

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

ADMINISTRATIVE ORDER A-2019-026

2020 DUTY JUDGE SCHEDULE

Section 26.20, Florida Statutes, requires at least one judge, in circuits having more than one circuit judge, to be available as nearly as possible at all times to hold and conduct hearings in chambers. This statute also requires at least one judge be available on Saturdays, Sundays, holidays and after hours on weekdays to consider *ex parte* petitions for a temporary injunction in domestic violence cases.

It is necessary for the efficient and proper administration of justice in this circuit to assign a duty judge to not only consider *ex parte* temporary injunction domestic violence cases but also preside over other priority matters after hours on weekdays and on Saturdays, Sundays and holidays.

Regularly assigned judges or coverage judges are assigned to preside over first appearance hearings, juvenile detention hearings, and juvenile shelter hearings on non-holiday weekdays. Duty judges are hereby assigned to preside over first appearance hearings, juvenile detention hearings, and juvenile shelter hearings on Saturdays, Sundays and holidays.

Duty judges are also empowered with the responsibility for qualifying jurors and reviewing requests of prospective jurors to be excused from jury duty.

By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2), it is ORDERED that judges are appointed as the *duty judge* according to the attached schedule for the purposes expressed in this administrative order.

1. Schedule

Following a tradition that started in the 1980s, the attached schedule assigns duty judges on a rotating basis according to their group number in the circuit and county court. Any judge seeking to change her or his duty week with another judge must submit an e-mail message advising the chief judge of the substitution and provide a copy to the court's general counsel, the Clerk of the Circuit Court (clerk), The Spring and the Sheriff's office. All changes to the duty judge schedule are

posted thereafter on the Thirteenth Judicial Circuit's webpage so that the most up-to-date schedule is accessible to all affected participants.

2. Duty Times

Duty judges are assigned for one-week periods, commencing at 8:00 a.m. on Monday and concluding at 7:59 a.m. the following Monday. Duty judges are expected to remain at the courthouse until at least 5:00 p.m. on non-holiday weekdays to handle their responsibilities delineated in this administrative order. On Monday holidays (Dr. Martin Luther King, Jr. Day; Memorial Day; Labor Day; and Yom Kippur), the duty judge and the judge serving as duty judge for the preceding week must coordinate a time to deliver the duty judge telephone to the duty judge.

3. Clearing Dockets

Duty judges should consider clearing the dockets in their regularly assigned division(s) during the week of their duty judge assignment enabling them to handle efficiently all responsibilities outlined in this administrative order. If a judge maintains a docket in the judge's regularly assigned division(s) during his or her duty week, the judge is obligated to stop what he or she is doing to accommodate any duty judge responsibilities that arise.

4. Protective Injunction Cases

Duty judges are assigned to review petitions for temporary injunctions for protection against domestic violence, repeat violence, sexual violence, dating violence and stalking. The clerk will notify the duty judge by e-mail that a petition is available for review on the Judicial Automated Workflow System (JAWS). Upon notification, the duty judge will access JAWS to review the petition, sign the appropriate order and electronically file it with the clerk's office in accordance with the following schedule:

- A. Petitions filed between 3:30 p.m. – 5:00 p.m. on non-holiday weekdays will be available for review by the duty judge at or before approximately 5:30 p.m. The duty judge will electronically file the appropriate order with the clerk's office by 6:00 p.m.
- B. Petitions filed between 5:00 p.m. Friday – 8:00 a.m. Saturday will be available for review by the duty judge at or before Saturday morning's first appearance hearings. The duty judge will electronically file the appropriate order with the clerk's office by the end of the first appearance hearings.

