

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

ADMINISTRATIVE ORDER 3.107  
(Correcting scriveners error)

IN RE: ADOPTION AND IMPLEMENTATION OF  
CIVIL DIFFERENTIATED CASE MANAGEMENT PLAN  
FOR CASES FILED ON OR AFTER APRIL 30, 2021

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The Florida Supreme Court has directed that in order to maximize the resolution of cases, every circuit must implement a differentiated case management plan for handling civil cases. Fla. Admin. Order AOSC20-23, Amendment 10 (Fla. March 9, 2021) (available at <https://www.floridasupremecourt.org/content/download/724015/file/AOSC20-23-Amendment-10.pdf>). This plan must go into effect on April 30, 2021, and must require the presiding judge for each civil case filed on or after that date to actively manage civil cases in a specified manner.

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

1. Effective April 30, 2021, there is established within the Fifteenth Judicial Circuit a Civil Differentiated Case Management Plan applicable to all newly filed circuit and county civil cases, excluding cases subject to summary procedure and small claims case types unless the civil rules have been invoked. This Plan, which is attached hereto, requires judges to hold a case management hearing in each civil case within 30 days from the service deadline.<sup>1</sup> Following that hearing, the judge is required to assign the case to a defined track and issue a corresponding case management order. Subject to the presiding judge's approval, a hearing is not necessary in cases where parties file an agreed case management plan prior to the initial case management hearing or if the judge determines that a case management order can be entered without a hearing.
2. All Agreed Case Management Plans submitted by the parties pursuant to the Plan shall be docketed by the Clerk of the Circuit Court with a DCMAP docket designator. Orders Accepting Agreed Case Management Plans shall be docketed by the Clerk of the Circuit Court with a DCMAO docket designator. Orders Implementing Case Management Plan absent party agreement shall be docketed by the Clerk of the Circuit Court with a DCMOI docket designator.

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<sup>1</sup> Per Florida Rule of Civil Procedure 1.070(j), the deadline for effectuating service of initial process is 120 days from the date the complaint is filed. Therefore, unless the time for service has been extended by court order, case management hearings will occur within 150 days from the date the case was filed.

3. The applicable Standing Order as attached to the Plan should be served with each summons issued in a civil case as defined in the Plan. The Clerk of Circuit Court is directed to reject summonses that do not have the Standing Order attached. The Clerk of Circuit Court shall pend back the summons and notify the filer that the summons is not being accepted for filing until the Standing Order is attached.
4. The Clerk of Circuit Court will docket returns of service with a SVRT designator and returns of non-service with a NSRTN designator. The Clerk may pend back a Notice of Filing attaching a return or non-return of service and direct the party to refile. The Clerk of Court may also pend back a filing if multiple returns of service are submitted in one filing.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this  
\_29th\_\_ day of April, 2021, nunc pro tunc April 28, 2021.

A handwritten signature in black ink that reads "Krista Marx". The signature is written in a cursive style and is positioned above a horizontal line.

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Krista Marx, Chief Judge

Fifteenth Judicial Circuit  
Civil Differentiated Case Management Plan  
2021

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## I. Purpose

The Fifteenth Circuit Differentiated Case Management Plan (“Plan”) is being implemented upon order of the Florida Supreme Court. Fla. Admin. Order AOSC20-23, Amendment 10 (Fla. March 9, 2021). The Plan seeks to implement differentiated case flow management procedures for the purpose of ensuring that newly filed civil cases are resolved as close to the model time frames set forth in Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B) as possible.

## II. Scope

This Plan applies to all civil cases filed in both the county and circuit court in Palm Beach County on or after April 30, 2021. For purposes of this Plan, the term “civil case” means any civil case where, as identified in Florida Rule of Civil Procedure 1.010, the Florida Rules of Civil Procedure apply. It also includes actions in which the Court has ordered that the action proceed under one or more of the Florida Rules of Civil Procedure pursuant to Florida Small Claims Rule 7.020(c). It does not include cases that are subject to the:

- Rules of Small Claims
- Rules of Family Law
- Rules of Probate

It also does not include cases that require or permit summary procedure. Summary procedure cases include

- Actions to recover possession of real property under chapter 82, Florida Statutes (residential evictions)
- Landlord actions to remove tenants under section 83.59, Florida Statutes (unlawful detainer)
- Certain actions to enforce liens on real and personal property under chapter 85, Florida Statutes (*See*, § 85.011, Fla. Stat.)
- Certain condominium actions under chapter 718, Florida Statutes (*See*, § 718.116(8)(e), Florida Statutes)
- Actions to remove mobile home owners or mobile homes under section 723.061, Florida Statutes; and
- Certain regulatory actions, such as Department of Health disciplinary actions and licensure denials under sections 483.825(1)(l) and 490.009(1)(p), Florida Statutes.

