

**1997/1998 ADMINISTRATIVE PLAN FOR THE 14TH  
JUDICIAL CIRCUIT  
JUDY MARKHAM PITTMAN, CHIEF JUDGE**

NO. 97-06

**I. Purpose:**

To outline the Circuit administration of the Courts as established by Rule 2.050, Rules of Judicial Administration and 14th Judicial Circuit Organizational Structure.

**II. Chief Judge:**

A. Chief Judicial Officer of the Circuit. She shall exercise administrative supervision over all Courts within the Judicial Circuit in the exercise of Judicial power and over the Judges and Officers of the Courts.

B. Shall be responsible to the Chief Justice of the Supreme Court.

C. Shall be responsible for trial Court administration as outlined in Rule 2.050, Rules of Judicial Administration and the organizational structure of the 14th Judicial Circuit.

D. Chief Judge's absence: When the Chief Judge is absent from the Circuit or otherwise unavailable, Honorable N. Russell Bower is appointed acting Chief Judge. Should he and the Chief Judge be absent during the same period, Honorable Dedee S. Costello is appointed acting Chief Judge.

**III. Advisory Committee:**

A. Adopted by Board of Judges February, 1997.

B. Membership: appointed by Chief Judge.

1. Chief Judge, Honorable Judy M. Pittman
2. Administrative Circuit Judge for Bay County, Honorable Glenn Hess
3. Administrative Circuit Judge for remaining five Counties, vacancy
4. Administrative County Judge for Bay County, Honorable William A. Cooper, Jr.
5. Administrative County Judge for remaining five Counties, Honorable Woodrow W. Hatcher.

C. Function: responsible for advising Chief Judge as to day to day operation of business and administrative affairs of judiciary.

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HAROLD BAZZEE  
CLERK CIRCUIT COURT  
BAY COUNTY, FLORIDA  
(Wright)

D. Specific duties include but not limited to:

1. Law Clerks employment procedures, supervision, and assignments.
2. Review annually need assessment on certification for any new Circuit or County Judges for submittal to Supreme Court.
3. Supervision of Court Administrator and her staff.
4. Supervision of Court Reporters and their assignments.

IV. **Additional Administrative Judge appointments:**

A. Criminal Law, Honorable Don T. Sirmons.

1. General duties of administration in subject matter area, Circuit-wide.
2. Supervise Court support staff:
  - a. Bay County Drug Court Coordinator.
  - b. Defendant Criminal Indigency Examiner.
3. Monitor time standards.
4. Monitor Drug Court Committee.

B. Civil/Family law, Honorable Michael C. Overstreet.

1. General duties of administration in subject matter area, Circuit-wide.
2. Supervise Court support staff.
  - a. Family Law Coordinator.
3. Monitor time standards.
4. Monitor mediation programs.

C. Juvenile law, Honorable William L. Wright.

1. General duties of administration: subject matter area Circuit-wide.
2. Supervise Court support staff.
  - a. Juvenile Sanctions Coordinator.
  - b. Guardian Ad Litem Program.
3. Monitor Teen Court Program.
4. Monitor time standards.

V. **Court Committees:**

A. Circuit-wide Committees

1. Circuit Division Assignments.
  - a. Members:  
Chair, Most Senior Judge, Honorable N. Russell Bower.  
Chief Judge, Honorable Judy M. Pittman.  
Most recent Judge, Honorable William L. Wright.
  - b. Purpose: Present proposals for Division Assignments by May, 1998 for vote.

2. Court technology

a. Members:

Chair, Honorable Woodrow W. Hatcher  
Honorable Michael C. Overstreet.  
Honorable Elijah Smiley  
Honorable Robert M. Moore  
Edna Johnson  
Jerry A. Riddle

b. Purpose: To present proposals to the Board for the advancement and improvement of Court technology.

3. American Disability Act Complaint Committee.

a. Members:

Chair, Edna Johnson  
Honorable Eddie Oramus  
Honorable William L. Wright

b. Purpose: To review and respond to all ADA Complaints and to update the 14th Circuit ADA Plan.

B. Bay County Committees.

1. Budget/Finance

a. Members:

Chair, Honorable Clinton E. Foster  
Honorable Glenn L. Hess  
Honorable Elijah Smiley

b. Purpose: To assess annually Court budget and develop a plan or plans for expenditures in accord with Court financial needs.

c. Sub-Committee: Long Term Planning.

a. Members:

Chair, Honorable Clinton E. Foster  
Honorable Glenn L. Hess  
Honorable Elijah Smiley  
Two Bar members, (appointed by the Bar President)  
At least one community business leader, (appointed by the Judge Members).

b. Purpose: Develop long term goal planning for Court facility needs for presentation to County Commission.

