



**IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA
OFFICE OF THE CHIEF JUDGE
ADMINISTRATIVE ORDER 2025-01**

**IN RE: LEON COUNTY CLERK OF COURT AND COMPTROLLER
PRIORITY TIME STANDARDS**

WHEREAS, pursuant to Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215, Florida Rules of General Practice and Judicial Administration, the chief judge shall exercise administrative supervision over all the trial courts within the Second Judicial Circuit, including the authority to promote the prompt and efficient administration of justice and to supervise dockets and calendars;

WHEREAS, the clerks of court provide court-related functions which are essential to the orderly operation of the judicial branch, and pursuant to section 43.26(6), Florida Statutes, the chief judge of each circuit, after consultation with the clerk of court, shall determine the priority of services provided by the clerk of court to the trial court;

WHEREAS, the undersigned chief judge, in compliance with section 43.26(6), Florida Statutes, has consulted with the clerk of court prior to the entry of this administrative order;

WHEREAS, the timely entry of judicial orders for the arrest of persons is a matter of public safety, and the prompt release of incarcerated persons pursuant to judicial order is a due process issue, both of which are docketing priorities;

WHEREAS, by the authority of Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215, Florida Rules of General Practice and Judicial Administration,

It is therefore **ORDERED** that:

I. Arrest Orders

1. The Leon County Clerk of the Circuit Court and Comptroller (Clerk) must accept, process, and transmit to the Warrants Division of the Leon County Sheriff's Office on the same calendar day, any judicial action resulting in an order for the arrest of a person filed at the Clerk's Office, 301 S. Monroe Street, Tallahassee, Florida, through the Florida Court's E-Filing Portal, through the Second Judicial Circuit eWarrant system, or by any other means, between the business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. The Clerk must accept, process, and before 5:00 p.m. on the next business day, transmit to the Warrants Division of the Leon County Sheriff's Office any judicial action resulting in an order for the arrest of a person filed after 5:00 p.m. on weekdays, on weekends, or on a court holiday.

3. If received by the clerk during an emergency closure¹ the judicial action must be processed and transmitted to the Warrants Division of the Leon County Sheriff's Office before 5:00 p.m. on the first business day the court reopens.
4. A judicial action resulting in an order for the arrest of a person includes, but is not limited to, Arrest Warrants (including Violation of Probation or Community Control Warrants), Capiases, and Writs of Bodily Attachment.

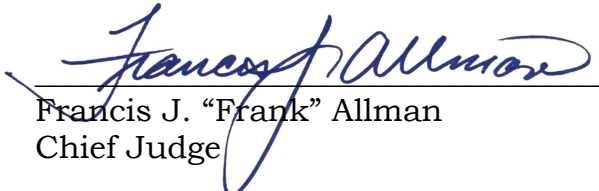
II. Custody Status Change

1. The Clerk must accept and, if possible without disrupting or delaying court proceedings, contemporaneously process and transmit to the Leon County Detention Facility on the same calendar day, any judicial action that results in a change to a detainee's custody status or release eligibility filed at the Clerk's Office, 301 S. Monroe Street, Tallahassee, Florida, through the Florida Court's E-Filing Portal, or by any other means, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. The Clerk must accept, process, and transmit to the Leon County Detention Facility any judicial action that results in a change in the custody status or release eligibility of a detainee received after 5:00 pm on weekdays, on weekends, or on court holidays, before 5:00 pm on the next calendar day.
3. If received by the clerk during an emergency closure¹, the judicial action must be processed and transmitted to the Detention Facility before 5:00 pm on the first business day the court reopens.
4. A judicial action that results in a change in custody status includes, but is not limited to, Pleas in Absentia, Time-Served Pleas, Release on Own Recognizance (ROR) Orders, Orders Setting Bond, and Orders Reducing Bond.

III. Under no circumstances shall the Clerk fail to accept, process and transmit any judicial action as set forth in this Administrative Order unless prior approval is obtained from the judge who entered the order or the Chief Judge.

IV. This Order shall take effect on November 12, 2025, and shall remain in effect until further order of the Court.

DONE and ORDERED in chambers in Tallahassee, Leon County, Florida, this 10th day of November 2025.


Francis J. "Frank" Allman
Chief Judge

¹ Emergency closures are court closures designated by the Chief Judge of the Second Judicial Circuit or the Chief Justice of the Florida Supreme Court.