## III. Civil Case Tracks – Definition & Guidelines

### a. Complex Case Track

- i. **Overview and Manner of Assignment:** The complex case track involves those cases with extraordinary complexity as to require or benefit from early intervention and individual judicial management. Complex cases are defined by

Florida Rule of Civil Procedure 1.201. Cases may only be assigned to the complex case track in one of two ways:

1. Motion or stipulation by the parties with court approval. Fla. R. Civ. P. 1.201(a)

**or**

2. Designation by the Court on its own Motion following a case review. Fla. R. Civ. P. 1.201.

ii. **Types of Cases:** Examples of case types that may be appropriate for the complex case track are:

- Class Actions
- Environmental/Toxic Torts
- Mass torts
- Antitrust/Trade Regulation
- Medical Malpractice
- Nursing Home Negligence
- Securities Litigation
- Tobacco

iii. **Case Management Process:** Cases that are designated as complex will be set for a case management conference by the assigned judge within 60 days from the complex track designation and will follow the procedures set forth in Rule 1.201 thereafter.

**b. General Case Track**

The general case track encompasses the large majority of civil cases. General cases require a moderate level of judicial case management to reach timely resolution unless unusual pretrial delays arise. Most circuit civil cases with a demand for jury trial will fall into the general case track. General cases may include:

- Contracts and Indebtedness
- Auto Negligence
- Premises Liability

**c. Streamlined Case Track**

Streamlined cases are those cases normally requiring little judicial intervention with relatively simple procedural and legal issues that can be resolved promptly by early referral to mediation/ADR or expedited hearing. Streamlined cases may include:

- County Court Civil Cases
- Contested Commercial Foreclosures
- Circuit Non-jury Cases
- First Party Insurance Claims

**d. Expedited Case Track**

Expedited cases are those requiring the least amount of judicial intervention. Expedited cases may include:

- Contested Residential Foreclosures
- Ejectments
- Uncontested Cases
- PIP Cases

**e. Model Time Frames**

Per the guidelines set forth in Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B) and Florida Rule of Civil Procedure 1.201(b)(3) as well the Circuit's historical data, case management plans should be based on the following model time frames from filing to disposition:

- **Complex:** 24 months
- **General:** 18 months
- **Streamlined:** 12 Months
- **Expedited:** 8 Months

**IV. Case Management Procedures**

- i. Standing Order for Case Management Procedures:** In all civil cases, the Clerk will provide plaintiffs seeking a summons with the applicable Standing Order for Case Management and Request for Agreed Case Management Plan. Plaintiffs should serve this order on all parties along with a copy of the Complaint. If the parties are unable to agree on an Agreed Case Management Plan as outlined in the Standing Order by the applicable deadline, the case will proceed as outlined below. Matters that arise out of the parties' attempts to agree on an Agreed Case Management Plan will **not** be heard at the Court's Uniform Motion Calendar.
- ii. Assignment to Complex Track:** If, on motion of the parties or the Court, the case is assigned to the complex track, the case will be set for a case management hearing within 60 days from designation and will follow the procedures set forth in Rule 1.201 thereafter.
- iii. Initial Review for Service:** In all other civil cases, case managers will review pleadings and case events 90 days after filing for identification of proper service of all

named defendants. In cases where summons(es) have been issued but there has not been proper service or a responsive pleading filed by defendant(s), case managers will prepare Order(s) to Serve.