2. Courthouse Security.

a. Members:

Chair, Honorable Glenn L. Hess, (Administrative Circuit Judge)

Honorable Thomas F. Welch, (County Judge)  
Honorable Judy M. Pittman, (Chief Judge)  
Honorable Guy Tunnell, Sheriff  
Honorable Harold Bazzel, Clerk  
Edna Johnson, (Court Administrator)

- b. Purpose: Develop plans to improve and monitor Courthouse security.

3. Courtroom Conflict Resolution.

a. Members:

Chair, Honorable Glenn L. Hess, (Administrative Circuit Judge)  
Honorable William A. Cooper, Jr., (Administrative County Judge)  
Edna Johnson (Court Administrator).

- b. Purpose: Solve day to day Courtroom problems and present to finance and long term planning Committee courtroom needs

4. Bar/Bench.

a. Members:

Chair, Honorable Dedee S. Costello.  
Honorable Elijah Smiley,  
President of the Bar and Bar members (appointed by the President) from the Family Law Section, Criminal Law Section, Juvenile Law Section, Civil Law Section - not limited to any specific member.

- b. Purpose: To solve Bar/Bench problems and to provide open communication between the Bar and the Bench.
- c. To expand Bar/Bench Committee on a Circuit-wide basis.

5. Pro Bono.

a. Members:

Chair, Honorable Don T. Sirmons  
Honorable Thomas F. Welch,  
Bar members appointed by the Chief Judge.

- b. Purpose: To continue to promote an active Pro Bono Plan for Bay County.

6. Law Library Committee.

a. Members:

Chair, Honorable Don T. Sirmons  
Honorable Thomas F. Welch  
Honorable Robert A. Pell

Honorable Laura Roesch  
Honorable Rebecca Daffin  
Carol Hoots, (Law Librarian)

b. Purpose: Provide for all Library needs.

C. Public Safety Committees.

1. Bay:

Judge Members: Honorable Judy M. Pittman, Chief Judge,  
Honorable William A. Cooper, Jr., Administrative  
County Judge  
Honorable Dedee S. Costello.

2. Jackson:

Judge Members: Honorable Judy M. Pittman, Chief Judge  
Honorable Woodrow W. Hatcher, Administrative  
County Judge  
Honorable Michael C. Overstreet.

VI. Each Administrative Judge and each Court Committee Chairperson should report to the Board of Judges at each Board meeting. All matters that need resolution before the next board meeting should be brought to the attention of the Chief Judge, who will call a meeting of the Advisory Committee for immediate resolution.

VII. All Court Support Staff shall file, in writing, with Court Administrator all leave time, sick time and vacation time. A copy of all scheduled vacation or leave time shall be provided to the Administrative Judge in their specific subject matter area.

VIII. Each County Judge in Holmes, Washington, Jackson, Calhoun, Gulf and the Administrative County Judge in Bay County shall manage and supervise their respective Courts, Court Support Staff, and shall review status of inmates in their County Jail. Each Circuit Judge with an assignment in Holmes, Washington, Jackson, Calhoun or Gulf should coordinate Courtroom scheduling with the County Judge of each respective County.

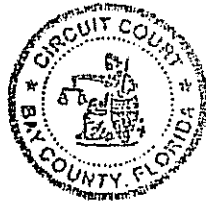
IX. Law Clerks shall be supervised by the Chief Judge and the Advisory Committee. All personnel matters shall be filed in writing with the Court Administrator. Law Clerks in Bay County shall be supervised specifically by the Administrative Judge for Bay County (Judge Hess). Law Clerks in the remaining five Counties shall be specifically supervised by the Administrative Circuit Judge for the remaining five Counties. (Judge Pittman until vacancy is filled.)

X. All 14th Circuit Administrative orders shall be signed by the Chief Judge. All administrative orders originating from an Administrative Judge or Committee Chairperson shall be signed by the said Judge and the Chief Judge.

XI. Amendments, deletions or additions to this administrative plan shall be made as needed and provided to the Board of Judges.

July, 1997. **DONE AND ORDERED** in Marianna, Jackson County, Florida, this 1 day of

Judy M. Pittman  
JUDY M. PITTMAN, CHIEF JUDGE



A CERTIFIED TRUE COPY  
HAROLD BAZZEL, CLERK  
OF THE CIRCUIT COURT

By Jimmy Hoffmann  
Deputy Clerk