

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT  
IN AND FOR SEMINOLE COUNTY,  
FLORIDA

**ADMINISTRATIVE ORDER NO.:**  
**26-12-S**

**IN RE: CLERK OF COURT - PROCEDURES FOR ASSIGNMENT AND REUSE OF CASE  
NUMBERS IN SEMINOLE COUNTY, FLORIDA**

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**WHEREAS**, pursuant to Article V, section 2(d) of the Florida Constitution and Florida Rule of General Practice and Judicial Administration 2.215(b), the Chief Judge is charged with the administrative supervision of all courts within the judicial circuit;

**WHEREAS**, the Florida Supreme Court has adopted a Uniform Case Numbering System to ensure consistency, accuracy, and clarity in the identification and management of court cases statewide; and

**WHEREAS**, uniform clerk procedures regarding the assignment, maintenance, and modification of case numbers are necessary to promote the efficient administration of justice within Seminole County;

**IT IS ORDERED:**

I. Uniform Case Numbering

The Clerk of Court for Seminole County shall assign case numbers in strict compliance with the Uniform Case Numbering System approved by the Florida Supreme Court, as it exists now or may be amended in the future.

II. Initial Assignment of Cases

All newly filed cases shall be assigned a case number by the Clerk at the time of filing that accurately reflects:

- A. the proper court type designation;
- B. the filing year; and
- C. any other elements required by the Uniform Case Numbering System.

III. Correction or Modification of Case Numbers

The Clerk may correct clerical or administrative errors in case numbering without further court order when such correction is necessary to conform the case number to the Uniform Case Numbering System, provided that:

- A. no substantive rights of any party are affected;
- B. the disposition of a case opened in error is to reflect as a dismissal; and
- C. the correction is clearly documented in the case record.

Such clerical or administrative errors include cases opened in error. The Clerk is not to reuse case numbers of cases opened in error that are subsequently closed. Any substantive change to a case number, division, or judicial assignment that is not purely clerical shall be made only upon court order or as otherwise authorized by law or administrative order.

#### IV. Case Number Reassignment and Related Clerk Procedures

Nothing in this Administrative Order shall be construed to:

- A. alter judicial authority regarding case number assignment or reassignment;
- B. supersede any division-specific administrative orders; or
- C. conflict with an order entered by the Chief Judge, Administrative Judge, or presiding judge in a particular case.

The Clerk shall implement any reassignment or modification of cases only as authorized by court order or applicable administrative directive.

#### V. Effective Date

This Administrative Order shall take effect immediately and remain in effect until modified or rescinded.

**DONE AND ORDERED** this 17<sup>th</sup> day of February, 2026.



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MELANIE CHASE  
CHIEF JUDGE

#### **DISTRIBUTION:**

All Circuit and County Judges (Seminole County)  
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Clerk of Court (Seminole County)  
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