

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

ADMINISTRATIVE ORDER NO. 4-13.5

IN RE: MAGISTRATES FOR PROBATE, GUARDIANSHIP,  
MENTAL HEALTH, AND PUBLIC HEALTH PROCEEDINGS

WHEREAS, the judges of the Tenth Circuit have determined it would promote the efficient administration of justice to appoint general magistrates to hear and consider Baker Act Proceedings; and

WHEREAS, the Court may appoint general magistrates to preside over hearings for involuntary commitment under §394.467, Florida Statutes, and involuntary treatment of habitual drug abusers under §397.681, Florida Statutes; and

WHEREAS, it is necessary to appoint magistrates in order to continue the efficient disposition of probate, guardianship, mental health and public health cases;

It is, therefore, ORDERED as follows:

1. Each of the following persons is hereby appointed Magistrate for the Tenth Judicial Circuit, in and for Hardee, Highlands and Polk Counties, Florida, pursuant to Fla. R. Civ. P. 1.490, Fla. R. Prob. P. 5.697, Section 394.467, Florida Statutes, Section 397.681, Florida Statutes, Section 744.369, Florida Statutes and any other statutory or rule provision authorizing the appointment of a general magistrate or a general master.
  - a. Robin Matis-Jackson
  - b. Jennifer Steimle
  - c. Philip Vandenbosch
  - d. Jeffrey Sirmons (effective as of October 1, 2025), and
  - e. Maria Zucker
2. Each Magistrate shall:
  - a. Take the oath of office required by the Constitution of the State of Florida and the oath shall be properly recorded in the Official Records of the Clerk of the Clerk of the Circuit Court for Polk County, Florida with this administrative order.
  - b. Perform duties in accordance with Fla. R. Civ. P. 1.490, Fla. Prob. R. 5.697, Fla. R. Juv. P. 8.257, Section 394.467, Florida Statutes, Section 397.681, Florida Statutes and Section 744.369(2), Florida Statutes and any other statutory or rule provision authorizing the appointment of a general magistrate or general master, applicable Rules of Court, the Code of Judicial Conduct, and as provided herein.
  - c. Be a member in good standing of The Florida Bar.
  - d. Serve at the pleasure of the Chief Judge.

- e. Serve without requirement of bond.
- 3. Each magistrate may take testimony and establish a record by electronic means. The record will be made, retained and destroyed in accordance with Florida Rule of General Practice and Judicial Administration 2.430 and administrative orders governing court reporting in this circuit.
- 4. All actions taken before this date by previously appointed general magistrates, general masters, and child support enforcement hearing officers are hereby confirmed.
- 5. Except as otherwise indicated herein, this Administrative Order is effective upon signing and VACATES and SUPERCEDES Administrative Order No. 4-13.4, entered on August 13, 2024.

DONE AND ORDERED on this 21st day of November, 2025.

s/JAMES A. YANCEY, Chief Judge

Original:  
Polk County Clerk of Court

Copies to:  
All Judges  
Clerks of the Court  
Magistrates  
Electronic Bar Mailing