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**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER # 2006-00-02

**RE: ADMINISTRATIVE PLAN FOR THE
FOURTEENTH JUDICIAL CIRCUIT EFFECTIVE JANUARY 2, 2006**

Whereas, the Chief Judge of each judicial circuit, pursuant to Section 43.26, Florida Statutes, has administrative supervision over all the trial courts within the judicial circuit and over the judges and other officers of such courts;

Whereas, the Chief Judge of the Fourteenth Judicial Circuit, pursuant to Rule 2.050, Florida Rules of Judicial Administration, has the responsibility to develop an administrative plan for the efficient and proper administration of all courts within the circuit;

Whereas, the Chief Judge, through the plan, ensures the administrative organization of the circuit to effect the prompt disposition of cases and effective use of court resources;

Now Therefore, it is ORDERED AND ADJUDGED that the following Administrative Plan for the Fourteenth Judicial Circuit will be effective January 2, 2006, and remain in effective until another plan is developed:

PURPOSE

This administrative plan outlines the administration of the courts for the circuit as established by the Chief Judge of the Circuit as required by Rule 2.050, Florida Rules of Judicial Administration, and describes the organizational structure of the Fourteenth Judicial Circuit.

ROLE AND RESPONSIBILITY OF THE CHIEF JUDGE

The Chief Judge of the circuit, the Honorable William L. Wright, exercises administrative supervision over all courts with the Fourteenth Judicial Circuit and is empowered with judicial

and administrative authority for the judges, officers of the court, and other state and county employees of the Fourteenth Judicial Circuit. The Chief Judge shall have the authority:

- ▶ To assign judges to any division of the court and to determine the length of the assignment;
- ▶ To regulate the use of the courtrooms;
- ▶ To supervise dockets and calendars;
- ▶ To require attendance to state attorneys, public defenders, clerks, bailiffs, and all other officers of the court;
- ▶ To do everything necessary to promote the prompt and efficient administration of justice in the courts over which he is chief judge;
- ▶ To delegate to the trial court administrator, by administrative order, the authority to bind the circuit in contract; and
- ▶ To manage, operate, and oversee the jury system as provided in section. 40.001, Florida Statutes.

The Chief Judge oversees court administration as outlined in Rule 2.050, Florida Rules of Judicial Administration, and shall ensure an appropriate and sound organizational structure for the Fourteenth Judicial Circuit. In this capacity, the Chief Judge shall directly supervise the Trial Court Administrator.

In support of the administrative responsibility, the Chief Judge shall sign all Fourteenth Judicial Circuit Administrative Orders that effect the administration of the entire circuit. Administrative judges and judges presiding over particular jurisdictions shall sign administrative orders under their appointed authority along with the Chief Judge, or Acting Chief Judge. All Administrative Orders shall be filed with the Trial Court Administrator who will record each order with the appropriate Clerk of Court.

The Chief Judge is responsible to the Chief Justice of the Supreme Court of Florida.

If the Chief Judge is absent from the circuit or is otherwise unavailable, an acting Chief Judge will be appointed by the Chief Judge to carry out his duties during his absence from the circuit.

ADMINISTRATIVE JUDGE APPOINTMENTS

The Chief Judge shall appoint administrative judges to ensure efficient and effective management of the circuit's various divisions and counties. These appointments are as follows:

Judicial Assignment

Criminal
Civil
Family
Juvenile
Probate/Guardianship
Administrative County Judge for Bay County
Administrative County Judge for Rural Counties
Administrative Circuit Judge for Bay County
Administrative Circuit Judge for Rural Counties
Administrative Judge for Security-Bay County
Main Courthouse
Administrative Judge for Security – Bay County
Juvenile Justice Courthouse

Administrative Judge

Judge Dedee S. Costello
Judge Michael C. Overstreet
Judge Judy M. Pittman
Judge Allen L. Register
Judge Don T. Sirmons
Judge Thomas F. Welch
Judge Colby Peel
Judge Don T. Sirmons
Judge William L. Wright

Judge Glenn L. Hess

Judge Richard Albritton

ADMINISTRATIVE EXECUTIVE COMMITTEE

The Administrative Executive Committee is created to advise the Chief Judge on administrative affairs of the Fourteenth Judicial Circuit.

