

**ADMINISTRATIVE ORDER GOVERNING SMALL CLAIMS
PRE-TRIAL CONFERENCES IN PIP CASES**

WHEREAS, it has been officially made known to me that it is necessary to the dispatch of business of the Orange County Court, Ninth Judicial Circuit, Florida, that the Court efficiently utilize the services of the Clerk of the Court, the services of the Court's volunteer mediation services, and that the Court refrain from issuing duplicate orders in each applicable individual court case;

NOW, THEREFORE, I, Belvin Perry, Jr., pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, order the following in all PIP cases filed under the small claims jurisdiction of the Court, **effective November 1, 2009**, and to continue until further order:

1. That the Clerk of the Court shall cancel the Small Claims Pre-trial Conference/Mediation when the following conditions have all been satisfied:
 - A. The Plaintiff is represented by counsel;
 - B. The Defendant insurer is represented by counsel;
 - C. The Defendant's attorney timely files and serves a document entitled, "Notice of Appearance/Cancellation of Small Claims Pre-trial Conference/Mediation" (hereinafter referred to as "Notice of Appearance");
 - D. The aforementioned Notice of Appearance shall be deemed timely filed when it is hand delivered or provided by facsimile for filing to the Clerk of the Orange County Court, Small Claims Pre-trial Division (fax number 407-836-2225) and served by hand delivery or facsimile to the Plaintiff's counsel, no later than 4:00 p.m., two business days prior to the date of the Pre-trial Conference/Mediation.

2. All of the Florida Rules of Civil Procedure are hereby invoked.
3. Prior to requesting hearing time on discovery issues, counsel shall refer to the most current version of the Handbook On Discovery Practice. The Discovery Handbook (<http://www.flatls.org>) has been adopted by the State Conferences of the Circuit and County Court Judges and shall guide the determination of discovery disputes in this court. Prior to requesting hearing time on a discovery issue, counsel shall conduct a good faith effort to resolve or narrow the discovery issues.
4. The provisions of this Order may be modified by the trial court.

DONE AND ORDERED at Orlando, Florida, this 16th day of October, 2009.

_____/s/_____
Belvin Perry, Jr.
Chief Judge

Copies to:
Clerk of Courts, Orange County
Clerk of Courts, Osceola County
General E-Mail Distribution List
<http://www.ninthcircuit.org>