



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: Tenth Circuit Florida Bar Members
FROM: Donald G. Jacobsen, Chief Judge
DATE: July 26, 2018
RE: **2018-2019 10th Circuit Court Appointed Attorney Registry**

As a reminder, the court appointed registry application is 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). All applications must be submitted prior to **September 3, 2018**. Any applications or modifications to your existing application (adding or deleting case types) that are submitted after the deadline will **not** be considered.

To be placed on the 2018-2019 Tenth Judicial Circuit Court's court appointed registry list, attorneys **must**: (in the following order)

- 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 and the JAC will be noticed (attorney's will only be notified by the Court 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 Registry Contract will **ONLY** become valid for a particular circuit when the attorney is approved by the Chief Judge in that circuit and JAC receives the circuit's registry, (**within 3-5 business days upon receipt of application**) including the attorney's information, from the circuit's registry clerk."

Attorneys will not be **active** (and therefore eligible for appointments) on the Court's court appointed registry list until **after** they enter into a contract with the JAC and JAC notifies the Court upon execution of the contract. To inquire about JAC's processing time, you must contact their office directly. It is not necessary to call the Court and inquire about the status of the application or to advise that you have executed JAC's contract.