20040080262 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3150 PG: 1503,
08/26/2004 at 12:48 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 89-61

FILED AND DATE NOTED
GWEN MARSHALL
CLERK OF CIRCUIT COURT
JUL 27 2 19 PM '89
RECORDED IN THE PUBLIC
RECORDS OF LEON CO FLA.

RE: PRISONER PETITIONS

WHEREAS, it is necessary to formalize the procedure to be used concerning prisoner petitions within the Second Judicial Circuit;

THEREFORE the following are the procedures to be followed concerning prisoner petitions:

1. Every Circuit Judge will hereinafter be assigned prisoner petitions.

2. The Clerk's office will apportion prisoner petitions to each Circuit Judge in an equal manner.

3. Upon receipt of each prisoner petition, the Clerk's Office shall assign a case number and a Judge and send each petitioner a letter containing this information. A status slip will be affixed to the inside of the file and an Order of Insolvency shall be attached to the front.

4. The Clerk's Office shall not return any petitions or Affidavits of Insolvency which lack notarization. It is for the Court to dismiss Affadavits of Insolvency which are not notarized pursuant to Section 57.081, Florida Statutes (1987).

5. The Clerk's Office will not issue summons on behalf of petitioners unless directed to do so by the Court.

6. Every piece of paperwork received by the Clerk's Office by a prisoner shall be attached to the file and brought to the assigned Judge's office. If the file has been checked out by the Judge, a note shall be attached to the material alerting the Judicial Assistant that the Judge is in possession of the file.

7. Every letter by a prisoner which is received directly by a Judge shall be stamped "Received by Judge _____" and the date received. Each Judge will be provided with a rubber stamp

UNOFFICIAL DOCUMENT
UNOFFICIAL DOCUMENT

that contains this information. The letter will then be sent to the Clerk's Office for entry into the computer and further handling.

8. Each Judicial Assistant is responsible for providing copies of the petition to the Defendant.

9. There is a one year time standard on all prisoner petitions. They must be, therefore, handled in an expeditious manner by the Court.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 22nd day of July, 1989.

CHARLES D. McCLURE
CHIEF JUDGE

copies furnished to:
All Circuit Judges
Clerk of Court
Court Administrator's Office
Trial Court Clerk

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT