

**ORDER GOVERNING PROCEDURES FOR SELF-REPRESENTED LITIGANTS IN  
THE DOMESTIC RELATIONS DIVISION, OSCEOLA COUNTY**

To achieve the effective and proper administration of domestic relations cases filed by self-represented litigants in the Domestic Relations Division it has been determined that a Family Court Case Management (FCCM) Department is necessary to assist self-represented litigants who file domestic relations cases in the Domestic Relations Division. Such assistance by the FCCM Department will expedite domestic relations cases filed by self-represented litigants, thereby providing greater convenience to these self-represented litigants.

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 for all self-represented litigants who file a dissolution of marriage, name change, paternity, temporary/concurrent custody by extended family, stepparent adoption, adoption by relative, or supplemental and modification cases**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders that may be inconsistent, it is **ORDERED:**

The following procedures are adopted for all self-represented litigants filing a new dissolution of marriage case, a name change case, a paternity case, or a temporary/concurrent custody by extended family member, stepparent adoption case, adoption by relative case, or supplemental and modification cases in the Domestic Relations Division.

1. Initial Filing and Case Management Process:

- a. All self-represented litigants filing a new dissolution of marriage, name change, paternity, or temporary/concurrent custody by an extended family, stepparent

adoption, adoption by relative, or supplemental and modification cases in the Domestic Relations Division, must file in Osceola County Clerk of Court Office.

- b. The Osceola County Clerk of the Court Office, Domestic Relations Division, shall provide ministerial assistance to self-represented litigants in accordance with section 28.215, Florida Statutes. Assistance shall not include the provision of legal advice.
  - c. The Osceola County Clerk of the Court Office shall provide the FCCM Department with a list of the new and re-opened filings of dissolution of marriage, name change, paternity, or temporary/concurrent custody by extended family member, stepparent adoption, adoption by relative, or supplemental and modification cases in the Domestic Relations Division that have been filed by self-represented litigants.
  - d. Pursuant to this Administrative Order, all new filings of dissolution of marriage, name change, paternity, or a temporary/concurrent custody by extended family member, stepparent adoption, adoption by relative, or supplemental and modification cases will be reviewed and case managed by the FCCM Department after the case is filed with the Clerk of Court.
  - e. The FCCM Department personnel will conduct a thorough review of all required documents according to the Ninth Judicial Circuit Court approved New Case Intake Checklist.
  - f. The FCCM Department personnel will provide limited assistance to self-represented litigants within the bounds of Florida Family Law Rule of Procedure 12.750.
2. Scheduling of Uncontested Final Hearings:
- a. All final hearings for uncontested dissolution of marriage, name change, paternity, or a temporary/concurrent custody by extended family member, stepparent adoption, adoption by relative, or supplemental and modification cases in the Domestic Relations Division, where both litigants, or at a minimum the petitioner, is representing himself/herself, will be coordinated by the FCCM Department case managers.
  - b. Upon belief by the self-represented litigant that the case is ready to be set for final hearing, the self-represented litigant must notify the FCCM Department by submitting an online inquiry to request a final hearing. Upon such notification, the case manager will perform a case review prior to scheduling the final hearing.
  - c. All required documents must be filed with the Osceola County Clerk of Court before any hearing will be scheduled.

3. Referring to Mediation:

- a. All contested dissolution of marriage, paternity, temporary/concurrent custody by extended family, stepparent adoption, adoption by relative, or supplemental and modification cases, dissolution of marriage, paternity, and temporary/concurrent custody by extended family cases in which all litigants are representing themselves and their disagreement involves distribution of property, alimony, and/or primary parental responsibility, or visitation and/or support of the minor child(ren), must be referred to the court-annexed Dispute Resolution Services family mediation prior to setting a final hearing or trial.
- b. The parties may not be referred to mediation if there is a history of domestic violence except by court order.

**DONE AND ORDERED** at Orlando, Florida, this 2nd day of February, 2023.



Lisa T. Munyon  
Chief Judge

Copies provided to:

Clerk of Courts, Orange County  
Clerk of Courts, Osceola County  
General E-Mail Distribution List  
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