

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 2005-38

IN RE:

ATTORNEY CONTACT INFORMATION

This Court increasingly relies on its automated systems to disseminate Orders and Notices to counsel of record and/or parties to actions pending before the Court. The information upon which these systems rely resides primarily in the Court's attorney database, which is maintained by the Clerk of the Court. This and other databases contain mailing and e-mail addresses and telephone and facsimile numbers for all members of the Southern District of Florida bar and all counsel of record in all cases pending before this Court. The efficacy of the Court's automated notification systems relies on the accuracy and currency of the attorney contact information residing in these databases. Thus, the Court depends on counsel not only to furnish accurate mailing and email addresses and facsimile and telephone numbers in connection with initial bar membership, but also to update this information within a reasonable time of any change in this contact information, whether permanent or temporary. For these purposes, a reasonable time is no more than five business days after the change in contact information occurs.

It is therefore **ORDERED** that the contact information provided by attorneys in connection with Southern District of Florida bar membership shall constitute the address information of record in all cases where an appearance is filed until such time as an attorney's bar membership contact information is updated or corrected. Accordingly, all Orders and Notices disseminated by the Court will be deemed to be appropriately served if directed to counsel consistent with the information of record.

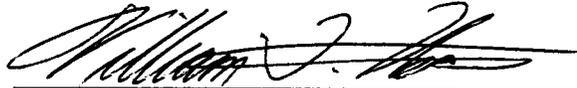
It is further **ORDERED** that Southern District of Florida bar members provide the Clerk of Court with updated or corrected contact information in writing within five business days of any change, and that counsel simultaneously provide the Clerk of Court with an accurate listing of all pending cases in which counsel has filed an appearance.

It is further **ORDERED** that all counsel appearing *pro hac vice* and parties appearing *pro se* provide the Court with accurate contact information at the time of first appearance, and case-specific notice in writing within five days of any change in contact information.

Finally, it is **ORDERED** that the failure of counsel or any party appearing *pro se* to provide such information to the Clerk of Court as herein prescribed shall not constitute grounds for relief from deadlines imposed by Rule or by the Court. It is counsels'

responsibility to regularly review the docket in all matters pending before the Court for which an appearance has been filed.

DONE AND ORDERED in Chambers at Fort Lauderdale, Broward County, Florida, this 13<sup>th</sup> day of September, 2005.



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WILLIAM J. ZLOCH  
CHIEF UNITED STATES DISTRICT JUDGE

c: The Honorable J. L. Edmondson, Chief Judge, 11th Circuit  
All Miami 11th Circuit Court of Appeals Judges  
All Southern District Judges  
All Southern District Magistrate Judges  
United States Attorney  
Federal Public Defender  
Court Administrator • Clerk of Court  
Library