**iv. Dismissal for Lack of Service/Scheduling of Case Management Hearing or Issuance of an Order Implementing a Case Management Plan:** Case managers will review pleadings and case events 120 days after filing for identification of proper service and the filing of an Agreed Case Management Plan.

a. For cases where there is no proper service or a responsive pleading filed by defendant(s) at 120 days and there was previously an Order to Serve issued, case managers will prepare an Order of Dismissal for Lack of Service.

b. For cases where there has been proper service on at least one defendant but the parties have not submitted an Agreed Case Management Plan, case managers will notify the assigned judge that the parties have not complied with the applicable Standing Order. The Court will then either schedule a case management hearing or issue an Order Implementing Case Management Plan without agreement of the parties within 150 days from the date of filing the complaint. Each order setting a matter for case management hearing will require the parties to submit a Case Management Report to the presiding judge no later than 10 days prior to the scheduled case management hearing. Each order implementing a case management plan without a hearing must include the information outline in subsection v., below.

**v. Case Management Hearing:** At the scheduled case management hearing, the Court will determine whether the case should be assigned to the general, streamlined, or expedited track and will enter a corresponding case management order. The case management order must, at minimum, specify:

- Deadlines for
  - Service of complaints
  - Service under extensions
  - Adding new parties
  - Amending pleadings
  - The completion of fact and expert discovery
  - The resolution of objections to pleadings
  - The filing of pretrial motions
  - Completion of mediation
- A projected date of trial
- Whether the parties are seeking a jury trial or non-jury trial
- Estimated amount of time required for trial



Additionally, each order must indicate that the deadlines established will be strictly enforced by the Court and that a firm trial date will be ordered by the presiding judge when the case is at issue pursuant to Florida Rule of Civil Procedure 1.440.

**vi. Opting Out of Case Management Hearing:** Parties may opt out of attending the case management hearing by submitting an Agreed Case Management Plan and Order Approving Agreed Case Management Plan for the Court's approval and signature within 130 days of the date of the filing of the complaint. Any Agreed Case Management Plan should specify:

- The case track
- Deadlines for
  - Service of complaints
  - Service under extensions
  - Adding new parties
  - Amending pleadings
  - The completion of fact and expert discovery
  - The resolution of objections to pleadings
  - The filing of pretrial motions
  - Completion of mediation
- Whether the parties are seeking a jury trial or non-jury trial
- The amount of time required for trial
- A projected date the parties will be prepared to proceed to trial

The Agreed Case Management Plan should be attached in PDF format to a proposed Order Approving Agreed Case Management Plan and submitted to the divisional queue through the Circuit's OLS system. If the case was already scheduled for a Case Management Hearing at the time the Agreed Case Management Plan is submitted, the proposed Order Accepting Agreed Case Management Plan should also cancel the Case Management Hearing and will include the date and time of the hearing in the title and again in the body of the order.

If a case management hearing is set and the parties do not opt out by filing an Agreed Case Management Plan, attendance at the hearing by trial counsel and those parties who are not represented is mandatory.

**vii. Conversion of Small Claims Cases to Civil Cases.** When the parties to a small claims case (including Personal Injury Protection cases) file a Stipulation to Invoke the Rules of Civil Procedure, the case will be considered a civil case for purposes of the Plan. To ensure compliance with the Plan, the parties should file:

- Stipulated Order to Invoke the Rules of Civil Procedure
- A completed Agreed Case Management Plan
- Order Approving Agreed Case Management Plan

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

IN RE: STANDING ORDER FOR  
CASE MANAGEMENT FOR SUBMISSION  
OF AGREED CASE MANAGEMENT PLAN FOR  
CASES FILED ON OR AFTER APRIL 30, 2021

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**STANDING ORDER FOR CASE MANAGEMENT AND SUBMISSION OF AGREED  
CASE MANAGEMENT PLAN IN COUNTY CIVIL CASES IN THE  
PALM BEACH COUNTY COURT FILED ON OR AFTER APRIL 30, 2021  
(DCMSO)**

Pursuant to Florida Rule of Civil Procedure 1.200(a), Florida Rule of General Practice and Judicial Administration 2.545, and Administrative Order 3.107 entered by the Chief Judge of this Circuit, the parties are informed of the following information and procedures applicable to civil lawsuits filed on or after April 30, 2021:

1. **SERVICE OF THIS ORDER.** The Plaintiff is directed to serve a copy of this Order with each Summons issued in this case. One copy of this Order is to be filed with the Clerk of the Circuit Court with proof of service.

