

**AMENDED 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**, Frederick J. Lauten, in order to facilitate the efficient operation of the administration of justice, and 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, hereby order that, **effective immediately** unless otherwise provided herein, to continue until further order, and superseding any provisions in prior Administrative Orders which may be inconsistent:

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 to the Clerk of the Orange County Court, Small Claims Pre-trial Division or filed through the Florida

Courts E-Filing Portal 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.

Administrative Order 2009-12 is vacated and set aside and has been incorporated and/or amended herein. Vacating an Administrative Order that vacates a prior Order does not revive the prior Order.

**DONE AND ORDERED** at Orlando, Florida, this 8<sup>th</sup> day of August, 2017.

\_\_\_\_\_/s/\_\_\_\_\_  
Frederick J. Lauten  
Chief Judge

Copies to:  
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Clerk of Courts, Osceola County  
General E-Mail Distribution List  
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