

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR POLK COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 4-11.0

IN RE: AUTHORIZATION FOR CLERK TO PERFORM CERTAIN DUTIES
RELATING TO BAKER AND MARCHMAN ACT PROCEEDINGS

WHEREAS proceedings relating to §§ 394.451 - 394.4789, Fla. Stat. (1997), entitled the "Florida Mental Health Act" or the "Baker Act" and hereafter referred to as the Baker Act and Chapter 397, Fla. Stat. (1997), entitled the "Hal S. Marchman Alcohol and Other Drug Services Act" and hereafter referred to as the Marchman Act involve issues inherently complex in nature; and

WHEREAS there are numerous agencies, receiving facilities and treatment facilities working with the court in the processing of these cases; it is therefore

ORDERED that the designated employee or employees of the Office of the Clerk is hereby authorized to do the following:

- 1) Assist in the completion of petitions for an *ex parte* order under the Baker Act or the Marchman Act;
- 2) Serve as liaison between the court and the several state agencies, receiving facilities, and treatment facilities in the preparation of petitions and orders as well as in the developing of policies and procedures to implement the provisions of the Baker Act and the Marchman Act;
- 3) Maintain, update and propose modifications to petitions and orders used in Polk County to ensure compliance with applicable state law and local policies and procedures; and
- 4) Serve as administrative assistant to the court in the preparation, filing and processing of pleadings and orders pursuant to the Baker Act and the Marchman Act.

DONE AND ORDERED on this 13th day of April, 1998.



CHARLES A. DAVIS, JR.
Chief Judge

Distribution:
Clerk of the Court - Polk County