2. **CIVIL CASE MANAGEMENT SYSTEM.** The Supreme Court of Florida has established guidelines for the prompt processing and resolution of civil cases. This Court has adopted a case management system to help meet those guidelines. In contested cases, the parties are required to participate in the case management system. The case management system requires early consultation and cooperation among the parties for the preparation and submission of an Agreed Case Management Plan and early involvement by the Court. The Agreed Case Management Plan requires the parties to identify a case track, confer in a good faith and attempt to narrow the matters in controversy, identify the issues that require direct involvement by the Court, and establish a schedule for addressing those issues.<sup>1</sup> The Agreed Case Management Plan may be accessed at the Court's website at: <https://15thcircuit.com/civil-differentiated-forms-and-orders>.

Unless all of the Defendants have been served and have been defaulted or dropped, an Agreed Case Management Plan must be submitted to the assigned divisional queue via the Court's online scheduling system (OLS) as an attachment, in PDF format, to a proposed Order Accepting Agreed Case Management Plan on or before 130 days from the date of filing of the initial complaint. If

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<sup>1</sup> Case Track options include Expedited, Streamlined, General, or Complex. Case Tracks have been established in order to comply with the case disposition standards set forth in Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).

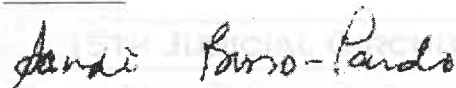
the parties are unable to agree on an Agreed Case Management Plan by the applicable deadline, a case management conference will be scheduled by the Court or the Court will review and issue an Order Implementing Case Management Plan without agreement of the parties. No matters that arise as a result of this standing order, including lack of agreement, will be set on the Court's Uniform Motion Calendar and will, instead, be settled by the Court either at the case management conference or via an Order Implementing Case Management Plan without agreement of the parties. If a case management conference is scheduled, attendance by trial counsel and those parties who are not represented by counsel is mandatory.

If all Defendants are served and defaulted or dropped, the Plaintiff will file the appropriate documentation to pursue a Default Final Judgment within 130 days of the filing of the complaint and Final Judgment is to be entered or set for hearing within 150 days of the filing of the complaint.

3. **NON-APPLICABILITY TO SMALL CLAIMS CASES.** The above outlined civil case management system does not apply to cases proceeding under the Florida Rules of Small Claims. However, when parties to a small claims case (including Personal Injury Protection cases) file a Stipulation to Invoke the Rules of Civil Procedure, the civil case management system will apply. Therefore, parties to small claims cases who invoke the Rules of Civil Procedure should submit an Agreed Case Management Plan and Order Approving the Agreed Case Management Plan as outlined above along with their Stipulation to Invoke the Rules of Civil Procedure.

4. **MEDIATION/ALTERNATIVE DISPUTE RESOLUTION (ADR).** ADR provides parties with an out-of-court alternative to settling disagreements. Mediation is a type of ADR wherein an independent third party attempts to arrange a settlement at a conference between the parties. The Court requires the parties to participate in Mediation prior to trial unless the parties agree to another form of ADR.

**DONE AND ORDERED** in Chambers at West Palm Beach, Florida, on this 26<sup>th</sup> day of April, 2021.



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Administrative County Judge

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

IN RE: STANDING ORDER FOR  
CASE MANAGEMENT FOR SUBMISSION  
OF AGREED CASE MANAGEMENT PLAN FOR  
CASES FILED ON OR AFTER APRIL 30, 2021

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**STANDING ORDER FOR CASE MANAGEMENT AND SUBMISSION OF AGREED  
CASE MANAGEMENT PLAN IN CIVIL CASES  
IN THE FIFTEENTH JUDICIAL CIRCUIT FILED ON OR AFTER APRIL 30, 2021  
(DCMSO)**

Pursuant to Florida Rule of Civil Procedure 1.200(a), Florida Rule of General Practice and Judicial Administration 2.545, and Administrative Order 3.107 entered by the Chief Judge of this Circuit, the parties are informed of the following information and procedures applicable to civil lawsuits filed in the Circuit Court on or after April 30, 2021:

1. **SERVICE OF THIS ORDER.** The Plaintiff is directed to serve a copy of this Order with each Summons issued in this case. One copy of this Order is to be filed with the Clerk of the Circuit Court with proof of service.

