

**IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA**

FOURTH AMENDED ADMINISTRATIVE ORDER NO. 2024-02

IN RE: EVICITION DIVERSION PROGRAM

WHEREAS, this Fourth Amended Administrative Order is amended to remove the draft designation from Attachment A.

WHEREAS, the Third Amended Administrative Order was amended to reflect the change to Attachment A whereby the landlord will be paid directly by the Eviction Diversion Program if the tenant meets the criteria of the program;

WHEREAS, there has been a significant increase in eviction cases for nonpayment of rent;

WHEREAS, many of these eviction cases are filed against *pro se* tenants who are unfamiliar with the law, the complex procedures needed, and the availability of rental assistance funds through the Eviction Diversion Program in Duval County;

WHEREAS, the Court, the Clerk of the Court in Duval County, the City of Jacksonville, Jewish Family and Community Services, the United Way of Northeast Florida, and Jacksonville Area Legal Aid, Inc., have worked together and agreed to the following procedure to reduce the number of evictions due to nonpayment of rent; and

WHEREAS, it would assist landlords and tenants, who are parties in these cases, to receive notice of the ability to seek rental assistance through the Eviction Diversion Program.

NOW THEREFORE, by the authority vested in me as Chief Judge of the Fourth Judicial Circuit and pursuant to the Florida Rules of General Practice and Judicial Administration, it is

ORDERED:

1. Prior to or contemporaneously with filing a summons for eviction, Landlords will be given information about the Eviction Diversion Program (Attachment A).

2. If the Landlord(s) consent, those Tenants who meet eligibility criteria may enter the Eviction Diversion Program.

3. If the Tenant is eligible, and the Landlord consents, the Eviction Diversion Program Coordinator shall file with the Court the Consent to Referral to Eviction Diversion Program that includes the Landlord's consent to a 30-day extension of the proceedings and a rental ledger listing all recent charges and payment to the Tenant's account, as well as the balance due (Attachment B). The Landlord's participation in this program and receipt of rental assistance does not prevent the Landlord from filing a future eviction lawsuit against the Tenant in the event of a future lease violation.

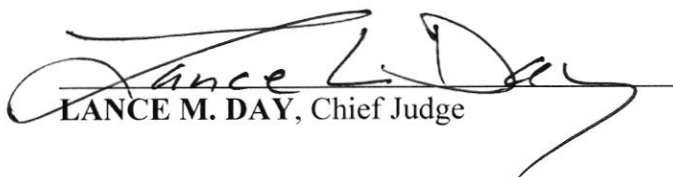
4. Once the Consent to Referral to Eviction Diversion Program is filed with the Duval County Clerk of the Court, the case shall be automatically stayed for thirty (30) days.

5. After thirty (30) days, if the conditions of the Eviction Diversion Program have been satisfied, the Landlord will sign and provide the Eviction Diversion Program Coordinators with the Notice of Dismissal and Receipt of Eviction Diversion Program Funds, and the case will be dismissed (Attachment C).

6. If after thirty (30) days, the conditions of the Eviction Diversion Program have not been satisfied, the eviction will proceed.

7. Fourth Amended Administrative Order No. 2024-02 shall be recorded by the Clerk of Court in the Official Records of Duval County shall take effect immediately, and remain in full force and effect until otherwise ordered by the Court.

DONE in Jacksonville, Duval County, Florida, on this 27 day of January, 2025.


LANCE M. DAY, Chief Judge

Copies to:

All Judges in the Fourth Judicial Circuit

The Honorable Steven Whittington, Administrative Judge, Clay County

The Honorable Steven Fahlgren, Administrative Judge, Nassau County

All Magistrates in the Fourth Judicial Circuit

The Honorable Jody Phillips, Clerk of the Court, Duval County

Michael T. Fackler, Esquire, General Counsel, City of Jacksonville

James A. Kowalski, Jr., President & CEO, Jacksonville Area Legal Aid

Colleen Lloyd Rodriguez, CEO, Jewish Family and Community Services

Melanie Patz, President & CEO, United Way of Northeast Florida

Eve Janocko, Trial Court Administrator

Claude T. Colvin, Chief Deputy Court Administrator

Cecilia F. Birk, Esquire, Court Counsel

Mike Smith, Court Technology Officer

Judicial Staff Attorneys, Fourth Judicial Circuit

Fourth Circuit Court Law Library, Duval County

Christopher Douglas, Deputy Director, Strategic Improvement, Clerk of the Court, Duval County

Austin Eler, Senior Manager, Clerk of the Court, Duval County

Jacksonville Bar Association

Laura Lentini, Assistant to Court Counsel

ATTACHMENT A

NOTICE OF RENTAL ASSISTANCE REGARDING EVICTIONS FOR RENT NONPAYMENT EVICTION DIVERSION PROGRAM

INFORMATION FOR THE LANDLORD: The City of Jacksonville has set aside rental assistance funds for the benefit of landlords and tenants. Complete the attached “Consent to Referral to Eviction Diversion Program” and submit it to evictioncoordinator@coj.net as soon as possible.

