20200016642 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 5425 PG: 689, 03/18/2020 at 02:34 PM, GWEN MARSHALL, CLERK OF COURTS

IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER 2020-03

IN RE: CLOSE NON-ESSENTIAL AND NON-CRITICAL COURT OPERATIONS

WHEREAS, the purpose of this order to is to implement and comply with the Administrative Orders of the Florida Supreme Court directing all circuit and county courts, chief judges, circuit and county judges to respond to the public health emergency related to the COVID-19;

IT IS HEREBY ORDERED that:

All court operations in all courthouses and facilities of the Second Judicial Circuit are hereby CLOSED to the public except to perform essential court proceedings and critical proceedings related to the state of emergency or the public health emergency. "Court operations" includes the facilities and operations of each Clerk of Court, the State Attorney's Office and the Public Defender's Office.

"Essential court proceedings" includes:

- First appearance in criminal cases;
- Criminal arraignments as necessary;
- Hearings on motions to set or modify monetary bail for individuals who are in custody;
- Juvenile dependency shelter hearings;
- Juvenile delinquency detention hearings;
- Hearings on petitions for temporary injunctions relating to safety of an individual;
- Hearings on petitions for risk protection orders;
- Hearings on petitions for the appointment of an emergency temporary guardian; and
- Hearings to determine whether an individual should be involuntarily committed under the Baker Act or the Marchman Act.

"Critical proceedings related to the state of emergency or the public health emergency" includes proceedings related to:

- Violation of quarantine or isolation;
- Violation of orders to limit travel;
- Violation of orders to close public or private buildings; and
- Enforcement of curfew orders.

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No proceedings or court events other than essential court proceedings and critical proceedings related to the state of emergency or the public health emergency shall be conducted through in-person hearings during the period of this administrative order.

All judges of the circuit and county courts of the Second Judicial Circuit shall reschedule, postpone, or cancel all non-essential and non-critical court proceedings and events unless the chief judge determines that such other specific proceedings or events can be effectively conducted remotely using telephonic or other electronic means available in the subject jurisdiction without the necessity of in-person court appearances.

All attorneys in civil and family cases must file all court documents electronically effective immediately. The Clerks of Court of the Second Judicial Circuit will not accept routine paper filings in civil and family cases by attorneys.

Each Clerk of Court of the Second Judicial Circuit is directed to immediately establish means to accept paper filings by pro se litigants including domestic violence, stalking, sexual violence, repeat violence and dating violence injunctions and other court papers labeled "Emergency" by the pro se litigant. A duty judge will be available to determine whether a document constitutes an emergency and establish a process for resolution.

All procedural provisions, rules, and administrative orders inconsistent with Supreme Court Administrative Orders related to the public health emergency are deemed superseded and suspended until such emergency orders are rescinded by the Florida Supreme Court.

This Administrative Order is effective immediately, and in effect until further order of the Chief Judge.

DONE and ORDERED in chambers in Tallahassee, Leon County, Florida, this 18th day of March, 2020.

JONATHAN SJOSTROM
Chief Judge

Copies furnished to:
All Circuit and County Judges, Second Judicial Circuit
All Clerks of the Court, Second Judicial Circuit
All Sheriffs, Second Judicial Circuit
State Attorney, Second Judicial Circuit
Public Defender, Second Judicial Circuit
Office of Court Administration, Second Judicial Circuit

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CLERK OF THE CIRCUIT COURT & COMPTROLLER LEON COUNTY GWEN MARSHALL
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