20040084223 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3157 PG: 621,
09/08/2004 at 02:34 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 84-29

RE: COURT ORGANIZATION - SECOND JUDICIAL CIRCUIT

I. Pursuant to Rule 2.050, Rules of Judicial Administration, the Second Judicial Circuit is hereby organized in accordance with the rules set forth herein for the purpose of better utilization of judicial manpower of the circuit, equitable distribution of duties among judges, and the more effective and efficient dispatch of the business of the circuit.

A. The Second Circuit, composed of six counties, is hereby divided into geographical sections, each county being a section. Each section is divided into divisions and an Administrative Circuit Judge shall be appointed to perform administrative functions pertaining to his section or division concurrently with the Chief Judge.

OCT 20 1 44 PM 1984
AT THE TIME AND DATE NOTED
PAUL F. HARTSFIELD
CLERK OF CIRCUIT COURT
RECORDED IN THE PUBLIC
RECORDS OF LEON CO. FLA.
IN BOOK & PAGE IND

II. Geographical Sections

A. The geographical sections of the Circuit are as follows:

1. Jefferson County Section
2. Gadsden County Section
3. Liberty County Section
4. Franklin County Section
5. Leon County Section
6. Wakulla County Section

B. Each of said sections is divided into divisions to which shall be assigned cases and matters of designated classes as hereinafter set forth.

III. Divisions - Circuit Court

A. Administrative Division

1. The Chief Judge shall be the Administrative head of the Circuit and shall appoint for each section and or division an administrative judge who shall perform administrative functions pertaining to his section or division concurrently with the Chief Judge. The administrative judge of each section,

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other than Leon County, shall be responsible for administration of said section. In Leon County, a Circuit Judge will be appointed to each division and shall be responsible for administrative functions in said division. Each section or division shall have a back-up judge assigned by the Chief Judge. Judge assignments to a section or division, other than temporary assignments, shall be made by memorandum. Said memorandum shall be attached to this order and made a part thereof. It is anticipated that assignments will be for a 2 year period and will be reviewed at that time. Assignments may be reviewed and modified at any time during said period, as may be needed, to take care of the courts business.

Any Circuit Judges who volunteers to participate in the weekend first appearance duty with the County Judges should submit their name to the Chief Administrative Judge of the County Courts for inclusion in the weekend schedule.

2. The administrative division shall be supervised and directed by the Chief Judge with the assistance of the Court Administrator. The Court Administrator shall perform his duties under the direction and authority of the Chief Judge and shall assist the administrative judges of each section or division in carrying out their functions.
3. Such division shall be concerned with and shall implement and execute orders and directives of the Chief Judge and of the administrative judges of said sections or divisions pertaining to assignments of Circuit Judges

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to section or division or to specific cases or special duties; assignment of Circuit Judges to County Courts and County Court Judges to Circuit Courts and County Court Judges of one County to a County Court in another County; and such other matters as shall pertain to the administration of the courts and interrelations between the Courts including all support personnel involved in the operations of the Courts.

4. The Court Administrator shall be responsible for the handling of all personnel matters and shall maintain personnel files pursuant to the rules set forth by the Supreme Court regulating all judicial personnel including current statistics of all annual and sick leave.

5. The Court Administrator shall be responsible for the supervision of and assignments of Court Reporters and shall promulgate rules and responsibilities governing the reporters concurrently with the Chief Judge.

6. The Court Administrator shall be responsible for the research, implementation, and coordination of programs and alternatives to enhance the administrative capabilities of the courts and disposition of judicial workload.

7. The Court Administrator shall be responsible for assignment and coordination of all court related facilities in Leon County, and shall assign the facilities consistent with the type of facilities needed to carry out the functions of the court. No changes in assigned facilities shall be made without coordinating with the Court Administrator.

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8. The Court Administrator shall be responsible for coordinating the calendar and facilities for visiting county judges who come into Leon County for court proceedings.

9. The Court Administrator shall be responsible for the preparation of and administration of the budget in Leon County consistent with the needs of the judges offices, Court Reporter's supplements, Court Administrator's office and the Law Library. The Court Administrator shall assist any of the other counties in preparation of their budgets when requested.

