

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT  
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA

**ADMINISTRATIVE ORDER NO. 5-35.0**

IN RE: ESTABLISHMENT OF COURT BASED FAMILY SELF-HELP PROGRAMS

IN ACCORDANCE with Rule 12.750, Florida Family Law Rules of Procedure, there are hereby established in Highlands and Polk Counties, Family Self-Help Programs. The Polk County Program shall be administered under the direction of the Chief Judge of the Circuit. Accordingly, it is ORDERED AND ADJUDGED as follows:

1. The Program shall provide services which are accessible only by telephone and shall be provided to the residents of Hardee, Highlands and Polk Counties on this basis.
2. Except as specifically provided in this Order, the services provided by the Program shall be as outlined in Rule 12.750(c) and shall be provided by the Program on all types of cases which are assigned to the Family Division.
3. The Program shall provide, upon request, the information on local legal aid programs, pro bono legal services which may be offered in the community, and agencies who provide assistance with child support enforcement. This shall not be interpreted in any way to mean that the Program will act as lawyer referral service.
4. The "Notice of Limitation of Services Provided", as set out in Rule 12.750(h) and as attached hereto, shall be posted in a conspicuous place where the services are provided, specifically at the door to the offices of the Self-Help program and in the Offices of the Clerks where self-help packets are available. Additionally, the notice shall be attached to the self-help packets themselves and to all paper-work generated by the program. The Notice shall also be posted in Spanish and available in writing to Spanish speaking persons seeking the assistance of the program. The contents of the Notice shall also be conveyed orally to anyone seeking information from the Program by telephone.
5. The Program shall in no way provide assistance in the completion of forms, pleadings, or other documents.
6. At the time of filing any action in the Pro-Se Division of the Court, pro-se litigants, who have utilized the services of the Self-Help program, shall complete a statement, as attached, certifying that they have been informed of and are aware of the "Notices of Limitation of Services Provided". The Clerks of the Courts shall assist the Self-Help Program in obtaining this statement.

DONE AND ORDERED on this 11th day of February, 1999.

CHARLES A. DAVIS, JR.

Chief Judge

Distribution:

Clerks of the Court - Highlands County and Polk County

All Judges

Pro-Se Division - Polk County