It is that time of year when a cooler breeze blows. But I know our thoughts also turn to this past year. Many of us have faced challenges once thought unimaginable. There have been dark clouds and trying times in the rear view mirror. But the good news is things are improving. Thanks in great measure, to the efforts of all of you in Court Administration, we have adapted to different situations and continue to achieve our mission to protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes. Your flexibility to accommodate and reinvent is one of your greatest assets.

All of us should take pride in our achievements while persevering through numerous adversities. There are bright days on the horizon, as we complete our repairs and renovations to familiar settings. Today we are seeing new innovations in all of our courthouses. Our efforts of training and education are in full swing. As a proper steward of what we have, we continue to advance our technological abilities for us to work smarter and efficiently.

In the coming weeks I urge you to take a moment to be thankful for all that is good in our lives. Each and everyone of you is truly valued. Please take care of yourselves, your families, and each other. This is the strength that makes you and our team remarkable.

On a personal note, I am truly inspired by your professionalism and resiliency. You display the highest ethical standards and consistently uphold the public trust and confidence. It is my great honor to serve with each of you.
FOLLOW UP  -  TRAVEL SYSTEM

The roll out for the Statewide Travel Management System for the State Courts is going slower than anticipated; however, while we wait our turn to be added to the system in either late November or December, there are training modules consisting of several short videos you can go ahead and view to get familiar with the system. Please go to the link below, and you will see a heading as you scroll down for STMS Training Materials. The modules you would need to review are:

For Agency Travelers  -  for travelers who prepare their own travel vouchers
For Agency Preparers  -  for those who prepare travel vouchers for someone else
For Agency Approvers  -  for those who routinely approve another employee’s travel voucher

https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system

CHRISTMAS LUNCHEON

It’s right around the corner... yes, the holidays will soon be here, and with the holidays is our much anticipated Christmas Luncheon! Each year on the first Friday in December we hold our Christmas luncheon, it’s the one time of year we can all come together and fellowship with one another and catch up with those that we seem to email throughout the year but only get to see at this event. As in recent years, this year’s luncheon will be held at the St. Andrews Bay Yacht Club in Panama City.

Invitations will soon go out, and we ask that you RSVP your attendance and menu selection to Amber Baggett by November 20th.

The menu selections are:

- Crab Cakes with Remoulade Sauce
- Lemon Terragon Chicken
- Grilled Salmon with Key Lime Beurre Blanc
- Vegetable Stir Fry with Rice Noodles (Gluten Free)

We hope everyone can make it, we and look forward to seeing you on December 6th.

Annual Christmas Luncheon
Friday, December 6th
11:30 AM - 1:30 PM
St. Andrews Bay Yacht Club
218 Bunkers Cove Road
Panama City, FL 32401

RSVP by November 20th to Amber Baggett at baggetta@jud14.flcourts.org
OUTREACH EVENTS FOR QUARTER

Judge Clark met with three classes of third graders from the University Academy Charter School from Panama City. (September 2019)

St. Andrews Bay Inn of Court hosted its annual social dinner with Justice Luck of the Supreme Court as their guest speaker. Judge Garcia is the President of the SABIC. (September 2019)

Right: Judge Garcia hosts a technology “How To” lunch meeting. She and our Technology staff reviewed helpful techniques for using the new Surface Pros purchased by Technology for Judges and some staff members. (October 2019)

Chief Judge Christopher Patterson addressed the Board of Governors of the Florida Bar in Destin to thank the Bar for their support post Hurricane Michael. (September 2019)

Chief Judge Patterson and Circuit Judges Garcia and Stephenson spoke at the Gulf Coast State College Encore Program, Lunch & Learn Session. (October 2019)
Bay County employees are also having Open Enrollment. Similarly, Bay County employees under the umbrella of Court Administration have until Wednesday, October 28th, to make any changes needed to their benefits. Even if you do not wish to make any changes, every Bay County employee who has County insurance will be required to sign the 125 Election From and Compensation Redirection Agreement.

For information on Open Enrollment, contact Robyn Gable (747-5370) or Sarah Pearce (747-5338).
**ELECTRONIC W-2 FORMS STATE EMPLOYEES**

Did you know you could sign up to receive your W2 electronically? The advantages of doing this are:

⇒ You do not have to wait until the end of January to receive your W2. When you sign up to receive your W2 electronically, you receive it usually the first week in January.

⇒ If you misplace your W2, you can easily print a new one.

⇒ Once you sign up to receive your W2 electronically, you will automatically continue to receive it electronically each year without having to continuously sign up each year. You can choose to withdraw anytime.

We have many employees who already take advantage of this. If you haven’t already signed up and would like to, please follow the steps below.

- First, go to the following link: [http://flair.dbf.state.fl.us/](http://flair.dbf.state.fl.us/). (This is the same website where you can check your paystub and travel reimbursements.)

- Next, click on State Employees then Employees Info Center Sign On. (If you’ve never logged on to this site, then you should click New to Employees Info Center to set up your login information.)

- On the next screen, enter your Username and Password on the right-hand side.

- On the next screen, “Employees Main Menu”, click on Register for electronic W2 in the middle of the page.

- Complete the information, and your done!

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**Newsletter Committee**

Robyn Gable
Sarah Pearce

If you have any information you would like to have included in the next issue of Benchmarks, please contact Robyn Gable at gabler@jud14.flcourts.org.

www.jud14.flcourts.org