

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 6.312-04/2026\*

IN RE: RISK PROTECTION ORDERS

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Florida Statute section 790.401 sets forth the procedures from filing to disposition of Petitions for Risk Protection Order. Internal processes are to be implemented to effectuate the court's obligations under the statute.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. A Petition for Risk Protection Order ("RPO") or a Petition for an Ex Parte Temporary Risk Protection Order ("TRPO") filed by a law enforcement agency under section 790.401 may be electronically filed at any time or paper filed at any branch of the Clerk and Comptroller's ("Clerk") office during normal business hours.
  - a. Normal business hours are from 8:00 a.m.-4:00 p.m. Monday through Friday except on court holidays.
  - b. The Petitioner should include all relevant information including arrest history **and** related case information that involves the Respondent.
2. Requests for search warrants for violations of Florida Statute section 790.401 are to be made to the Division "RPO" judge during normal business hours and to the duty judge outside of normal business hours.
3. Effective January 12, 2026, the Clerk shall assign all RPOs and TRPOs to a probate/guardianship division using the case type "RP" and assign the case to Division "RPO" All hearings on RPOs and TRPOs will be heard at the Gun Club Courthouse.
4. Upon receipt of an RPO or TRPO filed during **normal** business hours, the Clerk will immediately notify the judge assigned to Division "RPO" and forward the petition and all necessary documents and information to the Division "RPO" judge, through the designated electronic email account for a prompt ruling or decision by the judge.
  - a. In the event the judge assigned to the Risk Protection Order Division "RPO" is unavailable, the Division "RPO" alternate will hear the TRPO or RPO.
  - b. In the event the alternate is unavailable, the Duty Judge will hear the TRPO or RPO.
5. **All RPOs and TRPOs filed outside of normal business hours must be filed electronically through the Florida courts e-filing portal.**
  - a. **For RPOs and TRPOs filed outside of normal business hours when the following day is a court business day, the Clerk will retrieve the filings from**

**the e-portal on the next business day and immediately forward to the judge assigned to Division “RPO” for prompt ruling or decision.**

**b. For RPOs and TRPOs filed outside of normal business hours when the following day is *not* a court business day:**

- i. Law enforcement must select the document description Combined Petition for Risk Protection Order (CRPO), and flag it as an emergency.**
- ii. The Clerk’s Office will process the petitions between the hours of 6:00 a.m. and 11:00 a.m. Any petitions filed after 11:00 a.m. will be processed the following day.**
- iii. The matter will be heard by the first appearance judge on the same day it is processed. The first appearance judge will schedule any follow up hearings on the Division “RPO” calendar.**
- iv. Before leaving Gun Club, the duty judge shall confirm with the Clerk all RPO filings have been processed.**

6. Three-day compliance hearings will be scheduled on court business days before the Division “RPO” judge.

7. A law enforcement officer may appear by phone or video for the TRPO hearing.

8. Florida Statute § 790.401(5)(a) provides that the Chief Judge of each circuit, in consultation with the appropriate sheriff, may authorize a law enforcement agency within the Chief Judge's jurisdiction to effect service of the RPO and TRPO. The undersigned Chief Judge has consulted with the Sheriff of Palm Beach County with regard to which law enforcement agencies within Palm Beach County have received the training necessary to effectively serve RPOs and TRPOs. The following agencies are hereby authorized to serve RPOs and TRPOs:

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| 1. The City of Atlantis Police Dept.            | 12. The Town of Lantana Police Dept.             |
| 2. The City of Boca Raton Police Dept.          | 13. The Town of Manalapan Police Dept.           |
| 3. The City of Boynton Beach Police Dept.       | 14. The Village of North Palm Beach Police Dept. |
| 4. The City of Delray Beach Police Dept.        | 15. The Town of Ocean Ridge Police Dept.         |
| 5. The Florida Atlantic University Police Dept. | 16. The Town of Palm Beach Police Dept.          |
| 6. The Town of Gulf Stream Police Dept.         | 17. The City of Palm Beach Gardens Police Dept.  |
| 7. The Town of Highland Beach Police Dept.      | 18. The Village of Palm Springs Police Dept.     |
| 8. The Town of Juno Beach Police Dept.          | 19. The City of Riviera Beach Police Dept.       |
| 9. The Town of Jupiter Police Dept.             | 20. The Sch. Bd. of Palm Beach Cty. Police Dept. |
| 10. The Jupiter Inlet Colony Police Dept.       | 21. The Village of Tequesta Police Dept.         |
| 11. The Town of Lake Clarke Shores Police Dept. | 22. The City of West Palm Beach Police Dept.     |

9. The Clerk’s office will forward a certified copy of the order and a copy of the law enforcement agency’s petition to the petitioning agency for service. If the petitioning agency is not one of the agencies listed in paragraph 8, then the Clerk’s office will forward a certified copy of the order and a copy of the petition to the Palm Beach County Sheriff’s Office for service.

10. The Clerk's office shall be responsible for notifying the Department of Agriculture and Consumer Services at **rpo@fdacs.gov** of the issuance of the RPO or TRPO within three business days after the entry of the order.
11. Court Administration, through its criminal case manager, will screen for cases pending in the Fifteenth Judicial Circuit wherein the Respondent is a party. In the event there is an active case wherein the Respondent is a party, the criminal case manager will notify the judge presiding over the active case, as well as any divisional case manager, of the newly filed TRPO/RPO.

15<sup>th</sup> **DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this day of April, 2026.

  
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Glenn D. Kelley, Chief Judge

\*supersedes admin. order 6.312-01/2026