

**AMENDED ADMINISTRATIVE ORDER GOVERNING EMERGENCY *EX PARTE***  
**(1) INJUNCTIONS FOR PROTECTION AGAINST VIOLENCE, (2) INJUNCTIONS FOR PROTECTION**  
**AGAINST EXPLOITATION OF A VULNERABLE ADULT, (3) MARCHMAN ACT PETITIONS,**  
**(4) BAKER ACT PETITIONS, AND (5) MOTIONS TO STAY WRITS OF POSSESSION,**  
**OSCEOLA COUNTY**

The purpose of this Administrative Order is to provide a procedure and deadline for processing *ex parte* (i) petitions for temporary injunctions for protection against violence, (ii) petitions for injunctions for protection against exploitation of a vulnerable adult, (iii) Marchman Act petitions, (iv) Baker Act petitions, and (v) motions to stay writs of possession (hereinafter “Petition/Motion(s)”). Once the Petition/Motion is filed, the process routinely takes several hours and involves multiple individuals and agencies working in concert to review the Petition/Motions, receive the judge’s orders, docket the judge’s orders and, if necessary, coordinate service and enforcement. Unless the Petition/Motion is docketed by the Clerk by 4:00 p.m., these tasks cannot be accomplished within normal business hours.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **immediately**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders that may be inconsistent, it is **ORDERED**:

1. During normal business hours,<sup>1</sup> the Clerk shall ensure the timely filing and docketing of any Petition/Motion and ensure that the judge assigned to the case, or the judge’s designee, has electronic access to the Petition/Motion and all related court documents within 30 minutes of filing and/or docketing the Petition/Motion and related court filings.

---

<sup>1</sup> For purposes of this Order, normal business hours shall be defined as 8:00 a.m. to 4:00 p.m., Monday through Friday, exclusive of court holidays.

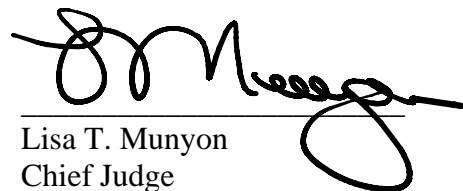
2. Upon being noticed of the filing of the Petition/Motion, the judge assigned to the case, or the judge's designee if the assigned judge is not available, shall endeavor to timely review the Petition/Motion and execute an order on the Petition/Motion. All reasonable efforts shall be undertaken to execute the order prior to 4:30 p.m. in order to allow sufficient time for the Clerk and the Sheriff to timely complete their work docketing, filing, coordinating service of, and enforcing the order.

3. The Clerk shall enforce a strict cut-off time of 4:00 p.m. during normal business hours for filing and docketing any Petition/Motion, as defined above. Any Petition/Motion docketed after 4:00 p.m. will be reviewed by the judge assigned to the case, or the judge's designee if the judge is not available, on the next business day.

4. Petitions for temporary injunction against violence pursuant to this order shall also be defined to include petitions for temporary injunction against repeat, dating, or sexual violence and petitions for temporary injunction against stalking. Petitioners for temporary injunction against violence shall be encouraged by clerk staff to contact Help Now or law enforcement to ensure petitioners' safety and/or develop a safety plan.

5. Administrative Order No. 2020-02-01 is vacated and set aside except to the extent that it 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 9<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
Lisa T. Munyon  
Chief Judge

Copies provided to:

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