10. The Court Administrator shall be responsible for assisting the judges during the time when their judicial assistant is on vacation or sick leave, when possible. If more than one judicial assistant is out at the same time, the Court Administrator shall make the decision as to which office will be covered consistent with the needs of each judge. When possible, the judicial assistants should assist each other if they need to be out without calling on the Court Administrator.

11. The Judicial Assistants shall file with the Court Administrator their request for vacation time not to initially exceed two weeks, unless unusual circumstances prevail. This will allow all judicial assistants to select their primary vaction time during normal vacation months. Other vacation time may be requested after all judicial assistants have made their initial requests and if not in conflict with other duties required to be performed in the Court Administrator's office, may be approved. It is requested

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that no vacation time be scheduled during the month of December unless scheduling otherwise is not practicable.

12. All Judges should notify the Court Administrator as far in advance as possible of their vacation schedule in order to cover any proceeding that may need to be covered or if there is inquiry as to when the Judge may return to his office. Judges are also to inform the Court Administrator if they are going to be out of their office for more than one (1) day (including meetings, conferences, etc).

13. All Circuit Judges that are assigned to more than one county shall mail to the Court Administrator's Office, at the end of each month, his schedule for the following month.

14. Judges meetings will be scheduled, as nearly as possible, on a quarterly basis and shall be joint and separate meetings of County and Circuit Judge. The dates and times of the meetings will be published in advance by the Court Administrator's Office.

B. Juvenile Division

1. Pursuant to Florida Rules of Juvenile Procedures, and Chapter 39, F.S., all cases and matters involving the jurisdiction of the Circuit Court pertaining to delinquent or dependent children and children in need of supervision shall be referred to this division, and

2. Such other cases and matters as may be initially referred to other divisions, but which involve a child or children to such extent that, in the opinion of the Chief Judge or the Administrative Judge of the

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Juvenile Division and the judge to whom the case or matter was initially assigned, the Juvenile Division could more effectively process the cause; and in such event the clerk shall transfer the case on the direction of the judge or judges making the determination.

C. Probate Division

1. All matters involving the probate of wills, administration of estates and guardianship, administration of trusts, incompetency proceedings, and proceedings under the Baker Act and Myers Act, or any other similar matters pertaining to incompetency, retardees or other similar wards of the state shall be referred to this division.

D. Criminal Division

1. All informations and indictments for felonies; habeas corpus petitions (except those pertaining to child custody); and all matters pertaining to investigations or prosecutions of violations of criminal laws not vested exclusively in the County Court, but concurrent with the County Court applications for issuance of search warrants, shall be referred to this division.

E. Civil Division

1. All judicial proceedings not assigned to other divisions will be referred to this division.

2. In Leon County, this division shall have sub-divisions to facilitate the equalization of case assignments and judge workload. Unless otherwise specified by memorandum, all cases in this division shall be by a random and blind assignment system to be determined by the Chief Judge.

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3. The Sub-Divisions in Leon County shall be as follows:

SUB-DIVISION A	FAMILY LAW DIVISION Domestic relations claim, dissolution, support, alimony paternity, name change, adoption
SUB-DIVISION B	CONSTITUTIONAL AND GOVERNMENTAL AGENCY DIVISION Constitutional issue or a nonjury claim involving any governmental entity, including Bond Validations, and Insurance Receiverships, (State, County, Municipal, or any agency thereof) Regardless of remedy requested unless involving primarily a jury action
SUB-DIVISION C	EQUITY DIVISION (Not involving governmental entity) Such as mortgage or lien foreclosure, declatory judgment, injunction, quiet title
SUB-DIVISION D	LAW DIVISION Law action, including money damage claim, whether jury or non-jury together with replevin and ejectment, etc., including claims against governmental agencies where jury trial is requested

It is recognized that an action may involve more than one type of relief. However, you should select the division which involves the primary or initial relief. If the initial assignment is inappropriate, it can be reassigned at a later date to the appropriate division.

4. In Leon County, when a party files a case with the Clerk, the party shall designate the sub-division to which the case is to be assigned. The Clerk may then proceed to assign the case to an appropriate judge. No case shall be assigned to a judge until the proper designation is made as to the sub-division.

On filings received by the Clerk by mail or from parties outside of Leon County, who may not be familar with the designation requirement, the clerk is authorized to make the designation based on

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the best information contained in the filings.

