

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

ADMINISTRATIVE ORDER NO. S-1999-081

IN RE: FEE SCHEDULE FOR CHILDREN'S ADVOCACY CENTER

WHEREAS it is necessary for the prompt and efficient administration of justice in this circuit to establish guidelines and procedures for the collection of fees, fines and donations to alleviate the costs associated with Children's Advocacy Center Program; it is therefore

ORDERED:

The following procedures shall apply to visitations and depositions conducted at the Children's Advocacy Center:

VISITATIONS

1. **Standard Fees associated with Child Advocacy Center visitations.** Prior to visitation, a standard fee in the amount of \$20.00, or as determined by the assigned judge or general master, will be paid by both or one of the parties to the visitation, as determined by the assigned judge or general master. Such fees shall be collected at the time of intake at the Children's Advocacy Center by personnel of the Children's Advocacy Center in the form of a cashier check, money order or personal check.

2. **Fines associated with failure to appear and cancellations for scheduled visitation.** The failure to appear for a scheduled visitation, absent twenty-four (24) hours notice to the Children's Advocacy Center and good cause as determined by the assigned judge or general master, shall result in the imposition of a fine in the amount of \$20.00, or in an amount to be determined by the assigned judge or general master, upon the canceling party. Three (3) consecutive visitation cancellations by the same party, absent a showing of good cause, as determined by the assigned judge or general master, shall result in the imposition of a fine in the minimum amount of \$20.00, or an amount to be determined by the assigned judge or general master, upon the canceling party.

3. **Failure to remit payment of imposed fines.** The failure to remit fines imposed upon a party for failure to appear at a scheduled visitation or as a result of three (3) consecutive visitation cancellations may result in the entry of an Order to Show Cause as to why the court should not impose appropriate sanctions upon the delinquent party.

DISCOVERY DEPOSITIONS

4. **Standard fees associated with audio and video discovery depositions conducted at the Children's Advocacy Center.** Counsel upon whom audio and video taping of discovery depositions are mandatorily imposed at the Children's Advocacy Center facilities shall be charged a fee of \$60.00 per case. This fee will include an immediate copy of the video recording. An additional \$10.00 fee shall be imposed, upon request for and provision of the audio recording.

GENERAL PROVISIONS

5. **Videotaping and electronic recording procedures.** The videotaping or digital electronic recording functions taken of depositions at the Children's Advocacy Center shall be conducted pursuant to the procedures outlined in Administrative Order S-1999-040.

6. **Waiver of fees and fines due to prior determination of indigency.** The waiver of fees and fines due to a prior determination of indigency shall be governed by the procedures set forth in Administrative Order S-1997-085, relating to Indigency Procedures for Circuit Civil, Family Law, Probate, Guardianship, Trust, Mental Health and County Civil Divisions.

7. **Procedures for payment.** The Children's Advocacy Center shall be responsible for generating an Invoice for Payment outlining each party's portion of the costs of visitation or deposition. The Clerk of the Circuit Court (hereinafter "clerk") shall accept payment, on behalf of the Children's Advocacy Center, of the amount due from the parties; however, the clerk shall accept payment only in the amount specified on the Invoice for Payment. All payments made to the clerk shall be accompanied by the Invoice for Payment.

8. **Cost of collection and payment.** The clerk shall receive \$2.00 of each Children's Advocacy Center invoice presented for payment to defray the costs inherent in the collection and payment of the fees outlined above.

9. **Children's Advocacy Center Fund.** The clerk is hereby directed to establish a Children's Advocacy Center Fund. Funds including, but not limited to, the aforementioned fees and fines paid and any monies donated to the Children's Advocacy Center, shall be forwarded to Hillsborough County for deposit in the Children's Advocacy Center Fund. This fund will be retained for the payment of Children's Advocacy Center personnel, training, operating expenses, and other associated costs. The chief judge or the chief judge's designee will approve payments from this fund.

10. **Report of funds collected.** At the end of each month, the clerk shall provide to the Children's Advocacy Center, on behalf of the chief judge, an accounting of all funds deposited into the Children's Advocacy Center Fund during the preceding month.

11. **Retention of funds.** The balance of funds remaining in the Children's Advocacy Center Fund shall not revert to the Hillsborough County Board of County Commissioners at the end of each fiscal year. If at any time activities conducted at the Children's Advocacy Center are terminated, the balance of the Children's Advocacy Center Fund shall revert to another child services related court program or fund as designated by the chief judge or the chief judge's designee on behalf of the Children's Advocacy Center.

12. **Effective date.** This administrative order shall become effective on any case in which supervised visitation has been ordered on or after October 1, 1999.

DONE AND ORDERED in Chambers in Tampa, Hillsborough County, Florida, this
14th day of September, 1999.

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

Original to: Richard Ake, Clerk of the Circuit Court
Copies to: All Family Law Judges and General Masters
Family Intake
Children's Advocacy Center