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09/08/2004 at 02:34 PM, BOB INZER, CLERK OF COURTS

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AT THE TIME AND DATE
PAUL F. HARTS
CLERK OF CIRCUIT

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 80-11

RE: Official Court Reporter Assignments and Responsibilities

This Order supersedes Administrative Order No. 74-33 dated September 27, 1974.

To better utilize the services of the official court reporters and to serve the needs of the various courts of the Second Judicial Circuit, the following assignments and responsibilities will be implemented and become effective May 12, 1980. The assignments will be on a weekly rotating schedule.

LEON COUNTY:

Three reporters will be assigned each week and will be responsible for reporting those proceedings in both the Circuit and County Courts which are required to be reported; that is, criminal, juvenile, Baker Act and Myers Act proceedings, but not including Grand Jury proceedings and coroner's inquests.

One reporter will be assigned to Circuit Court Criminal; one reporter to County Court Criminal; and, one reporter to Juvenile Court and Baker and Myers Act proceedings.

Each reporter assigned in Leon County is required to be the back-up reporter for each other in any of the above mentioned duties and in the following order:

1. Circuit Court Criminal
2. Juvenile Court, Baker & Myers Act
3. County Court Criminal

If a reporter is working within his or her assigned duties and a matter arises requiring another reporter, then the responsible reporter for which the conflict arises will contact the back-up position as mentioned above. If all three reporters are working

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within his or her assigned duties and a matter arises requiring a fourth reporter, then the responsible reporter for which the conflict arises will contact the next back-up position as will be outlined in this Order. The reporter needing the assistance is responsible for contacting the back-up reporter who is available to assist.

FRANKLIN COUNTY:

One reporter will be assigned each week and will be responsible for all criminal, juvenile, Baker and Myers Act proceedings required to be reported 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, Baker and Myers Act proceedings required to be reported 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, Baker and Myers Act proceedings required to be reported during the assigned week. This reporter is the third back-up for the Circuit.

GADSDEN AND LIBERTY COUNTIES:

Mrs. Priscilla Williams is permanently assigned to these two counties and is responsible for all criminal, juvenile, Baker and Myers 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 he or she desires to do so and his or her private calendar

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permits. 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:

First - Franklin County

Second - Jefferson County

Third - Wakulla County

Fourth - Reserve

If any reporter in any county needs assistance because of not being able to handle his or her assigned duties, he or 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 his or her assigned duties, this reporter will assist in Leon County. If this reporter is committed to reporting his or her assigned duties in Franklin County, the Jefferson County reporter will be contacted, and so on.

RESPONSIBILITY:

1. Each reporter is responsible for knowing his or her assignment during each week and to be available at all times for each assignment.

2. Each reporter is responsible for all criminal, juvenile, Baker and Myers Act proceedings first and foremost and all civil proceedings are secondary.

3. Each reporter is responsible for reporting Grand Jury or coroner's inquest within the county of his or her

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assignment and may bill the county for services rendered at the rate as prescribed by administrative orders setting such fees to be charged by reporters.

4. Each reporter is responsible for making contact with the back-up reporter when needed and in the order as outlined.

5. If any reporter desires to be off on any given day during his or her assignment, arrangements must be made with another reporter to cover the assignment not to conflict with any other schedule.

6. If at any time, except for emergency reasons to be determined by the Court Administrator, an assigned official court reporter fails to cover his or her assignment, and another official reporter or special reporter is assigned by the Court Administrator, that reporter is responsible for payment to the official or special reporter as outlined in the schedule of fees. The official reporter receiving the pay shall not claim credit on the Court Reporters Monthly Certification forms towards the 60 hours overtime requirement.

7. Each reporter who is away from the office for an extended length of time is required to have another reporter on standby and to notify the Court Administrator's Office.

8. Any personal conflicts that may arise between court reporters which can not be resolved between the parties will be reported to the Court Administrator. An effort will be made by the Court Administrator and the reporters to resolve the problem before any other action is taken.

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

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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. This is to be determined and approved by the Court Administrator.

This Order supersedes all other orders or portions of orders which are in conflict with the above stated assignments and responsibilities. Any portion of any other order which may be in conflict is hereby superseded and the remaining portion of the order shall remain in full effect.

DONE AND ORDERED in Chambers at Tallahassee, Florida, this 8th day of May, A. D., 1980.

BEN C. WILLIS, CHIEF JUDGE

Copies:

All Court Reporters - Second Circuit
All Clerks of Court - Second Circuit
State Attorney - Second Circuit
Public Defender - Second Circuit
All Judges - Second Circuit

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