

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

IN RE: 2003/2005 Administration Plan for the  
Fourteenth Judicial Circuit

ADMINISTRATIVE ORDER NUMBER 2003-05

File # 2003056155  
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Harold Bazzel, Clerk  
Bay County, Florida  
DEPUTY CLERK DS  
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Trans # 555826

**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, and

**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 2003/2005 Administrative Plan for the Fourteenth Judicial Circuit will be in effect from the date of signature of this Order until another plan is developed:

**PURPOSE**

This administrative plan outlines the administration of the courts for the circuit as established 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 Judy Markham Pittman, exercises administrative supervision over all courts with the Fourteenth Judicial Circuit and is empowered with judicial and administrative authority for the judges and officers of the court of the Fourteenth Judicial Circuit. The Chief Judge is responsible to the Chief Justice of the Supreme Court of Florida.

The Chief Judge also oversees trial 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.

The Chief Judge shall have the authority and duties as provided by statutory law, including duties assigned by the Florida Legislature in regards to the implementation of HB0113A.

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. All Administrative Orders shall be filed with the Trial Court Administrator who will record each order with the appropriate Clerk of Court.

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

By   
Deputy Clerk

If the Chief Judge is absent from the circuit or is otherwise unavailable, the Honorable Don T. Sirmons will be appointed acting Chief Judge. Should he and the Chief Judge be absent during the same period, the Honorable Glenn Hess will be appointed acting Chief Judge.

#### **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 and specific duties are as follows:

1. Judge Don T. Sirmons - Personnel Administrative Judge for the 14<sup>th</sup> Judicial Circuit. Duties include, but not limited to, personnel management, human resources, staff attorney supervision, judge mentoring coordination.
2. Judge Glenn L. Hess - Administrative Circuit Judge for Bay County and Administrative Security Judge for the 14<sup>th</sup> Judicial Circuit. Duties include emergency management for the 14<sup>th</sup> Judicial Circuit Courthouse security for all courthouses in Bay County and general administrative duties as needed for Bay County in Circuit Court. Security Coordinator for courthouses in all counties.
3. Judge William L. Wright - Administrative Circuit Judge for Washington, Holmes, Jackson, Calhoun, and Gulf Counties. Duties include courthouse security and general administrative duties as needed for each county in Circuit Court.
4. Judge Thomas Welch - Administrative County Judge for Bay County. Duties include caseload statistics and monitoring, monitoring of all Bay County court programs, and general administrative duties as needed in Bay County County Court.
5. Judge Woodrow W. Hatcher - Administrative County Judge for Holmes, Washington, Jackson, Calhoun, and Gulf Counties. Duties include caseload statistics and monitoring, oversight monitoring for County Court programs, and general administrative duties as needed for the five counties in County Court.
6. Judge Michael C. Overstreet - Administrative Criminal Law Judge. Duties include general administrative duties circuit-wide in criminal law, monitoring time standards and caseload statistics.
7. Judge Dedee S. Costello - Administrative Civil/Family Law Judge. Duties include general administrative duties circuit-wide in civil and family law; monitoring and supervising civil and family law court programs and monitoring time standards and caseload statistics.
8. Judge Allen L. Register - Administrative Juvenile Law Judge. Duties include oversight monitoring of court juvenile programs, caseload statistics and time standards, and general administrative duties circuit-wide in juvenile law.

## **ADMINISTRATIVE EXECUTIVE COMMITTEE**

The Administrative Executive Committee is created to advise the Chief Judge on administrative affairs of the Fourteenth Judicial Circuit. This committee will be responsible for but not limited to the following specific duties:

- ▶ 1. Assistance with the implementation of Legislative HB0113A in regards to Article V funding shifts.
- ▶ 2. Annual review of the certification report of the circuit's caseload statistics which calculates the need for new circuit and county judgeships.

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

- ▶ The Honorable Judy Markham Pittman, Chief Judge;
- ▶ The Honorable Don T. Sirmons, Personnel Administrative Judge for the 14<sup>th</sup> Judicial Circuit.
- ▶ The Honorable William L. Wright, Administrative Circuit Judge for Holmes, Washington, Jackson, Calhoun, Gulf;
- ▶ The Honorable Thomas Welch, Administrative County Judge for Bay County and
- ▶ The Honorable Woodrow W. Hatcher, Administrative County Judge for Holmes, Washington, Jackson, Calhoun, Gulf;

## **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 and coordinates the circuit's response to American with Disabilities Act requests.

