

ADMINISTRATIVE ORDER
NO. 2010-23

IN THE CIRCUIT COURT OF THE
NINTH JUDICIAL CIRCUIT, IN AND
FOR ORANGE COUNTY, FLORIDA

**ADMINISTRATIVE ORDER GOVERNING THE ELECTRONIC FILING OF ARREST
AFFIDAVITS WITHIN ORANGE COUNTY, FLORIDA**

WHEREAS, pursuant to Article V, section 2(d) of the Florida Constitution and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice; and

WHEREAS, pursuant to the chief judge's constitutional and statutory responsibility for administrative supervision of the courts within the circuit and to create and maintain an organization capable of effecting the efficient, prompt, and proper administration of justice for the citizens of this State, the chief judge is required to exercise direction, *see* Fla. R. Jud. Admin. 2.215(b)(2), (b)(3); and

WHEREAS, on June 23, 2010, the Florida Courts Technology Commission approved the Orange County Clerk of Court's request to implement electronic filing in all court divisions in Orange County; and

WHEREAS, in an effort to continue the realization of the multitude of great benefits of achieving the goal of a paperless system; and

WHEREAS, the electronic transmittal of arrest affidavits is in accord with the goal of a paperless system and would generate a great increase to the efficient flow of information between agencies and the court, would eliminate redundant work efforts that place a tremendous burden on agencies and interferes with the efficient administration of justice, and would reduce costs thereby realizing a savings of taxpayer money;

NOW THEREFORE, I, Belvin Perry, Jr., pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, hereby order the following, effective **immediately**, unless otherwise provided herein, and to continue until further order:

1. This Order incorporates by reference all provisions, terms and conditions of the Florida Courts Technology Commission's grant of approval, by correspondence dated July 15, 2010, to implement electronic filing in all court divisions in Orange County as now in effect or as may be amended.

2. Beginning 12:00 a.m. January 3, 2011, arrest affidavits filed in Orange County may be submitted to the Orange County Clerk of Court electronically. Therefore, all arrest affidavits by any agency may be filed with The Orange County Corrections Department electronically. The time period between January 3, 2011 and February 1, 2011, shall be considered a testing phase during which arrest affidavits should be filed electronically.

3. Beginning 12:00 a.m. February 1, 2011, **ALL** arrest affidavits filed in Orange County **MUST** be submitted to the Orange County Clerk of Court electronically. Therefore, all arrest affidavits by any agency **MUST** be filed with The Orange County Corrections Department electronically.

4. All arrest affidavit data and narrative must be entered into the Integrated Criminal Justice Information System (ICJIS) in one of the two following methods:

- a. Officers who have the capability shall complete the arrest affidavit on their laptop. The completed arrest affidavit shall then be electronically transmitted to the ICJIS system during the booking process. Via duplicate screens, the officer shall confirm the accuracy of the arrest affidavit. The officer shall electronically sign the arrest affidavit via a keypad and Corrections shall immediately electronically notarize the arrest affidavit.

OR

- b. Officers who cannot complete and electronically transmit the arrest affidavit via their laptop must utilize the computer terminals provided by Corrections at the Booking and Release Center to complete and transmit the arrest affidavit to the ICJIS system.

5. The Orange County Corrections Department shall provide a minimum of two (2) stand-alone computer terminals at the Booking and Release Center for the exclusive use of law enforcement to fully comply with the mandates of this Order.

DONE AND ORDERED at Orlando, Florida, this 10th day of December, 2010.

_____/s/_____
Belvin Perry, Jr.
Chief Judge

Copies provided to:

Clerk of Court, Orange County
Clerk of Court, Osceola County
General E-Mail Distribution List
<http://www.ninthcircuit.org>