



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

ADMINISTRATIVE ORDER # 2004-00-07

File # 2004026765
OR BK 2424 Pages 1390 - 1392
RECORDED 04/14/04 15:15:51
Harold Bazzel, Clerk
Bay County, Florida
DEPUTY CLERK DL
#1
Trans # 603687

**RE: RESCINDING ORDER 2004-00-01, AND ISSUING ORDER
2004-00-07, STANDARD PROCEDURES AND NUMBERING SYSTEM FOR CIRCUIT
AND COUNTY ADMINISTRATIVE ORDERS**

Whereas, Rule 2.050 (b) (2), Rules of Judicial Administration, establishes that the chief judge of a circuit "shall exercise administrative supervision over all courts within the judicial circuit" and further empowers the chief judge to "enter and sign administrative orders;"

Whereas, Rule 2.050 (b) (3), Rules of Judicial Administration, directs the chief judge to develop an administrative plan for the efficient and proper administration of all courts within the circuit;

Whereas, Rule 2.050 (b) (5), Rules of Judicial Administration, allows the chief judge to designate a judge in any court or court division of circuit or county courts as "administrative judge" of any court or division to assist with the administrative supervision of the court or division; and

Whereas, Rule 2.050 (e) (3), Rules of Judicial Administration, requires that all administrative orders be indexed and recorded by the clerk of the circuit court in each county where the orders are effective;

Now Therefore, it is ORDERED and ADJUDGED that the following procedures and numbering system for circuit and county administrative orders be employed throughout the Fourteenth Judicial Circuit:

Drafting Administrative Orders:

1. The purpose of preparing an administrative order is to develop a consistent, administrative policy and procedure to be used throughout the circuit or county, or a particular program area, which will enhance the efficient, effective and smooth administration of the court system and the particular topic addressed by the order. Therefore, the preparer of the administrative order should ensure the following:
 - a. That proper statutory and/or rule authorities have been cited;
 - b. That the administrative policy and procedure are acceptable by law or court rule;
 - c. That the standard format has been applied to the development of the order; and
 - d. That the correct numbering system for the circuit or county order has been applied.
2. All draft administrative orders shall be forwarded to Court Administration for review and finalization of the order. If requested, Court Administration can assist in the preparation of the order.
3. Once the final draft administration order is reviewed and approved, Court Administration will secure the appropriate signature(s) on the order and insert the next appropriate number. Circuit-wide administrative orders shall be signed by the Chief Judge. County-wide and jurisdiction-specific administrative orders shall be signed by the judge or judges(s) instituting the administrative order and shall also bear the signature of the Chief Judge, or Acting Chief Judge.

Numbering Administrative Orders:

A numbering system will be employed which will designate circuit-wide administrative orders from county-specific administrative orders. Under the numbering system, the circuit and each county will be given a two-digit code to insert after the year. The codes are as follows:

	<u>Location</u>	<u>Co</u>		<u>Year</u>	<u>Co</u>	<u>#</u>
•	14 th Circuit	00	Ex.	#2004-00-XX		
•	Bay	01		#2004-01-XX		
•	Calhoun	02		#2004-02-XX		
•	Gulf	03		#2004-03-XX		
•	Holmes	04		#2004-04-XX		
•	Jackson	05		#2004-05-XX		
•	Washington	06		#2004-06-XX		

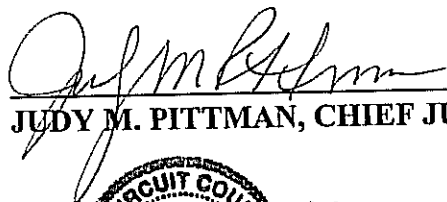
Therefore, new administrative orders for the circuit and counties will appear as follows:

- 14th Circuit 2004-00-01, 2004-00-02, 2004-00-03...
- Bay 2004-01-01, 2004-01-02, 2004-01-03...
- Calhoun 2004-02-01, 2004-02-02, 2004-02-03...
- Gulf 2004-03-01, 2004-03-02, 2004-03-03...
- Holmes 2004-04-01, 2004-04-02, 2004-04-03...
- Jackson 2004-05-01, 2004-05-02, 2004-05-03...
- Washington 2004-06-01, 2004-06-02, 2004-06-03...

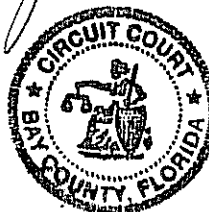
Filing Administrative Orders:

4. Court administration will then file the administrative order with the appropriate Clerk's Office, ensuring that the order is properly numbered and recorded as follows:
 - a. All circuit-wide and Bay County administrative orders will be filed in the Bay County Clerk of Court Office; and
 - b. Individual county administrative orders will be filed in the respective county Clerk of Court offices.

DONE and ORDERED in Chambers at Panama City, Bay County, Florida this 14
day of April, 2004.



JUDY M. PITTMAN, CHIEF JUDGE



A CERTIFIED TRUE COPY
HAROLD BAZZEL CLERK
OF THE CIRCUIT COURT
By Stenda Maddy
Deputy Clerk