2. **CIVIL CASE MANAGEMENT SYSTEM.** The Supreme Court of Florida has established guidelines for the prompt processing and resolution of civil cases. This Court has adopted a case management system to help meet those guidelines. In contested cases, the parties are required to participate in the case management system. The case management system requires early consultation and cooperation among the parties for the preparation and submission of an Agreed Case Management Plan and early involvement by the Court. The Agreed Case Management Plan requires the parties to identify a case track, confer in good faith and attempt to narrow the matters in controversy, identify the issues that require direct involvement by the Court, and establish a schedule for addressing those issues.<sup>1</sup> The Agreed Case Management Plan may be accessed at the Court's website at: <https://15thcircuit.com/civil-differentiated-forms-and-orders>.

Unless all of the Defendants have been served and have been defaulted or dropped, an Agreed Case Management Plan must be submitted to the assigned divisional queue via the Court's online scheduling system (OLS) as an attachment, in PDF format, to a proposed Order Accepting Agreed Case Management Plan on or before 130 days from the date of filing of the initial complaint. If the parties are unable to agree on an Agreed Case Management Plan by the applicable deadline, a

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<sup>1</sup> Case Track options include Expedited, Streamlined, General, or Complex. Case Tracks have been established in order to comply with the case disposition standards set forth in Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B).

case management conference will be scheduled by the Court or the Court will review and issue an Order Implementing Case Management Plan without agreement of the Parties. No matters that arise as a result of this standing order, including lack of agreement, will be set on the Court's Uniform Motion Calendar and will, instead, be settled by the Court either at the case management conference or via an Order Implementing Case Management Plan without agreement of the parties. If a case management conference is scheduled, attendance by trial counsel and those parties who are not represented by counsel is mandatory.

If all Defendants are served and defaulted or dropped, the Plaintiff will file the appropriate documentation to pursue a Default Final Judgment within 130 days of the filing of the complaint and Final Judgment is to be entered or set for hearing within 150 days of the filing of the complaint.

3. **MEDIATION/ALTERNATIVE DISPUTE RESOLUTION (ADR)**. ADR provides parties with an out-of-court alternative to settling disagreements. Mediation is a type of ADR wherein an independent third party attempts to arrange a settlement at a conference between the parties. The Court requires the parties to participate in Mediation prior to trial unless the parties agree to another form of ADR.

**DONE AND ORDERED** in Chambers at West Palm Beach, Palm Beach County, Florida, on this 26 day of April, 2021.



The  
15<sup>TH</sup> JUDICIAL CIRCUIT  
FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

Administrative Circuit Judge

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

Plaintiff(s),

v.

Case No.

Defendant(s)

\_\_\_\_\_ /

**AGREED CASE MANAGEMENT PLAN**  
**(DCMAP)**

The parties hereby submit the following Agreed Case Management Plan to the Court for approval:

**Case Track Assignment<sup>1</sup> (check one):**

\_\_\_\_\_

**Expedited Track (Case resolved within 8 months)**

(It is recommended that discovery and an alternative dispute resolution/mediation be completed within 180 days after the complaint is filed and a final disposition entered within 245 days after the complaint is filed)

\_\_\_\_\_

**Streamlined Track (Case resolved within 12 months)**

(It is recommended that discovery and an alternative dispute resolution/mediation be completed within 270 days after the complaint is filed and a final disposition entered within 365 days after the complaint is filed)

\_\_\_\_\_

**General Track (Case resolved within 18 months)**

(It is recommended that discovery and an alternative dispute resolution/mediation be completed within 450 days after the complaint is filed and a final disposition entered within 540 days after the complaint is filed)

\_\_\_\_\_

**Complex Track (Case resolved within 2 years)**

(This track cannot be selected without a hearing and order granting motion to designate the case as complex per Florida Rule of Civil Procedure 1.201)

<sup>1</sup> Case disposition times for all Case Tracks have been established based on Florida Rule of General Practice and Judicial Administration 2.250(a)(1)(B) and the Circuit's historic data. Although General and Complex Track cases may or may not be resolved with a jury trial, it is expected that Streamlined and Expedited Track cases will be resolved without a jury trial.