A Civil assignment form for Leon County shall be prepared and attached to this order to aid the Bar or parties and Clerk in correctly assigning the case to a sub-division. A copy of said form shall be furnished to the Clerk and Bar for appropriate distribution and use.

5. Exparte Hearings - Each Judge assigned to the Civil Division is hereby directed to make provisions for regularly scheduled exparte hearings at least once a week or on a more frequent basis if needed. Each Judge shall notify the Court Administrator's Office of the dates and times selected for these hearings.

IV. Divisions - County Court

For the purposes of practice, in issuing, serving and returning process and for the trial and disposition of all cases, the county Courts of each County shall be divided into five divisions for more effective and efficient dispatch of the Court's business. Jurisdictional determination is pursuant to Chapter 34, F.S.

A. Administrative Division

1. This division shall be responsible for all supervision and administrative functions of the County Court in the county concurrently with the Chief Judge.
2. Each County Judge in Franklin, Gadsden, Jefferson, Liberty and Wakulla County shall be the Administrative Judge of his or her respective

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County. In Leon County, where there are three County Judges, one judge to be selected by the vote of such judges shall be Administrative Judge. In Leon County, the Administrative Judge shall be selected and serve for two years, each term beginning January 1 of each odd numbered year.

3. The County Judges of the Circuit shall select one of their number as Chief Administrative Judge for all Counties of the Circuit. This Judge will work with the Chief Judge in the administration of the County Courts and shall be the liaison in all meetings, including the Tallahassee Bar Liaison Committee, involving County Court matters.

4. The Chief Administrative County Judge of the Circuit shall be responsible for coordinating with the other County Judges in preparing a uniform bond schedule for the County Courts of the Circuit.

5. It is becoming increasingly necessary to maintain statistics on Judge workload, particularly when asking for new judge positions and when making judge assignments. In order to gather vital information regarding these matters, County judges who sit as Circuit Judges shall prepare and submit to the Court Administrator's Office, at the end of each month a report of their activities in the Circuit Court for that month. A form will be furnished to each County Judge which reflect the date of the activity,

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the case number, the nature of the case, i.e. the division or sub-division to which the case involves, the Circuit Judge to which the case is assigned and the time spent on the case. The exception to reporting of individual cases will be those matters which involve the handling of bulk type matters such as Juvenile, Probate, Baker Act or Myers Act cases. The cases may be reported in the divisions by date, category and time.

6. Visiting County Judges that come into Leon County for Court proceedings will coordinate with the secretary in the Court Administrator's office. If a Judge requests the assistance of a County Judge from outside Leon County, the requesting Judge or his secretary shall inform the secretary in the Court Administrator's Office of the time and date the visiting Judge will be hearing matters and where the matters will be heard. If the facilities are not known, the requesting Judge may direct the Court Administrator's Office to attempt to secure facilities for the proceedings. A calendar of events will be kept by the secretary in the Court Administrator's Office of all matters involving the visiting Judges.

7. The Court Administrator shall have the same responsibility and perform the same services as outlined in the administrative division of the Circuit Court.

B. Criminal Division

1. This division shall handle all Criminal matters filed in this Court including misdemeanors, not cognizable by the Circuit Court, preliminary hearings in felony

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cases, first appearances, issuance of search warrants, and violations of City and County Ordinances, other than traffic.

C. Traffic Division

1. This division shall handle all traffic matters and shall be processed through a Traffic Violations Bureau established in each county pursuant to Florida Rules of Practice and Procedures for Traffic Courts.

D. Civil Division

1. Pursuant to Chapter 34, F.S. and Florida Rules of Civil Procedures, this division will handle all Civil cases filed in the Court within the jurisdictional limits of $1,500.01 and $5,000.00.

E. Small Claims Division

1. This division shall handle all matters filed in this Court having a monetary jurisdictional amount of $1,500.00 or less.

V. Assignments Summary - Circuit Court

A. The Clerk of the Court shall upon filing of a case, assign it to the appropriate division and to a particular Judge in accordance with the Judge assigned to that division; except in Leon County a blind assignment system to be prescribed by the Chief Judge shall be used in making assignments in the Civil Division.

