

IN THE CIRCUIT COURT IN AND FOR  
THE SECOND JUDICIAL CIRCUIT

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 2007-02

IN RE: **DESTRUCTION OF JUROR NOTES**

WHEREAS, the Florida Rules of Judicial Administration's Judicial Branch Records Retention Schedule For Administrative Records provides that certain records of the judicial branch may be destroyed after certain periods of time have elapsed; and

WHEREAS, to ensure compliance with the requirements of the Rules of Judicial Administration, in accordance with the authority vested in the Chief Judge by Rule 2.215 (former 2.050), Florida Rules of Judicial Administration, it is

**ORDERED** that:

A. DEFINITIONS.

1. "Juror notes" as used in this order shall consist of any written notes taken by jurors during civil or criminal trials.
2. "Destroy" as used in this order shall mean physically damaging the documents by shredding, tearing, or otherwise fragmenting so as to obliterate the contents thereof.

B. PROCEDURES.

The following procedures shall apply to the discarding of juror notes after issuance of a verdict, or if the trial ends prematurely as a result of a mistrial, plea, or settlement:

1. The bailiff is assigned the duty of collecting and securing the jurors' notes during the trial and shall collect and destroy all jurors' notes immediately after the trial's conclusion, preferably by electronic shredder.
2. If immediate destruction by the preferred method is not feasible, the bailiff shall hold the notes in a secure location until shredding may be commenced.
3. If it is apparent that electronic shredding is not feasible and will not be feasible in the near future, the bailiff shall destroy the notes by hand before disposing of them in the appropriate receptacle.



UNOFFICIAL DOCUMENT

UNOFFICIAL DOCUMENT

**DONE AND ORDERED** in Leon County, this 3rd day of January, 2007.

*Charles A. Francis*

**CHARLES A. FRANCIS**  
Chief Judge

Copies provided to:

- All Circuit and County Judges, Second Judicial Circuit
- All Clerks of Court, Second Judicial Circuit
- All Sheriffs, Second Judicial Circuit
- Grant Slayden, Trial Court Administrator, Second Judicial Circuit