The committee membership shall be appointed by the Chief Judge and shall include the following:

- ▶ The Honorable William L. Wright, Chief Judge;
- ▶ The Honorable Don T. Sirmons;
- ▶ The Honorable Dedee S. Costello;
- ▶ The Honorable Glenn L. Hess;
- ▶ The Honorable Judy M. Pittman;
- ▶ The Honorable Colby Peel; and
- ▶ The Honorable Thomas F. Welch.

Additionally, Trial Court Administrator Jennifer Dyer Wells and Court Operations Consultant Robyn Hatcher will also be appointed as non-voting members to the Administrative Executive Committee.

ROLE AND RESPONSIBILITY OF THE TRIAL COURT ADMINISTRATOR

The Trial Court Administrator of the Circuit, Jennifer Dyer Wells, exercises administrative supervision over all court programs for and on behalf of the Fourteenth Judicial Circuit. Appointed by a majority of the judges of the circuit, the Trial Court Administrator is an “at will” employee of the Florida State Courts System and serves at the pleasure of the judges of

the Fourteenth Judicial Circuit. The Trial Court Administrator reports directly to the Chief Judge of the Circuit.

The Trial Court Administrator provides direct supervision to all state and county court employees assigned to the circuit on behalf of the judges. Also, the Trial Court Administrator develops the circuit's budget requests for each of the counties and the state; coordinates the circuit's response to American with Disabilities Act requests; and oversees many other functions related to the executive and administrative governance of the trial court system.

Additionally, through this Administrative Plan, the Chief Judge delegates authority to the Trial Court Administrator to bind the circuit into contracts as appropriate and necessary.

OTHER COURT COMMITTEES AND RELATED APPOINTMENTS

For purposes of circuit-wide input and decision-making, the following circuit-wide committees are created. Each court committee chairperson should report to the Administrative Executive Committee for direction or guidance relative to the particular area that their committee oversees. These committees and appointment are as follows:

Internal Affairs Committee – The Honorable Glenn L. Hess, Chair

This committee will address the following areas:

- ▶ Jury Management
- ▶ Technology
- ▶ Security

Committee members include:

- The Honorable Richard Albritton
- The Honorable Dedee S. Costello
- The Honorable James B. Fensom
- The Honorable Colby Peel
- The Honorable Elijah Smiley
- Trial Court Administrator Jennifer Dyer Wells
- Court Technology Officer Gary Hagan
- Court Operations Consultant Robyn Hatcher
- Court Operations Manager Joel Booth
- Bay County Clerk, or designee

External Affairs Committee – The Honorable Don T. Sirmons, Chair

This committee will address the following areas:

- ▶ Bar/Bench Relations
- ▶ Professionalism
- ▶ Pro Bono

Committee members include:

- The Honorable Hentz McClellan
- The Honorable Michael C. Overstreet
- The Honorable Judy M. Pittman
- The Honorable Michael J. Hauversburk
- The Honorable John D. O'Brien
- Four Active Members of the Bar Representing the Circuit (including Counties outside Bay)

Circuit Judge Assignment Committee – The Honorable Dedee S. Costello, Chair

This committee will present proposals to all sitting circuit judges for assignments by June of even number years for their vote and approval:

Committee members include:

- The Honorable James B. Fensom
- The Honorable Hentz McClellan
- The Honorable Judy M. Pittman
- The Honorable William L. Wright

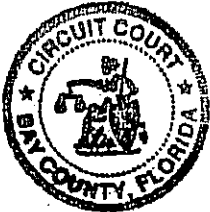
Ad-hoc, non-voting members include:

- The Honorable Colby Peel, Administrative County Judge for the Rural Counties
- Mr. Brantley Clark, General Magistrate

AMENDMENTS TO THE ADMINISTRATIVE PLAN

Amendments, deletions, or additions to this administrative plan shall be made as needed.

DONE AND ORDERED in Chambers, at Panama City, Bay County, this 20 day of January, 2006, effective January 2, 2006, nunc pro tunc.



A CERTIFIED TRUE COPY
 HAROLD RAZZEL CLERK
 OF THE CIRCUIT COURT
 By Nanda Maddox
 Deputy Clerk

William L. Wright
 WILLIAM L. WRIGHT, CHIEF JUDGE