

**IN THE SECOND JUDICIAL CIRCUIT  
OF FLORIDA**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER 2018-11**

**IN RE: ADMINISTRATIVE PLAN**

**WHEREAS**, rule 2.215(b)(2), Florida Rules of Judicial Administration, states that “the chief judge shall be the administrative officer of the courts within the circuit and shall, consistent with branch-wide policies, direct the formation and implementation of policies and priorities for the operation of all courts and officers within the circuit”, and

**WHEREAS**, rule 2.215(b)(3), Florida Rules of Judicial Administration, states that the “chief judge shall develop an administrative plan” to “ensure the efficient and proper administration of all courts within the circuit”, it is therefore

**ORDERED** that the administrative plan for the operation of the Second Circuit is as follows:

**I. Description of the Second Circuit.**

a. The Second Circuit serves six counties: Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla. It consists of one urban and five rural counties covering a geographic area nearly the size of the State of Connecticut.

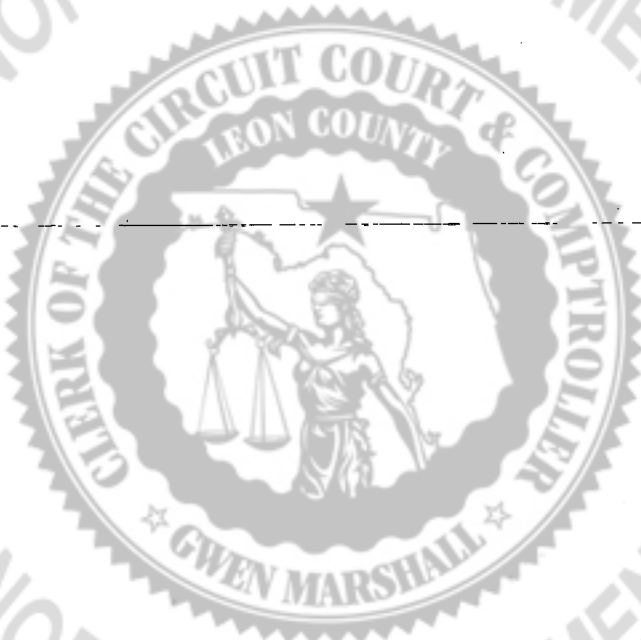
b. The Second Circuit is served by sixteen circuit judges and ten county judges. Rural county judicial assignments create unique challenges for scheduling hearings and handling emergency matters, particularly if assigned circuit judges are scheduled elsewhere.

c. The Second Circuit is committed to the equitable delivery of programs and services to each county as funding and resources allow.

**II. Administrative organization capable of effecting the prompt disposition of cases.**

a. Administrative circuit judges of the Circuit Court Criminal, Circuit Court Civil, and Family Divisions and an administrative judge of county court shall be assigned by administrative order to assist with the administrative supervision of the courts and divisions.

b. Judges assigned to counties served by more than one circuit or county judge shall be assigned cases by the Clerks of Court as directed by administrative order.



- c. Senior judges, magistrates, hearing officers, alternative dispute resolution, and case management resources shall be used to supplement and assist circuit and county judges.
  - d. Circuit-wide weekend and holiday detention hearings and first appearances, duty judges to hear after-hours emergency matters, and other special assignments shall be made through administrative order and implemented by a memorandum or schedule published by the Office of Court Administration.
  - e. Circuit and county judges throughout the Second Circuit are authorized to supplement and aid any other circuit or county judge in the circuit if the circuit or county judge is unavailable, otherwise requests assistance, or is assigned by the Chief Judge.
  - f. Judges shall adhere to Supreme Court Administrative Order No. AOSC 14-66, In Re: Diligent Performance of Judicial Duties and Canon 3, Code of Judicial Conduct, to “dispose of all judicial matters promptly, efficiently, and fairly.”
  - g. The Second Circuit actively participates in development and implementation of helper-court programs. The Second Circuit operates Veterans Treatment Court (Leon County), Adult Drug Court (Gadsden, Leon), Early Childhood Court (Gadsden, Leon, Wakulla), and Juvenile Drug Court (Leon).
- III. Assignment of judges and other court officers and personnel.

