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09/02/2004 at 12:39 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL CIRCUIT
OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 74-33

RECORDED IN THE PUBLIC RECORDS OF LEON CO. FLA. IN THE BOOK & PAGE IND.
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CLERK OF CIRCUIT COURT

IN RE: Official Court Reporter Assignments and Responsibilities

To better utilize the services of the Official Court Reporters and serve the needs of the various courts of the Second Judicial Circuit the following assignments and responsibilities will be implemented and become effective October 7, 1974. The assignments to be on a weekly rotating basis.

LEON COUNTY: Two reporters will be assigned each week and will be responsible for all criminal, juvenile, incompetency and Meyers Act proceedings occurring during the assigned period.

One reporter will be assigned to Circuit Criminal and one reporter to juvenile, incompetency, Meyers Act and any proceedings required to be reported in County Court, Criminal Division.

Each of the reporters are required to be back up for each other in any of the above mentioned courts if they are not already committed to report under their assigned duties. If both reporters are reporting criminal matters and a situation arises requiring another reporter then the responsible reporter, for which the conflict arises, will contact the next back up position as will be defined in this Administrative Order.

FRANKLIN COUNTY: One reporter will be assigned each week and will be responsible for all criminal, juvenile, incompetency and Meyers Act proceedings during the assigned week.

This reporter is the first back up for the Circuit.

JEFFERSON COUNTY: One reporter will be assigned each week and will be responsible for all criminal, juvenile, incompetency and Meyers Act proceedings during the assigned week.

This reporter is the second back up for the Circuit.

WAKULLA COUNTY: One reporter will be assigned each week and will be responsible for all criminal, juvenile, incompetency and Meyers Act proceedings during the assigned week.

This reporter is the third back up for the Circuit.

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GADSDEN AND LIBERTY COUNTIES: Mrs. Priscilla Williams is permanently assigned to these two counties and is responsible for all criminal, juvenile, incompetency and Meyers Act proceedings.

RESERVE: One reporter will be assigned to the reserve position each week. This reporter will not be assigned to any court and may use the time to do private work or assist any other reporter if she desires and her private calendar permits, except ---

This reporter will be the fourth back up for the Circuit.

BACK UP REPORTER: The back up positions for the Circuit are designated as follows:

1st - Franklin County
2nd - Jefferson County
3rd - Wakulla County
4th - Reserve

If any reporter in any county needs assistance because of not being able to handle her assigned duties she should contact the back up reporter as previously described. For example, if an additional reporter is needed in Leon County the reporter responsible for the assignment will contact the reporter for Franklin County for assistance. If the reporter for Franklin County is not reporting any of her assigned duties then she will assist in Leon County. If she is committed to reporting her assigned duties in Franklin County then the Jefferson County reporter will be contacted, and so on.

RESPONSIBILITY:

1. Each reporter is responsible for knowing her assignment during each week and to be available at all times for each assignment.
2. Each reporter is responsible for all criminal, juvenile, incompetency and Meyers Act proceedings first and foremost and all civil proceedings are secondary.
3. Each reporter is responsible for making contact with the back up reporter when needed and in the order as designated.
4. If any reporter desires to be off on any given day during her assignment she must make arrangments with another reporter or deputy reporter to cover her assignment not to conflict with any other schedule and will be responsible for paying any monies due a deputy reporter for covering such assignment.

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5. If at anytime, except for emergency reasons, and such reasons to be determined by the Court Administrator, that an assigned Official fails to cover her assignment and an Official or deputy reporter is assigned by the Court Administrator, that reporter is responsible for payment to the Official or deputy as outlined in the schedule of fees, and the Official receiving the pay shall not then turn in a work slip towards her 60 hours.

6. Each reporter will be granted two weeks vacation each year and to be scheduled at the convenience of the Court. Each reporter will make her own arrangments to have her assignments covered during the vacation period and all reporters are required to cooperate with each other during vacation periods.

7. Only one reporter will be permitted to be on vacation at a time except if a hardship exists or if Court calendaring during the requested period permits. To be determined and approved by the Court Administrator.

DONE and ORDERED in Chambers this 27th day of September, 1974 A.D., at Tallahassee, Florida.

Ben C. Willis
Chief Judge

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