# IN THE THIRTEENTH JUDICIAL CIRCUIT COURT
## FOR HILLSBOROUGH COUNTY, FLORIDA

### ADMINISTRATIVE ORDER NO.   S-1998-124
#### (Supersedes Administrative Order No. S-29-92-169)

**IN RE:**          <u>ADOPTION OF NEW INDEXING SYSTEM FOR<br>ADMINISTRATIVE ORDERS</u>

**WHEREAS** Florida Rule of Judicial Administration 2.050(e) provides that all administrative orders of a general and continuing nature shall be indexed and recorded by the clerk; and

**WHEREAS** the current indexing system for administrative orders needs revision; it is therefore

**ORDERED** that the following indexing system will be adopted for all active administrative orders.

1.      The numbering format of administrative orders will begin with either "A" or "S." Administrative orders dealing with assignments or appointments of judges and quasi-judicial officers will begin with the designation "A." Administrative orders addressing substantive matters will begin with the designation "S."

2.      The next four numbers will correspond to the year in which the administrative order is issued.

3.      The final three numbers will be the sequential number for that year (e.g., "A-1998-023" would designate an assignment or appointment order that was the twenty-third administrative order issued in 1998).

4.      If an administrative order supersedes or vacates a previous administrative order, a notation of this action should be made on the first page of the administrative order directly under the number.

5.      All administrative orders shall contain a title with sufficient information to allow the accessibility and proper indexing of the order.

6.      All active administrative orders will be indexed by subject matter.  If an administrative order pertains to more than one subject matter, it will be listed in each subject matter index to which it pertains.

7.      All subsequent administrative orders shall be numbered in accordance with this indexing method.  Future references to administrative orders that were numbered in accordance with

Administrative Order S-29-92-169 should be made in accordance with the indexing method in this administrative order (e.g., "Administrative Order S-29-92-169" should be referenced as "Administrative Order S-1992-169").

8.      This administrative order supersedes Administrative Order S-29-92-169 (now referenced as "S-1992-169") and is effective immediately.

**DONE and ORDERED** in chambers in Tampa, Hillsborough County, Florida, on this  6th day of October, 1998.

\s\   F. Dennis Alvarez
F. Dennis Alvarez, Chief Judge

Original to:    Richard Ake, Clerk of Circuit Court
cc:             All Judges
                All Court Programs