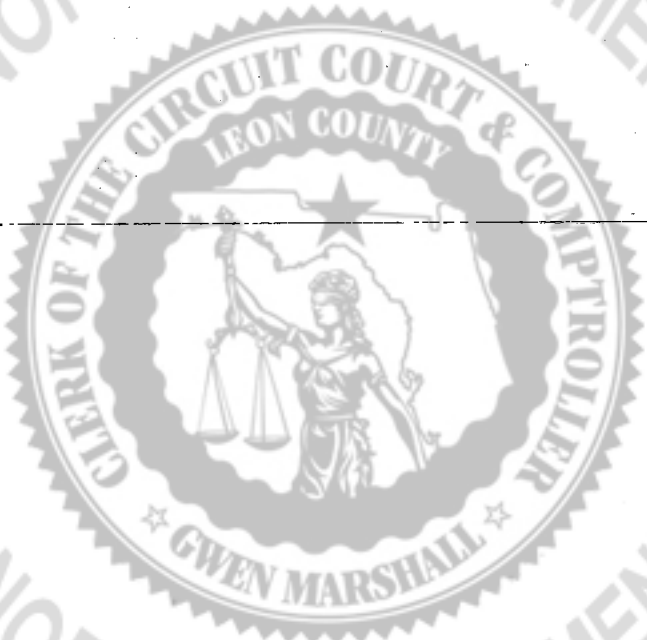
a. Assignment of judges.

(1) Judicial assignments may be made to Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla Counties in both Circuit and County Courts. Judicial assignments in Leon County may be made to the Circuit Court Criminal Division, Circuit Court Civil Division, Family Division, Probate Division, Leon County Court Criminal Division, and Leon County Court Civil Division.

(2) County judges are encouraged to accept responsibility for circuit work.

(3) The Chief Judge reviews judicial assignments at least every two years and assigns judges through administrative order. Judicial assignments are based upon statistical data, including as developed by the case reporting system, and consideration of fairness, prior assignment, workload equity, judicial preference, seniority, experience, training and professional development, and personal factors.

b. Assignment of other court officers and personnel. Other court officers and personnel subject to the direction and control of the Chief Judge are supervised by the Trial Court Administrator with the exception of judicial assistants, who are personal staff to individual judges, and the lead senior trial court law clerk, who



manages the staff attorneys and law clerk interns. The Trial Court Administrator's Office of Court Administration supervises the operation of all court programs and services. The Trial Court Administrator shall maintain and publish an organization chart.

IV. Control of dockets. Control of dockets are delegated to administrative judges subject to the Chief Judge's administrative supervision. The Office of the State Courts Administrator, Office of Court Administration, Clerks of Court, and other organizations provide various computer systems, reports, and dockets as directed by the Chief Judge and trial court judges for use in controlling dockets. The Chief Judge shall authorize the use of judicial viewers and/or case management systems to ensure adherence to Supreme Court directives concerning paperless court.

V. Regulation and use of courtrooms. The Chief Judge shall assign and regulate the use of all court facilities by memorandum published by the Office of Court Administration.

VI. Periodic review of the status of inmates of the county jails. The Chief Judge or the Chief Judge's designee, with the assistance of the Office of Court Administration, will regularly examine the status of every inmate in the county jails in the Second Circuit through periodic reports submitted by the Sheriffs and participation on Public Safety Coordinating Councils established in each county.

VII. This order shall take effect immediately and shall remain in effect until modified by subsequent order.

**DONE and ORDERED** in chambers in Tallahassee, Leon County, Florida, this 14<sup>th</sup> day of December 2018.

  
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**JONATHAN SJOSTROM**  
Chief Judge

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

