

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

**ADMINISTRATIVE ORDER NO.:**  
**26-23-B**  
**SUPERSEDES 25-05-B 2<sup>ND</sup>**  
**AMENDED**

**IN RE: JUDGES - CASELOAD ASSIGNMENTS – ASSIGNMENT OF DOMESTIC  
RELATIONS CASES IN THE CIRCUIT COURT FOR BREVARD COUNTY, FLORIDA**

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I. CREATION OF DIVISIONS:

The Domestic Relations Division of the Circuit Court of Brevard County consists of four divisions designated as Domestic Relations. One of the judges serving in the Domestic Relations Division shall be appointed as Administrative Judge by the Chief Judge of the Eighteenth Judicial Circuit.

II. RESPONSIBILITIES OF JUDGES:

The judge of each Domestic Relations Division shall be responsible for the progress and conduct of all cases assigned to that division from inception to conclusion including, but not limited to pretrial, trial, and post-trial motions, and shall exercise supervision over the preparation of all calendars and dockets of cases assigned to the division.

III. ASSIGNMENT OF CIRCUIT DOMESTIC RELATIONS CASES:

The Clerk of the Court shall programmatically assign, on a rotation, all Domestic Relations cases including the Domestic Violence Injunction cases (excluding non-domestic violence injunction cases) to the four Domestic Relations Divisions located at the Moore Justice Center in Viera, Florida.

IV. ASSIGNMENT OF CIRCUIT NON-DOMESTIC VIOLENCE INJUNCTION CASES:

Effective July 1, 2026, the Clerk of the Court shall assign all Non-Domestic Violence Injunction cases to Judge Katie Jacobus, Division 11, located at the Melbourne Courthouse.

V. COORDINATION OF RELATED CASES:

All related Domestic Relations cases must continue to follow the order for the Model Family Court pursuant to Administrative Order 24-14.

VI. JUDGE/DIVISION REASSIGNMENTS:

Upon Judge/Division reassignments, Domestic Relations cases that are unresolved and pending shall remain with the division currently assigned. The case will not follow the currently assigned judge, rather the case will remain with the division, and the new judge assuming the division will be assigned the case.

VII. DUTIES OF ADMINISTRATIVE JUDGE:

The Administrative Judge of the Domestic Relations Division, in addition to those duties specifically assigned herein, shall be responsible for the general supervision of that department and shall perform those administrative duties necessary to its efficient and effective operation in conformity with the applicable policies, procedures, and rules governing the administration of that

department as contemplated by Rule 2.215(b)(5), Florida Rules of General Practice and Judicial Administration.

VIII. The Clerk of the Court is directed to modify its procedures as necessary to implement this Order.

**DONE AND ORDERED** this 28<sup>th</sup> day of May, 2026.



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MELANIE CHASE  
CHIEF JUDGE

Distribution:

All Circuit and County Judges (Brevard County)  
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