INFORMATION FOR THE TENANT: You can be evicted from your rental property as a result of the eviction lawsuit served on you that is attached to this notice. If you take no action, a judgment may be entered against you. Please refer to the summons for information on how to respond to the lawsuit.

You may qualify for rental assistance to avoid eviction. If you qualify, your case will be reviewed by a Coordinator in the Eviction Diversion Program, and your case may be referred to a lawyer who can assist you if there is a basis for assistance.

Eligible applicants must be:

- A U.S. Citizen or Legal Resident Alien
- A resident of Duval County (including the Beaches and Town of Baldwin)
- Delinquent on the payment of rent, certain utilities and/or home energy costs, resulting in the potential for a non-payment notice and resulting filing of an eviction lawsuit in Duval County
- Part of an “Eligible household” is defined as follows:
 - Household must include one (1) or more individuals who are obligated to pay rent on a residential dwelling in Duval County; and
 - United Way and its partners must also make a determination that:
 - One (1) or more individuals within the household:
 - is a child under the age of 18 years, a senior over the age of 60 years, Veteran, or disabled adult,
 - has experienced a temporary reduction in household income, incurred significant costs, or experienced other financial hardship and can attest to such in writing;
 - Household can demonstrate an imminent risk of homelessness as evidenced by a nonpayment notice being served on the tenant or the landlord filing an eviction lawsuit at the Duval County Courthouse;
 - Household has household income that is equal to or below the ALICE threshold based on household composition that is, for example, \$73,212.00 for a family of four (4); and
 - Household can demonstrate the ability to financially remain self-sufficient for six (6) months after funds have been disbursed.

Additional program requirements apply before rental assistance can be approved and/or paid.

Contact: You must act immediately to maintain your rental property. If you delay, your ability to qualify for rental assistance may be lost. To contact an Eviction Diversion Program Coordinator, email: evictioncoordinator@coj.net. For more information, go to: www.jacksonvilleevictiondiversion.org.

ATTACHMENT B

IN THE COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.:
DIVISION:

Plaintiff,

v.

Defendant.

_____ /

CONSENT TO REFERRAL TO EVICTION DIVERSION PROGRAM

COMES NOW Plaintiff/Landlord in this matter, and states as follows:

1. This eviction lawsuit **is** based on rent nonpayment.
2. I consent to a 30-day extension for Tenant to respond to this lawsuit, and I refer Tenant to a Coordinator in the Eviction Diversion Program who will evaluate whether Tenant is eligible for rental assistance.
3. Landlord's participation in this program and receipt of rental assistance does not prevent Landlord from filing a future eviction lawsuit against Tenant in the event of a future lease violation.
4. To assist the Coordinator to identify quickly whether Tenant is eligible for rental assistance through the Eviction Diversion Program, I have attached a rental ledger listing all recent charges and payments to Tenant's account, as well as the balance due.
5. To assist the Coordinator quickly identify whether Tenant is eligible for rental assistance through the Eviction Diversion Program, the Coordinator may contact Landlord or Landlord's agent or attorney (if different from the information below):

Landlord Contact Name:	Relationship to Landlord (if contact name different from plaintiff):
Landlord Phone:	Landlord Email: Landlord Address:
Landlord/Representative Signature:	Date Signed:

Tenant Name:	Tenant Phone:
Tenant Email:	

I have reviewed this form and approved its filing.

Eviction Coordinator Signature

Date

ATTACHMENT C

IN THE COUNTY COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN AND FOR
DUVAL COUNTY, FLORIDA

CASE NO.:
DIVISION:

_____,
Plaintiff,

v.

_____,
Defendant.

_____ /

**NOTICE OF DISMISSAL AND
RECEIPT OF EVICTION DIVERSION PROGRAM FUNDS**

COMES NOW Plaintiff/Landlord in this matter, and states as follows:

1. Defendant/Tenant qualified for rental assistance through the Eviction Diversion Program.
2. I have received the rental assistance and applied it to Defendant's/Tenant's account.
3. The rental assistance brought Defendant's/Tenant's account balance to zero through the end of _____, 20____ [refer to Rental Assistance Agreement and insert month/year].
4. Therefore, Plaintiff/Landlord hereby voluntarily dismisses with prejudice the Complaint filed against Defendant/Tenant.

CERTIFICATE OF SERVICE

I CERTIFY that a copy hereof has been furnished on _____, 20____
[insert date], to Defendant/Tenant by _____
[insert method of service].

Plaintiff/Landlord