B. Assignment of Judges to Sections or Divisions shall be made by the Chief Judge as nearly as possible in conformity with desires of the individual Judges.

C. The rotation of Judges shall be determined by the Chief Judge in accordance with the needs and desires of the other Judges consistent with the needs and functions of the Courts.

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D. The Judge to whom the case is assigned shall be responsible for the case until final disposition or until such assignments is reassigned to another Judge at the direction of the Chief Judge.

E. The Chief Judge shall appoint one Administrative Judge and one Supplementary Judge to a section or division to be responsible for the administrative functions of that section or division of the Court.

The Administrative Judge shall be responsible for the supervision and direction of his section or division, including the instruction of Court related personnel in so far as their duties to the Court are concerned. He shall also establish, with the approval of the Chief Judge, rules of procedure by which his section or division shall be governed. In so far as practicable, such rules shall be uniform throughout the Circuit.

F. The Chief Judge may assign any Judge to any duty that such Judge may conveniently perform, and the Administrative Judges may make assignments within their divisions or sections and may request other Judges to act therein as may be necessary or convenient to dispatch the business at hand.

G. The Chief Judge and the Administrative Judge of each Section of the Circuit shall have the power and authority to make temporary assignments of County Court Judges who are members of the Florida Bar of not less than five years tenure therein to the Circuit Court, and any County Court Judge to the County Court of another County for the performance of such duties therein as may be necessary or practicable. Such an assignment may be verbally made by notifying the Judge and the Clerk of the County involved and the Judge

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may thereafter proceed accordingly; but the assignment shall be confirmed by written order to be filed with the Clerk of the County in which the assignment is performed.

H. No assignment provided herein shall in any way be construed as increasing or diminishing the jurisdiction or authority of any Circuit Judge or County Judge to perform any duty or enter any order in any county, section or division of the Circuit in which he would normally be assigned. Any Judge may request any other Judge to act in his stead in a particular case or matter and if the requested Judge shall respond thereto any and all orders and judgments rendered by him shall be as effective as if he were the Judge initially assigned.

This order shall become effective January 1, 1985.

DONE and ORDERED this 26th day of October, 1984.

Donald O. Hartwell

Donald O. Hartwell, Chief Judge

COPIES: All Judges
All Clerks
All Court Reporters
State Attorney
Public Defender
Tallahassee Bar
Jefferson County Bar
Gadsden County Bar

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MEMORANDUM OF JUDGE ASSIGNMENTS

This memorandum provides for Judge assignments in the Circuit Court of the Second Judicial Circuit and shall be attached to Administrative Order number 84-29 and made a part thereof. These assignments shall become effective on January 1, 1985 and shall remain in effect until changed or modified by the Chief Judge.

LEON COUNTY CIRCUIT COURT

DIVISION	JUDGE	BACK-UP JUDGE(S)
1. Probate	Cawthon	Harper
2. Juvenile	Cawthon	Gary and Hartwell
3. Criminal	Hall (2/3)	Davey (1/3)
4. Civil	Hartwell Administrative Judge of all Civil Divisions	
Sub-division A	Cawthon (1/9) Davey (2/9) Gary (2/9) McClure (2/9) Harper (2/9)	
Sub-division B Constitutional and Governmental Agency Division	Miner	Hartwell
Sub-division C Equity Division	Cawthon (1/12) Davey (2/12) Gary (2/12) McClure (2/12) Harper (5/12)	
Sub-division D	Hartwell (3/9) Gary (3/9) McClure (3/9)	

All URESA cases - McClure

All County Court Appeals -

January 1, 1985 - June 30, 1985	Davey
July 1, 1985 - December 31, 1985	Gary

Juvenile Weekend Rotation -

(See attached list and dates)

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(CONTINUED...)
MEMORANDUM OF JUDGE ASSIGNMENTS

Re-assignments

1. Effective December 31, 1984, all cases assigned to Judge Rudd will be re-assigned to Judge McClure. Cases already calendered for trial or hearings shall be heard by Judge McClure on the dates and time scheduled unless otherwise changed by the consent of the parties or the Judge.
2. Effective December 31, 1984, all cases in Leon County assigned to Judge Willis will be re-assigned to Judge Davey. Cases already calendered for trial or hearings shall be heard by Judge Davey on the dates and time scheduled unless otherwise changed by consent of the parties or the Judge.
3. Effective December 31, 1984, all cases in Leon County assigned to Judge Cooksey will be re-assigned to Judge Gary. Cases already calendered for trial or hearing shall be heard by Judge Gary on the dates and time scheduled unless otherwise changed by consent of the parties or the Judge.
4. In the event a Judge's trial or hearing settles on short notice, that judge shall advise the Court Administrator that he is available to assist another Judge if needed. These cases shall not be re-assigned, but will remain with the Judge originally assigned to the case.

