

Court Administrator

Family Law Assistance Program

The mission of the Family Law Assistance Program is to provide practical and compassionate assistance to help pro-se litigants negotiate their way through the legal system with minimal cost, trauma, and delay.

PROGRAM HIGHLIGHTS

1. Under the leadership of a new program coordinator, new procedures have been implemented and the program has been expanded to serve pro-se litigants and family law judges in a six counties in the Second Judicial Circuit.
2. In 2001, due to program growth and further assistance of family law pro-se litigants, the program enabled over 2,200 cases to move more efficiently through the court system. 564 uncontested and contested cases were set for hearing, 11,748 pro-se litigants were assisted over the phone, 1,524 appointments were scheduled with pro-se litigants, and over 4,680 walk-in were assisted.
3. Program revenue, funds received from pro-se litigants purchasing form pleadings, has increased considerably since 2000, and the program anticipates a continued increase in its statistics.
4. The months after September 11, 2001 saw a decrease in the number of persons making appointments to talk with someone in FLAP. This appears however, to have been a temporary situation.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Administrative Order 99-03 *Florida Family Law Rules of Procedure, Rule 12.750 *Rules Regulating Florida Bar 10-2.1(a)

SUMMARY OF KEY SERVICE FUNCTIONS

1. Assist pro-se litigants (persons whom wish to represent themselves in court) in Family Law actions.
2. Sale of pleading packets, created from Florida Supreme Court Family Law forms, which allows pro-se litigants to file and follow the Family Law Rules of Procedure.
3. Provide written procedural instructions and personal assistance in completing the pleadings.
4. Review the forms once they are thoroughly completed, notarize the forms and explain the legal process, and set hearings for pro-se litigants.
4. Provide information about legal and non-legal services available, and encourage individuals to consider alternatives such as counseling and mediation prior to the filing of a court action.
5. Assist Second Circuit Family Law Judges by explaining to pro-se litigants the required forms for filing in each action, thus making a judge's time in hearings more efficient.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Monthly Average Packet Sales	*	140	168	188
2) Average monthly Revenue from sales of packets	*	\$2,987	\$3,362	\$3,765
3) Number of pro-se litigants assisted either by phone, as a walk-in, or by appointment	*	17,952	15,444	17,500
4) Number of cases set for hearing	*	721	618	692

* No data available for FY 99/00

Court Administrator - Family Law Assistance Program

ACCOUNT NUMBER: 114-552-663

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$2,398	\$12,147	\$19,858	\$20,454	\$21,067	\$21,699	\$22,350
Operating	10,565	15,187	19,164	19,169	24,683	31,071	31,171
Capital Outlay	1,372	2,268					
Contingency							
TOTAL	\$14,335	\$29,602	\$39,022	\$39,623	\$45,750	\$52,770	\$53,521
<u>STAFFING</u>							
Full Time		1.00	1.00	1.00	1.00	1.00	1.00
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at the No Increase Target (NIT) funding level as adjusted for increased revenues.

Part-time OPS staff was converted to full-time permanent staffing. \$6,369

Program personnel expect the program to continue to grow as more respondents are informed of the services provided by the program. Part of this expectation comes from an increased presence in the outlying counties.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of routine personal services adjustments.

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PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
		Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$2,087	\$8,264	\$8,498	\$5,500	\$13,998	\$8,498	\$5,500	\$13,998
51300	Other Salaries		1,321						
52100	FICA Taxes	158	996	650	420	1,070	650	420	1,070
52200	Retirement	145	1,507	489	402	891	489	402	891
52300	L & H Insurance			3,818	25	3,843	3,818	25	3,843
52400	Workers' Comp	8	59	34	22	56	34	22	56
TOTAL PERSONAL SERVICES		\$2,398	\$12,147	\$13,489	\$6,369	\$19,858	\$13,489	\$6,369	\$19,858
53400	Other Contract Svcs.	2,000	825	6,089		6,089	6,089		6,089
54000	Travel & Per Diem	1,775	2,850	2,850		2,850	2,850		2,850
54100	Communication			400		400	400		400
54200	Postage		1,615	1,200		1,200	1,200		1,200
54400	Rentals & Leases	2,765	4,125	2,325		2,325	2,325		2,325
54700	Printing & Binding	1,265	1,913	2,000		2,000	2,000		2,000
55100	Office Supplies	2,284	3,373	3,400		3,400	3,400		3,400
55200	Operating Supplies			400		400	400		400
55400	Bks, Pubs, & Memb.	476	486	500		500	500		500
TOTAL OPERATING EXPENSES		\$10,565	\$15,187	\$19,164		\$19,164	\$19,164		\$19,164
56400	Mach. & Equip.	1,372	2,268						
TOTAL CAPITAL OUTLAY		\$1,372	\$2,268						
PROGRAM TOTAL		\$14,335	\$29,602	\$32,653	\$6,369	\$39,022	\$32,653	\$6,369	\$39,022

PROGRAM STAFFING DETAIL

Receptionist		1.00	1.00		1.00	1.00		1.00
Total		1.00	1.00		1.00	1.00		1.00

Note: Position converted from OPS part-time to Permanent Full-Time during FY 01/02