

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

ADMINISTRATIVE ORDER S-2006-146

CLERK'S ADMINISTRATIVE FILE

WHEREAS there are occasions when the Clerk of the Circuit Court ("Clerk") receives court-related documents not associated with an existing court case file, and without associating such document with a court case file, it becomes difficult for the Clerk and the public to identify and access such documents; and

WHEREAS there are occasions when the Clerk seeks direction from the court by motion when there is no court case file open and consequently the motion and any resulting order is not associated with an existing court case file for filing and docketing; and

WHEREAS the public's ability to access court records depends in part on the public's ability to search indexes and dockets which identify documents located in court case files; and

WHEREAS a Clerk's administrative file will provide a framework for filing and docketing those court-related documents that are not associated with an existing court case file; it is therefore

ORDERED:

1. Administrative File

The Clerk is directed to open a Clerk's administrative file on the effective date of this administrative order and thereafter to open a new Clerk's administrative file on the first business day of each year. The Clerk shall assign an alpha-numeric designation to the Clerk's administrative file that is unique and different from all other types of court file numbers. The Clerk shall index the Clerk's administrative file as required by law.

2. Docketing and Filing of Documents

Every court-related document received or generated by the Clerk, including any resulting order issued by the court, that is not associated with an existing court case file

shall be docketed and filed in the Clerk's administrative file for the calendar year when it is received or generated. If any document filed in the Clerk's administrative file can thereafter be associated with a court case file, such document shall be transferred to the associated court file with a docket entry noting the transfer and the court case file identification.

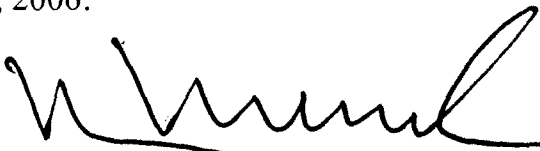
3. Examples of Applicable Documents

Examples of court-related documents received or generated by the Clerk that are not associated with an existing court case file include, but are not limited to: motions to dismiss and purge misdemeanor warrants, traffic warrants, and traffic cases involving the suspension of driving privileges under section 318.15, Florida Statutes, and resulting orders; orders of forfeiture and destruction of controlled substances and resulting returns pursuant to section 893.12, Florida Statutes; applications for agriculture warrants and agriculture warrants pursuant to section 933.40, Florida Statutes; documents relating to the appointment of an inventory attorney pursuant to Rule 1-3.8 of the Rules Regulating The Florida Bar; orders authorizing the destruction of court records pursuant to Florida Law; orders authorizing the transfer of surplus funds under Florida Law; orders authorizing the disposition of unclaimed property under Florida Law; and orders authorizing the removal of documents from the Official Records. The foregoing examples are not intended to be exclusive or exhaustive in nature.

4. Effective Date

This administrative order is effective immediately.

DONE AND ORDERED in chambers in Tampa, Hillsborough County, Florida
this 22nd day of September, 2006.



Manuel Menendez, Jr., Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court
Copy to: Michael L. Bridenback, Court Administrator