

**IN THE THIRTEENTH JUDICIAL CIRCUIT COURT  
HILLSBOROUGH COUNTY, FLORIDA**

**ADMINISTRATIVE ORDER S-2004-054**

**CLERK'S PARTIAL PAYMENT PROGRAM  
FOR FEES, SERVICE CHARGES, COSTS AND FINES**

**WHEREAS** section 21 of chapter 2004-265, Laws of Florida, amended section 28.246, Florida Statutes, regarding payment of court-related fees, service charges, costs and fines; and

**WHEREAS** section 28.246, Florida Statutes (2004), authorizes the clerk of the circuit court ("clerk") to accept partial payments for court-related fees, service charges, costs and fines if a court determination is made as to an individual's inability to make payments in full; and

**WHEREAS** the clerk is willing to make an initial determination regarding an individual's inability to make payments in full and allow such individuals to be enrolled in the clerk's periodic payment program without a formal court hearing; and

**WHEREAS** it is necessary for the efficient and proper administration of justice in this circuit; it is therefore

**ORDERED:**

1. Any individual seeking to defer payment of court-related fees, service charges, costs, or fines shall be enrolled by the clerk in a payment program, with periodic payment amounts corresponding to the individual's ability to pay, if the clerk makes an initial determination that such individual is unable to make full payment. For purposes of this administrative order, a determination that an individual is unable to make full payment of court-related fees, service charges, costs or fines will be termed a "partial payment determination."

2. If the clerk cannot make a partial payment determination, such partial payment

determination will be made by the judge assigned to the division in which the individual's case is pending or was last heard. Any judge making a partial payment determination shall order the individual to enroll in the clerk's periodic payment program pursuant to section 28.246, Florida Statutes (2003), as amended by section 21 of chapter 2004-265, Laws of Florida.

3. This administrative order is effective July 1, 2004.

**DONE and ORDERED** in chambers in Tampa, Hillsborough County, Florida, this 30<sup>th</sup> day of June, 2004.

\s\ Manuel Menendez, Jr.  
Manuel Menendez, Jr., Chief Judge

Original to: Richard Ake, Clerk of Circuit Court  
copies to: All Judges  
Michael L. Bridenback, Court Administrator  
Mark A. Ober, State Attorney  
Julianne Holt, Public Defender