## **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 at each Judges meeting. These committees and appointment are as follows:

*Circuit Division Assignments* - This committee will present proposals to all sitting judges for division assignments by June of even number years for their vote and approval. The members of this committee shall include, the Honorable William L. Wright, as chair; the Honorable Judy Markham Pittman, Chief Judge; the Honorable Richard Albritton; and the Honorable Dedee S. Costello.

*Court Technology* - This committee shall present to the Judges proposals related to the advancement and improvement of court technology, when appropriate. Members of this Committee include the Honorable Elijah Smiley, chair; the Honorable Woodrow W. Hatcher; the Honorable Michael C. Overstreet, co-chair; the Honorable Fred Witten; the Honorable Colby Peel; Jennifer Dyer Wells, trial court administrator, and trial court technology officer, Gary Hagan.

*Jury Management Committee* - This committee is charged to review the Fourteenth Judicial Circuit's jury system and evaluate the need for improvements and cost-savings to the system. To assist in this review, the committee is charged to review and consider the recommendations prepared by the Supreme Court of Florida Jury Innovations Committee as issued in its May 2001 Report. Members of this Committee include the Honorable Glenn L. Hess, chair; the Honorable Hentz McClellan; the Honorable William L. Wright; the Honorable Fred Witten; the Honorable Kevin Grover; Jennifer Dyer Wells, trial court administrator.

*Bar/Bench and Professionalism Committee (combined)* - This committee shall address Bar/Bench issues and concerns and help foster open communication between the Bar and the Bench and improve professionalism in the legal community. Members of this committee include the Honorable Don T. Sirmons, chair; the Honorable Hentz McClellan; the Honorable Elijah Smiley; the Honorable Colby Peel; President of the Bay County Bar; representative Florida Bar members to include members for the Family Law Section, Criminal Law Section, Juvenile Law Section, and Civil Law Section, and members of the Florida Bar from all counties in the Fourteenth Judicial Circuit as appointed by the chair.

For purposes of input related to Bay County courthouse and community needs, the following Bay County Court committees and appointments are as follows:

*Bay County Courthouse Security* - This committee is charged to develop plans to improve and monitor security of all Bay County courthouses. Members of this committee include the Honorable Glenn L. Hess, chair; the Honorable Thomas F. Welch; the Honorable Allen Register; chief court bailiff; the Honorable Harold Bazzel; and Jennifer Dyer Wells, trial court administrator.

*Bay County Pro Bono* - This committee should continually encourage and promote an active pro bono plan for Bay County. Members include the Honorable Don T. Sirmons, chair; the Honorable John O'Brien; and at least three active members of the Florida Bar as appointed by the chair.

*Bay County Law Library* - This committee reviews and ensures that the needs of the Law Library are communicated to the Board of Judges and, when possible, provides that such needs are met. Members include the Honorable Don T. Sirmons; the Honorable Thomas F. Welch; at least three active members of the Bar (Mike Hauversburk, Tom Cassidy, and Paul Parker, chair); and Carol Hoots, the Law Librarian.

*Bay County Budget, Finance, and Resources* - This committee is established to provide guidance to court administration concerning expenditures associated with the Bay County Court Construction Trust Fund, the Bay County Court Facilities Fund and the operational budget to the Courts by Bay County Board of County Commission. Members include the Honorable Elijah Smiley, chair; the Honorable Richard Albritton, the Honorable Glenn Hess; the Honorable Judy M. Pittman; Jennifer Dyer Wells, trial court administrator.

*Public Safety Representative* - The following judges are appointed to their county's Public Safety Committee which reviews and monitors inmate populations, community control, and diversion programs and recommends enhancements to these programs so that public safety remains paramount.

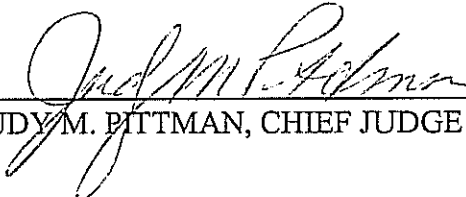
Bay County-           The Honorable Judy Markham Pittman, Chief Judge  
                              The Honorable Michael C. Overstreet  
                              The Honorable Don T. Sirmons  
                              The Honorable Thomas Welch

Jackson County-       The Honorable Richard Albritton  
                              The Honorable William L. Wright  
                              The Honorable Woodrow W. Hatcher

#### 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   1   day of   August  , 2003.

  
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JUDY M. PITTMAN, CHIEF JUDGE