

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

In re:)	
)	
ORDER GOVERNING)	Administrative Order
ADMINISTRATIVE ORDERS)	FLMB-2017-5
)	
_____)	

ORDER GOVERNING ADMINISTRATIVE ORDERS

The United States Bankruptcy Court for the Middle District of Florida has grown in size from one bankruptcy referee to ten 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 Orders 2004-2 and 2007-1 amended the original. This order supersedes and replaces these prior orders to set forth 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 one or more Divisions.

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 the Bankruptcy Judges in the District before entering any district-wide administrative order.

3. Entry of Division-Wide Administrative Orders. At the request of the judges of a particular Division, the Chief Judge may enter an administrative order applicable specifically to that Division. The Chief Judge shall obtain the consent of the Bankruptcy Judges in the 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 districtwide applicability entered after January 1, 2018, would receive the following number: Administrative Order-FLMB-2018-1.

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, 2018, would receive the following number: Administrative Order-ORL-2018-1.

5. Access to Administrative Orders. Administrative Orders shall be maintained in a searchable format and made available on the Court's web site.

6. Review of Administrative Orders. The Chief Judge shall designate one

Judge to coordinate all issues involving administrative orders. At least once every two years, the designated Judge shall review all outstanding administrative orders and recommend to the other Judges the removal from the Court's web site or archiving of any administrative orders that are no longer needed. Following such review, the Chief Judge shall enter an administrative order that identifies the administrative orders with continuing validity in the District and in each Division.

DATED: November 1, 2017.

BY THE COURT



Michael G. Williamson
Chief United States Bankruptcy Judge
Middle District of Florida