

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

In re)	
)	
ORDER GOVERNING)	Administrative Order
ADMINISTRATIVE ORDERS)	FLMB-2007- <u>1</u>
)	
)	

AMENDED

ORDER GOVERNING ADMINISTRATIVE ORDERS

The United States Bankruptcy Court for the Middle District of Florida has grown in size from one bankruptcy referee to nine Bankruptcy Judges. Over the years, the Bankruptcy Judges entered general orders, some of which applied to the entire District, others only to a single Division within the District. Administrative Order 2001-1 established procedures for adopting and reviewing administrative orders, and Administrative Order 2004-2 amended that order. This order is to consolidate the two guiding orders to set out in one order the procedures for adopting and reviewing administrative orders.

1. **Definition.** An administrative order is an order that does not relate to any specific case pending before this Court. An administrative order may apply throughout the entire District or be limited to a single Division.

2. **Entry of District-Wide Administrative Orders.** Only the Chief Judge of the Bankruptcy Court may enter an administrative order applicable throughout the entire District. The Chief Judge shall obtain the consent of two-thirds of the Bankruptcy Judges in the District before entering any district-wide administrative order.

3. Entry of Division-Wide Administrative Orders. Only the Presiding Judge in any specific Division may enter an administrative order applicable specifically to that Division. The Presiding Judge shall consult with the Chief Judge, and shall obtain the consent of two-thirds of the Bankruptcy Judges in that particular Division before entering any Division-specific administrative order.

4. Numbering. All administrative orders shall be numbered as follows:

A. District-Wide Administrative Orders: The number shall begin with the term "Administrative Order," followed by the term "FLMB," followed by the year and the next consecutive number of that specific administrative order, beginning with one. For example, the first administrative order with district-wide applicability entered after January 1, 2007, would receive the following number: Administrative Order—FLMB—2007—1.

B. Division-Wide Administrative Orders: The number shall begin with the term "Administrative Order," followed by the applicable Division, followed by the year, and the next consecutive number of that specific administrative order, beginning with one. For example, the first administrative order with division-wide applicability in the Orlando Division entered after January 1, 2007, would receive the following number: Administrative Order—ORL—2007—1.

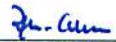
5. Service of Administrative Orders. The Clerk promptly shall serve a copy of each administrative order upon its entry to every Bankruptcy Judge in the District, to the United States Trustee, and to the current president of each bankruptcy bar association in the District.

6. Access to Administrative Orders. The Clerk shall maintain an index of all administrative orders. The Clerk shall keep each original administrative order in a separate file accessible to the public. In addition, the Clerk shall maintain all administrative orders currently in force on the District's computer website together with a searchable index to assist parties in finding any particular administrative order.

7. Review of Administrative Orders. The Chief Judge shall designate one Judge to coordinate all issues involving administrative orders. As needed, this Judge also shall review all outstanding administrative orders and recommend to the other Judges the deletion of any administrative orders that are no longer needed. Following such review, the Court shall enter an administrative order update that identifies the administrative orders with continuing validity in the District and in each Division.

DONE AND ORDERED at Tampa, Florida on the 25th day of May, 2007.

BY THE COURT



Paul M. Glenn
Chief United States Bankruptcy Judge
Middle District of Florida

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Chief United States Bankruptcy Judge

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United States Bankruptcy Judge

Hon. Arthur B. Briskman
United States Bankruptcy Judge

Hon. Jerry A. Funk
United States Bankruptcy Judge

Hon. Karen S. Jennemann
United States Bankruptcy Judge

Hon. Michael G. Williamson
United States Bankruptcy Judge

Hon. K. Rodney May
United States Bankruptcy Judge

Hon. Catherine Peek McEwen
United States Bankruptcy Judge

Hon. Alexander L. Paskay
United States Bankruptcy Judge

Lee Ann Bennett, Clerk of Court
Middle District of Florida

Michael Shadburn, Chief Deputy
Middle District of Florida

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Tampa Division

Mario Toscano, Deputy-in-Charge
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