

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT

IN AND FOR HARDEE, HIGHLANDS & POLK COUNTIES

AMENDED ADMINISTRATIVE ORDER NO. 1-4.0

**ADMINISTRATIVE ORDERS - DEFINITION AND SCOPE;
ISSUANCE; NUMBERING AND DISTRIBUTION AND CONTINUITY OF**

Definition and Scope

Administrative Orders are those orders issued by the Chief Judge or by the Administrative Judge of a Circuit Division or by the Administrative Judge of a County Court, that establish the internal organization, judicial assignments and administrative management of the courts. In addition, an Administrative Order may be issued for a temporary period in regard to clarifying case-related procedure, until such procedure is embodied into the Court Rules. Administrative Orders will be titled and numbered.

Issuance of

In the interest of uniformity - those Administrative Orders that pertain to the Circuit Court and/or all three County Courts, or any necessary temporary procedural order for the Circuit Court will issue from the Chief Judge. Those orders issued by the Chief Judge will be numbered and titled as in the below example:

(Example 1)

"IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT OF (Heading) FLORIDA"

(Number) "ADMINISTRATIVE ORDER NO. 6-2.0"

(Title) "SERVICE OF PROCESS BY COURT COUNSELORS"

The Administrative Judge of any Division or County may issue Administrative Orders that pertain to that Division or County and will be denominated by Division or County, numbered and titled as in the below example:

(Example 2)

(Heading) "IN AND FOR THE COUNTY COURT OF HARDEE COUNTY"

(Number) "HARDEE COUNTY COURT ADMINISTRATIVE ORDER NO. 2.0"

(Title) "DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT TO THE COUNTY JUDGE"

Numbering

Administrative Orders issued by the Chief Judge will be categorized by subject matter. Each category will be assigned a number and each administrative order within a category will be sequentially numbered. For example the first administrative order in the first category will be Administrative Order No. 1-1.0. The categories and their corresponding numbers are: ADMINISTRATIVE - 1; CRIMINAL - 2; CIVIL - 3; PROBATE AND GUARDIANSHIP - 4; DOMESTIC RELATIONS AND DOMESTIC VIOLENCE - 5; JUVENILE - 6; and MISCELLANEOUS - 7. All Special Orders entered by the Court will be categorized as Miscellaneous and numbered 7-5.1 for the first one entered, 7-5.2 for the second, and so on. Revisions to an existing order will contain provisions for cancelling the previous order and will be numbered with a decimal after the original number and a number 1 for first revision, and a decimal and number 2 for the second revision, etc., as in the example below:

ADMINISTRATIVE ORDER NO. 1-1.0 (original issuance)

ADMINISTRATIVE ORDER NO. 1-1.1 (first revision)

Administrative Orders issued by an Administrative Judge of any of any Division or County will be numbered in numerical sequence. Revisions to an existing order will contain provisions for cancelling the previous order and will be numbered with a decimal after the origin number and a number 1 for the first revision, and a decimal and number 2 for the second revision, etc., as in the example below:

ADMINISTRATIVE ORDER NO. 1.0 (original issuance)

ADMINISTRATIVE ORDER NO. 1.1 (first revision)

Distribution

Copies of Administrative Orders issued by an Administrative Judge will be forwarded to the Chief Judge and the Court Administrator. The following codes will be used to denote the distribution of Administrative Orders:

Distribution List 'A' - All Circuit Judges

'B' - All County Judges

'C' - All Circuit Clerks

'D' - Court Administrator

'E' - State Attorney and Public Defender

'F' - Sheriffs

'G' - Circuit Bar

'H' - City Clerks and Managers.

Continuity

All Circuit Court Administrative Orders issued by my predecessors will remain in effect on March 16th, 1993, until modified or cancelled by me or a successive Chief Judge. This Order revokes and supersedes Administrative Order No. 12.1 entered March 16, 1993 and renumbered as Administrative Order No. 1-4.0.

DONE AND ORDERED on this 27th day of April, 1993 nunc pro tunc to March 16th, 1993.

RANDALL G. MCDONALD

Chief Judge