



TENTH JUDICIAL CIRCUIT

DONALD G. JACOBSEN
CHIEF JUDGE OF THE CIRCUIT COURT

POLK COUNTY COURTHOUSE
POLK, HIGHLANDS, AND HARDEE COUNTIES
POST OFFICE BOX 9000
DRAWER J-107
BARTOW, FLORIDA 33831-9000
website: www.jud10.flcourts.org

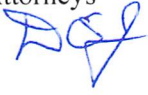
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MEMORANDUM

TO: Current Court Appointed Registry Attorneys
FROM: Donald G. Jacobsen, Chief Judge 
DATE: June 6, 2018
RE: **2018-2019 10th Circuit Court Appointed Attorney Registry**

The 2018-2019 fiscal year for the court appointed attorney registry is upon us. **Please read the revised application thoroughly, as modifications and additions have been made to the requirements.** Be advised that a **deadline of September 3, 2018**, has been included for all applications to be submitted. Any applications or modifications to your existing application (adding or deleting case types) that are submitted after the deadline will **not** be considered.

The court appointed registry application will be available for your review and use on the Tenth Judicial Circuit Court's website at www.jud10.flcourts.org (click on the link for the 2018-2019 Appointed Attorney Registry Application).

To be placed on the 2018-2019 Tenth Judicial Circuit Court's court appointed registry list, attorneys must:

- 1.) submit the **current** court appointed attorney registry application, via mail to the Chief Judge Office, P.O. Box 9000, Drawer J-107, Bartow, FL. 33831, by **September 3, 2018** (the application **must** reflect as "***2018-2019 Court Appointed Attorney Registry Application (General)***"), otherwise your application will not be considered); and
- 2.) be approved by the Court to be placed on its court appointed registry list (attorney's will only be notified if they are not approved for the registry); and
- 3.) enter into a contract with the Justice Administrative Commission ("JAC") for the fiscal year of 2018-2019.

The JAC has indicated that the 2018-2019 contracts will be available on its website mid-to-late June. Attorneys will not be placed on the Court's court appointed registry list until **after** they enter into a contract with the JAC. The contract that attorneys must enter into with the JAC stems from the Court's approval of the attorneys to be placed on the Court's court appointed attorney registry list.

Furthermore, the Court will process all registry applications within 3-5 business days. It is not necessary to call and inquire about the status of the application or to advise that you have executed JAC's contract. Attorneys will only be notified if they are not approved for the registry.