		(Back-up)
GADSDEN COUNTY CIRCUIT COURT		
All Divisions	Miner	Hood
LIBERTY COUNTY CIRCUIT COURT		
All Divisions	Cooksey	Hood
FRANKLIN COUNTY CIRCUIT COURT		
All Divisions	Cooksey	Carter
JEFFERSON COUNTY CIRCUIT COURT		
All Divisions	Cooksey	Johnston
WAKULLA COUNTY CIRCUIT COURT		
All Division	Harper	Carter

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DIVISION DESIGNATION

THIS FORM SHOULD BE FILED WITH COMPLAINT AND MUST BE COMPLETED BEFORE CLERK CAN MAKE JUDICIAL ASSIGNMENT

Does this case primarily involve (check one)

SUB-DIVISION A — FAMILY LAW DIVISION
Domestic relations claim, dissolution, support, alimony, paternity, name change, adoption ____

SUB-DIVISION B — CONSTITUTIONAL AND GOVERNMENTAL AGENCY DIVISION
Constitutional issue or a non-jury claim involving any governmental entity, including Bond Validations and Insurance Receiverships (State, County, Municipal, or any agency thereof) regardless of remedy requested unless involving primarily a jury action ____

SUB-DIVISION C — EQUITY DIVISION
(not involving governmental entity) Such as mortgage or lien foreclosure, declaratory judgment, injunction, quiet title, accounting, specific performance, etc. ____

SUB-DIVISION D — LAW DIVISION
Law action, including money damage claim, whether jury or non-jury, together with replevin and ejectment, etc., including claims against governmental agencies where jury trial is requested ____

_____
Attorney

NOTE: It is recognized that an action may involve more than one type of relief. However, you should select the division which involves the primary or initial relief. If the initial assignment is inappropriate, it can be reassigned at a later date to the appropriate division.

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SCHEDULE OF JUDGES MEETINGS - 1985

The following are the dates and times of the judges meetings for the calendar year 1985. These meetings will be joint and separate meetings of the County and Circuit Judges.

Friday - March 29th, 1985 - 2:00 p.m.
Friday - July 12th, 1985 - 2:00 p.m.
Friday - November 15th, 1985 - 2:00 p.m.

All meetings are scheduled in the Grand Jury Room of the Leon County Courthouse.

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JUVENILE WEEKEND ROTATION SCHEDULE

1985

1/5	Cawthon	7/13	Miner
1/12	Hartwell	7/20	Cawthon
1/19	Gary	7/27	Hartwell
1/26	Davey	8/3	Gary
2/2	McClure	8/10	Davey
2/19	Hall	8/17	McClure
2/16	Miner	8/24	Hall
2/23	Cawthon	8/31	Miner
3/2	Hartwell	9/7	Cawthon
3/9	Gary	9/14	Hartwell
3/16	Davey	9/21	Gary
3/23	McClure	9/28	Davey
3/30	Hall	10/5	McClure
4/6	Miner	10/12	Hall
4/13	Cawthon	10/19	Miner
4/20	Hartwell	10/26	Cawthon
4/27	Gary	11/2	Hartwell
5/4	Davey	11/9	Gary
5/11	McClure	11/16	Davey
5/18	Hall	11/23	McClure
5/25	Miner	11/30	Hall
6/1	Cawthon	12/7	Miner
6/8	Hartwell	12/14	Cawthon
6/15	Gary	12/21	Hartwell
6/22	Davey	12/28	Gary
6/29	McClure		
7/6	Hall		

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COUNTY JUDGES MONTLHY REPORT FOR CIRCUIT COURT MATTERS

DATE	CASE NO.	NATURE OF CASE	ORIG. JUDGE ASSIGNED	TIME (Length of hearing)

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