### Case Deadlines and Events

| <i>DEADLINE OR EVENT</i>   | <i>AGREED DATE</i> |
|--|--------------------|
| <p><b>Service of Unserved Parties</b><br/> Plaintiff(s):</p> <p>Cross/Counter Plaintiffs:</p>  |                    |
| <p><b>Motions to Add Parties or to Amend Pleadings</b><br/> Plaintiff(s):</p> <p>Defendant(s):</p>   |                    |
| <p><b>Resolution of Objections to Pleadings and Pretrial Motions</b> (All motions to dismiss, quash service, strike affirmative defenses or extend the time to answer or respond to a pleading must be heard by this date)</p> <p>Plaintiff(s):</p> <p>Defendant(s):</p> |                    |
| <p><b>Discovery Deadline for Fact Witnesses</b><br/> (All discovery must be commenced in time to be completed before this date)</p> <p>Plaintiff(s):</p> <p>Defendant(s):</p>  |                    |
| <p><b>Discovery Deadline for Expert Witnesses</b> (All discovery must be commenced in time to be completed before this date)</p> <p>Plaintiff(s):</p> <p>Defendant(s):</p>   |                    |
| <p><b>Completion of Alternative Dispute Resolution (ADR)</b><br/> (Mediation is mandatory unless the parties agree to another form of ADR).</p> <p>Deadline:</p> <p>Type of ADR:</p>   |                    |
| <p><b>Other Deadlines or Events</b></p>  |                    |

## Trial Information

|  |   |
|--|---|
| <b>Is this Case At Issue pursuant to Rule 1.440? (Yes or No)</b>   |   |
| <b>Estimated Date the Case Will Be Prepared To Go To Trial</b><br><b>[PLEASE READ FOOTNOTE BEFORE COMPLETING]<sup>2</sup></b><br>(If counsel and unrepresented parties do not agree on the estimated date on which the case will be prepared to go to trial, the Court may set the case for trial on its own motion) | <b>Plt date:</b><br><br><b>Deft date:</b><br><br><b>Agreed:</b><br><b>Yes or No</b> |
| <b>Estimated Length of Trial</b> ( <i>specify the number of trial days</i> ):  |   |
| <b>Identification of Jury or Non-Jury Trial</b>  |   |

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<sup>2</sup> For retroactive cases pending prior to April 30, 2021, the estimated date the case will be prepared to go to trial should not exceed the disposition time frame for the chosen case track. Cases that have been pending longer than the corresponding case track disposition time frame must follow the following time frames:

| Case Track  | Age of Case         | Estimated Date of Trial |
|-------------|---------------------|-------------------------|
| Expedited   | More than 8 months  | Within 4 Months         |
| Streamlined | 12-18 Months        | Within 6 Months         |
|             | More than 18 months | Within 4 Months         |
| General     | 18-24 Months        | Within 6 Months         |
|             | More than 24 Months | Within 4 Months         |



The above-referenced schedule of deadlines will be strictly adhered to by the parties unless a change is otherwise agreed to by the parties and approved by the Court. The Court will consider a request to approve changes to these deadlines upon a showing of good cause by either party based on matters arising from an emergency nature or unavailability. However, once the Agreed Case Management Plan has been approved by the Court, procrastination in completing discovery or the unavailability of counsel will not constitute good cause for a change to these deadlines. The failure to abide by these deadlines may result in sanctions by the Court, including the award of attorney's fees, the striking of pleadings, and/or a dismissal of the action.

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

*Signature, address and telephone number of Counsel and Unrepresented Parties. Counsel must state*

*Fl Bar number:*

\_\_\_\_\_  
PLAINTIFF'S COUNSEL  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Florida Bar # \_\_\_\_\_  
DEFENDANT'S PRINTED NAME \_\_\_\_\_

\_\_\_\_\_  
Or, if unrepresented, PLAINTIFF  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
The Plaintiff(s) is registered to receive  
eservice at \_\_\_\_\_

\_\_\_\_\_  
DEFENDANT'S COUNSEL  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Florida Bar # \_\_\_\_\_

\_\_\_\_\_  
or, if unrepresented, DEFENDANT  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
The Defendant(s) is registered to receive  
eservice at \_\_\_\_\_

CONFORMED COPIES TO:

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

**Plaintiff(s),**

**v.**

**Case No.**

**Defendant(s)**

\_\_\_\_\_ /

**PLAINTIFF'S NOTICE OF EMAIL DESIGNATION**

I hereby designate my e-mail address(es) below to opt into e-service in this case. By signing this stipulation I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida and all parties on this case to send copies of orders/judgments, notices or other written communications or pleadings to me through my designated e-mail and NOT through regular mail. I understand that if I designate an email address, that address will be the exclusive means of serving and receiving documents.

