

ADMINISTRATIVE ORDER
No. 07-92-18

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

ADMINISTRATIVE ORDER AS TO DISTRIBUTION OF COURT ORDERS AND
PAPERWORK IN JUVENILE DIVISION

Whereas, it has been the practice of the Clerk of the Circuit Court, Juvenile Division, in and for the Circuit Court of Orange County, to copy and distribute all orders generated in court, by judicial assistants and by numerous agencies involved with the juvenile system, and

Whereas, effective September 1, 1992, the Clerk of the Court can no longer offer this service as a courtesy to the courts, agencies and administrative staff, and

Whereas, the Clerk of the Court desires the Juvenile Division of the Clerk's Office to conform to policy governing said distribution and copying as it exists in the other divisions of the Court, and

Whereas, the local judges assigned to the Juvenile Division feel it is unnecessarily burdensome to the judicial staff to copy and distribute the many forms of orders which are submitted to the Judges in the Juvenile Division on a daily basis.

NOW, THEREFORE I, Frederick T. Pfeiffer, pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of the State of Florida ORDER as follows:

1. Effective immediately those agencies familiar with the Juvenile Division of the Circuit Court in and for Orange County shall, when proposing orders for signature by a Judge, attach a complete certificate of service along with the correct number of copies of the orders to be conformed and distributed to parties. All proposed orders shall include a certificate of service to the Department of Health and Rehabilitative Services. In addition, self-addressed stamped envelopes shall be submitted, as required, for those parties who are to receive service by mail. The Clerk of the Court shall make available for agencies and contract attorneys boxes for pickup within their office as space allows.

2. Orders submitted to the Court without the necessary copies, envelopes and postage will be returned at the discretion of the Judge and or his assistant.

3. The Clerk of the Court will continue to send certified copies of orders relating to adoptions, final judgements, and reimbursement of attorneys' fees. Further, the Clerk will be responsible for distribution of orders transferring cases to other counties in the State of Florida and jurisdictions out of the State of Florida and Orders relating to Interstate Compact Child Placement in dependency actions. All other orders shall be distributed according to separate written agreement made between the Clerk of the Court and the Judges of the Juvenile Court.

4. Further, the Clerk of the Court has agreed to conform orders in open court, using a judge's signature stamp, submitted by counsel and/or the Department of HRS. The Clerk will not be required to edit orders or enter new court dates. Said orders would be stamped by Clerk and returned to attorney and or agency official for distribution.

DONE and ORDERED at Orlando, Orange County, Florida this 9th day of March, 1993.

s/Frederick T. Pfeiffer

FREDERICK T. PFEIFFER
CHIEF JUDGE