R970061090
RECORDED IN
PUBLIC RECORDS LEON CNTY FL
BOOK: R2039 PAGE: 01992
AUG 15 1997 04:02 PM
DAVE LANG, CLERK OF COURTS

BOOK:R2039 PAGE:01992
R970061090

IN THE SECOND JUDICIAL CIRCUIT OF THE STATE OF FLORIDA

CHAMBERS OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO.: 97-10

IN RE: LEGAL MAIL AND ADDRESS CHANGES WITH RESPECT TO INMATES AND OTHERS UNDER THE SUPERVISION OF THE FLORIDA DEPARTMENT OF CORRECTIONS

WHEREAS, petitions for habeas corpus, mandamus, complaints and other suits by prisoners or other persons under the control and/or supervision of the Department of Corrections throughout the State of Florida filed against said Department and its personnel in the Circuit Court of the Second Judicial Circuit of Florida, have quadrupled in the last four (4) years, and

WHEREAS, the Clerks and Courts in the Second Judicial Circuit do not have the personnel and other resources to continuously reprocess returned legal mail resulting from the frequent and continuing changes in petitioner/complainant mailing addresses; to ascertain current mailing addresses; and, to remail orders and judgments to current mailing addresses, and

WHEREAS, to alleviate and eliminate the enormous volume of nonforwarded, nondelivered and returned legal mail created by the lack of available current addresses, it is necessary that the Clerks maintain in the court files current mailing addresses at all times so that legal mail may be sent directly by the Courts to petitioners/complainants without inordinate delay,

IT IS THEREFORE,

ORDERED THAT

1. All Petitioners/Complainants shall maintain, at all times while a petition/complaint is pending, a current mailing address with the Clerks of the Courts in the Second Judicial Circuit of Florida by filing a Notice of Change of Address in the form herein prescribed each time a change of address occurs after the initial filing of any petition/complaint.

2. All Case Management Orders with respect to prisoner litigation in the Second Judicial Circuit of Florida shall also require that the aforesaid Notice of Change of Address be filed. The approved form for such required Notice of Change of Address is attached hereto.

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

R970061090
RECORDED IN
PUBLIC RECORDS LEON CNTY FL
BOOK: R2039 PAGE: 01993
AUG 15 1997 04:02 PM
DAVE LANG, CLERK OF COURTS

BOOK:R2039 PAGE:01993
R970061090

A SEPARATE NOTICE OF CHANGE OF ADDRESS MUST BE FILED FOR EACH PENDING CASE SEPARATELY SPECIFYING EACH CASE NUMBER.

3. Prior to the mailing of any orders, writs or judgments by the Courts, the case file in the Clerks' offices shall be checked to ascertain a current address for mailing. Upon any failure to file and maintain a current address thereby resulting in the return of legal mail, such returned mail shall thereupon be placed in the court file by the Clerks and the case shall be closed without further consideration, rehearing or reconsideration.

4. Administrative Order 97-05 entered May 1, 1997 entitled

Mailing of Court Orders and Judgments to Inmates and Others Under the Supervision of the Florida Department of Corrections,

is hereby **SUPERSEDED, VACATED, and TERMINATED.**

5. This Order shall be posted in the inmate library of each institution within the Department of Corrections of the State of Florida.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 12th day of August, 1997.

N. SANDERS SAULS
CHIEF JUDGE

Copies furnished to:

All Circuit and County Judges
All Circuit and County Judicial Assistants
All Clerks of Court of the Second Judicial Circuit
Tom Long, Court Administrator
Susan Maher, Deputy General Counsel
Department of Corrections

UNOFFICIAL DOCUMENT
UNOFFICIAL DOCUMENT

R970061090
RECORDED IN
PUBLIC RECORDS LEON CNTY FL
BOOK: R2039 PAGE: 01994
AUG 15 1997 04:02 PM
DAVE LANG, CLERK OF COURTS

BOOK:R2039 PAGE:01994
R970061090

IN THE CIRCUIT COURT OF THE
SECOND JUDICIAL CIRCUIT, IN
AND FOR LEON COUNTY, FLORIDA

_____
Petitioner

vs.

_____
Respondent

NOTICE OF CHANGE OF ADDRESS

The Petitioner, _____, in proper person, respectfully submits this Notice of Change of Address.

FROM: _____

_____

TO: _____

_____

in the above-styled cause and respectfully requests the Clerk to file this Notice in the above referenced case, and to make the same a part of the records therein.

_____
Petitioner

CERTIFICATE OF SERVICE

I HEREBY CERTIFY, that a true and correct copy of the foregoing Notice of Change of Address has been furnished to _____
_____.
Sent by U.S. Mail on this _____ day of _____, 19____.

_____
Petitioner

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