By signing, I am opting into e-service at \_\_\_\_\_

secondary email (optional) \_\_\_\_\_

\_\_\_\_\_  
UNREPRESENTED PLAINTIFF print name

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

**This document should be filed or e-filed with the Clerk of Court separately**

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

**Plaintiff(s),**

**v.**

**Case No.**

**Defendant(s)**

\_\_\_\_\_ /

**DEFENDANT'S NOTICE OF EMAIL DESIGNATION**

I hereby designate my e-mail address(es) below to opt into e-service in this case. By signing this stipulation I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida and all parties on this case to send copies of orders/judgments, notices or other written communications or pleadings to me through my designated e-mail and NOT through regular mail. I understand that if I designate an email address, that address will be the exclusive means of serving and receiving documents.

By signing, I am opting into e-service at \_\_\_\_\_

\_\_\_\_\_  
UNREPRESENTED PLAINTIFF print name

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

**Copies can be made of this document for each defendant and should be filed or e-filed with the Clerk of Court separately**

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

**Plaintiff(s),**

**v.**

**Case No.**

**Defendant(s)**  
\_\_\_\_\_ /

**ORDER APPROVING AGREED CASE MANAGEMENT  
PLAN AND ORDER SETTING HEARING  
(DCMAO)**

**THIS CAUSE** came before the Court upon the Agreed Case Management Plan submitted by the parties. Having reviewed the Agreed Case Management Plan and finding it to be satisfactory, it is hereby

**ORDERED** that the Agreed Case Management Plan is hereby **APPROVED AND ALL PARTIES SHALL ABIDE BY THE TERMS THEREIN.** It is further

**ORDERED** that the case shall be set for a hearing on \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ a.m./p.m. At this hearing, the parties will discuss trial readiness and the Court will issue a Trial Order and place the case on a Trial Docket no less than 30 days from the date of this hearing. All deadlines set forth in the Case Management Plan will be strictly enforced to ensure trial readiness.

**DONE AND ORDERED** in Palm Beach County, \_\_\_\_\_, Florida.

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

**Plaintiff(s),**

**vs.**

**Case No.**

**Defendant(s).**

**JOINT CASE MANAGEMENT REPORT**

The parties hereby submit the following Joint Case Management Report for the Court's consideration:

**Pleading Status**

Provide a brief summary of the facts and theor(ies) of liability and/or defenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Case at Issue? (Y/N, Refer to Florida Rule of Civil Procedure 1.440(a)): \_\_\_\_\_

The following motions are currently open (name of motion and date of filing): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status of Outstanding Discovery**

The following discovery requests are outstanding (for each request, identify: the date propounded, the date of response, whether objections have been filed, the date the parties met and conferred about objections, whether privilege has been raised, and the date a privilege log was filed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following discovery motions are outstanding (name of motion and date of filing): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are additional interrogatories, request to produce, or requests to admit anticipated? \_\_\_\_\_

If yes, in what form and by when: \_\_\_\_\_

**Fact Discovery**

The following fact witness depositions have been taken/are planned (provide name and date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Expert Discovery**

The deadline for expert disclosure was/is: \_\_\_\_\_

The deadline for any planned examinations or inspections was/is: \_\_\_\_\_

The following expert witness depositions have been taken/are planned (provide name and date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The deadline for the exchange of expert reports/discovery was/is: \_\_\_\_\_

**Dispositive Motions Anticipated and Brief Scheduled for Such Motions (list):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mediation Efforts**

Mediation has been held or has been scheduled (Y/N and date): \_\_\_\_\_

If yes, provide the name of the chosen mediator: \_\_\_\_\_

If no, provide the mediation deadline: \_\_\_\_\_

**Trial Readiness:**

Type of trial requested (bench/jury): \_\_\_\_\_

The parties will be ready for trial by (date): \_\_\_\_\_

\_\_\_\_\_  
**s/Plaintiff's Counsel**

\_\_\_\_\_  
**s/Defense Counsel**