

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA
ADMINISTRATIVE ORDER 1-41.0

RE: PROCEDURES FOR SUBMISSION OF PROPOSED ORDERS AND DISTRIBUTION OF SIGNED ORDERS

WHEREAS, it has long been the practice in this Circuit that when submitting a proposed order to a judge, pre-addressed envelopes with postage are submitted for distribution purposes, and

WHEREAS, this policy is already set out in the Family Division in Administrative Order No. 5-20.2 and will most certainly remain in any future versions of that Order, and

WHEREAS, the Court has determined that this policy should apply to all divisions of the Court, it is hereby

ORDERED that such procedure shall be as set out below.

FORMAT

1. All orders and judgments submitted to the court shall be on paper white paper; no letterhead paper shall be used for this purpose.
2. The signature block of the order shall include the name of the presiding judge followed by the words "Circuit Judge" or "County Judge" and shall not include such terms as "The Honorable" or "Honorable," unless otherwise authorized by the court.
3. Information concerning the people, businesses or agencies to which copies are being mailed shall be shown at the bottom of the order or judgment. If someone is being ordered to do something (e.g., submit a report to the court, etc.), they will need a copy, too, even if they do not normally receive copies of pleadings.

COPIES AND ENVELOPES

4. Copies of all orders and judgments entered shall be mailed to the litigants, attorneys, and appropriate agencies, except when the orders or judgments are distributed in court.
5. Copies for purposes of distribution shall be submitted along with the proposed order or judgment.
6. Stamped, pre-addressed envelopes shall be provided for all names appearing on the order's distribution or copy list. The return address on the envelopes shall read:

(Name of Judge)
Circuit or County Judge
P.O. Box 9000, Drawer J
Bartow, FL 33831-9000

Envelopes are not required for the State Attorney's Office, the Public Defender's Office, the County Attorney's Office, Domestic Relations Department, Child Support Enforcement, Department of Children and Families, or Board of County Commissioners, as these offices can be sent mail through the internal mail system.

This Administrative Order shall have immediate effect.

DONE AND ORDERED on this 29th day of November 2005.

RONALD A. HERRING

Chief Judge