

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS, AND POLK COUNTIES FLORIDA**

ADMINISTRATIVE ORDER NO. 1-47.0

IN RE: COURTESY HARD COPY REQUIREMENTS

WHEREAS, the Florida Supreme Court has enacted electronic filing requirements that become mandatory in 2013; and

WHEREAS, electronically filed documents are already being accepted by the Polk County Clerk of the Circuit Court; and

WHEREAS, unexpected technological malfunctions with computers, servers, and internet/intranet connections occasionally occur and prevent the court from being able to view electronically filed documents during scheduled hearings or in chambers; and

WHEREAS, for the efficient administration of justice during occasions of unexpected technological malfunctions it is necessary for attorneys and pro se litigants to mail the assigned judge a courtesy hard copy of pleadings, motions, pre-trial order requirements, jury instructions, statements of the case, joint stipulations, notices of hearing and any other document required by the assigned judge; it is

ORDERED that:

1. Attorneys and pro se litigants shall mail the assigned judge a courtesy hard copy of pleadings, motions, pre-trial order requirements, jury instructions, statements of the case, joint stipulations, notices of hearing, and any other document required by the assigned judge. All courtesy hard copies of documents must be received at least one day prior to any scheduled hearing and must be marked "courtesy" or "judge's copy" or in a similar manner.
2. When a courtesy copy document includes confidential information, the attorney or pro se litigant must provide the assigned judge notice in compliance with Florida Rule of Judicial Administration 2.420 or any other applicable rule or statute, that confidential information is included in the document.
3. Courtesy copies may not be faxed to the assigned judge's office except when the motion or complaint is an emergency **and** the attorney or pro se litigant has received permission from the assigned judge's judicial assistant to fax such motion.
4. To avoid the appearance of impropriety, attorneys and pro se litigants shall not e-mail

courtesy copies of any documents directly to the assigned judge.

5. This administrative order is effective upon entry.

DONE and ORDERED on this 2nd day of April, 2013.

WM. BRUCE SMITH, Chief Judge