shall not add DOR as a party to an existing family law case solely based on DOR's filing of a Request to Redirect Payments to New Title IV-D Case.
- c. Neither DOR nor its Legal Service Provider will be served with copies of orders or Court notices unless DOR is a party to the case.

5. Removal of DOR as a Party to an Existing Case

- a. Upon entry of an Order Granting Motion to Withdraw and Order to Remove Department of Revenue as a party, the Clerk of Court will remove DOR as a party and remove DOR's Legal Service Provider as counsel of record.
- b. The Clerk shall not remove DOR as a party based solely on DOR's filing of a Notice of Termination of Child Support Services.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 28th day of October, 2020.



Krista Marx
Chief Judge