



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

ADMINISTRATIVE ORDER 2018-00-05

**RE: RETENTION OF FOURTEENTH JUDICIAL CIRCUIT ADMINISTRATIVE
ORDERS**

WHEREAS, Rule 2.215(b)(2), Florida Rules of Judicial Administration, establishes that the chief judge shall be the administrative officer of the courts within the circuit and direct the formation and implementation of policies for the operation of all courts within the circuit; and

WHEREAS, Rule 2.215(b)(3), Florida Rules of Judicial Administration, directs the chief judge to ensure the efficient and proper administration of all courts within the circuit; and

WHEREAS, Rule 2.215(b)(9), Florida Rules of Judicial Administration, allows the chief judge to authorize the clerks of court to maintain branch county court facilities and retain or destroy court records as provided by law; and

WHEREAS, Rules 2.440(a)(2) and 2.440(b), Florida Rules of Judicial Administration, provide that court administrative records shall be retained pursuant to the State of Florida Judicial Branch Records Retention Schedule for Administrative Records, and court administrative orders shall be retained permanently; and

WHEREAS, Rule 2.525(c)(7), Florida Rules of Judicial Administration, permits the Clerk of Court to convert paper documents to electronic documents and then recycle paper documents unless the clerk is required to maintain a paper document,

NOW, THEREFORE, IT IS ORDERED AND ADJUDGED, that pursuant to the aforementioned authorities vested in the Chief Judge of the Fourteenth Judicial Circuit, I hereby direct as follows:

1. The original of each circuit-wide administrative order shall be electronically filed with the Bay County Clerk of Court. The Bay County Clerk of Court shall provide Court Administration with six certified paper copies of the filed administrative order. Court Administration shall retain one certified copy and send a certified copy to each of the Clerks of Court for Calhoun, Gulf, Holmes, Jackson, and Washington Counties. Each Clerk

of Court shall electronically file the certified copy of the administrative order in the county's court records.

2. The original of each county-specific administrative order shall be electronically filed in that county and a certified paper copy shall be provided to Court Administration.
3. After the original or certified copy of an administrative order is electronically filed in a county's court records, the Clerk of Court may recycle any paper documents and the Clerk of Court is not required to retain or maintain paper documents.

DONE AND ORDERED in Chambers at Panama City, Bay County, Florida, this 14th day of November, 2018.


ELIJAH SMILEY
CHIEF JUDGE



A CERTIFIED TRUE COPY
BILL KINSAUL CLERK
OF THE CIRCUIT COURT

By 
Deputy Clerk