- C. Petitions filed between 5:00 p.m. Saturday - 8:00 a.m. Sunday will be available for review by the duty judge at or before Sunday morning's first appearance hearings. The duty judge will electronically file the appropriate order with the clerk's office by the end of the first appearance hearings.
- D. Petitions filed between 5:00 p.m. on the day before a holiday and 8:00 a.m. on a holiday will be available for review by the duty judge at or before the holiday morning's first appearance hearings. The duty judge will electronically file the appropriate order with the clerk's office by the end of the first appearance hearings.
- E. If an emergency requires immediate judicial review of a petition at a time other than designated above, then the duty judge should be contacted through The Spring. Upon execution of the appropriate documents by the petitioner at The Spring, such documents will be transported by a law enforcement officer to the duty judge for consideration. Upon entry of an appropriate order, the law enforcement officer will return the documents to The Spring for processing.

5. Weekend and Holiday First Appearance Hearings

Duty judges are assigned to preside over first appearance hearings via audiovisual devices from Courtroom 17, Courthouse Annex, Tampa, Florida, commencing immediately after the juvenile detention and shelter hearings on weekends and holidays.

6. Weekend and Holiday Juvenile Detention and Shelter Hearings

Duty judges are assigned to preside over juvenile detention and shelter hearings, beginning at 8:30 a.m. on weekends and holidays in Courtroom 16, Courthouse Annex, Tampa, Florida.

7. Emergency Medical Treatment Cases

Duty judges are assigned to consider petitions for authorization for emergency medical treatment if the assigned judge or chief judge or the chief judge's designee is unavailable.

8. Parental Notice of Abortion Cases

Duty judges are assigned to consider petitions seeking a judicial waiver of the notice requirements of section 390.01114, Florida Statutes, if, under the established procedure for assignment of these cases, there is no judge present in the courthouse to consider the petition.

9. Organ Donation Cases

Duty judges are assigned to consider emergency petitions for appointment of a representative ad litem for the purposes of organ donation if the assigned judge or chief judge or the chief judge's designee is unavailable.

10. Emergency Relief – All Other Matters

Duty judges are assigned to consider emergency applications for extraordinary relief if, under the established procedures for emergencies in the respective subject matter divisions of the courts, there is no judge present in the courthouse to consider them. The duty judge must determine whether an emergency exists, whether the requested relief is suitable for *ex parte* consideration if a request is made and whether a hearing with notice to the adverse party is required under the applicable court rules. If the duty judge determines that an emergency does not exist or denies the emergency request without a hearing, the requesting party is prohibited from presenting the request to any other judge other than the division judge to whom the case is assigned or, if application is made in an unassigned action, the division judge to whom the case will be assigned. If the duty judge determines the nature of the emergency requires that a return hearing be conducted imminently, the duty judge will conduct the return hearing personally. If the duty judge determines a hearing with notice is required but does not need to be conducted imminently, the hearing will be scheduled in the division in which the case is pending or, if application is made in an unassigned action, the division in which the case will be pending.

11. Jurors

Duty judges are responsible for qualifying jurors and ruling on prospective jurors' requests to be excused from jury duty for the specific dates on the attached schedule. Duty judges may delegate this responsibility to another judge or to the clerk.

12. Warrants & Wiretaps

Duty judges are responsible for being available during their duty week to consider both electronic and hard-copy applications for search warrants, arrest warrants, juvenile pick up orders, inspection warrants, agricultural warrants, wiretaps, pen registers, trap and trace devices, and mobile tracking devices.

13. Hurricane & Emergency Management Plan

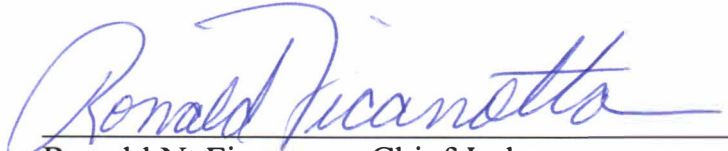
The chief judge may assign duty judges to preside over juvenile detention hearings, shelter hearings and any other priority matters in addition to first appearance hearings on non-holiday weekdays if court facilities are closed due to a

hurricane or other emergency event. The chief judge may designate alternate or additional duty judges to preside over these priority matters.

14. Effective Date

This administrative order is effective January 6, 2020.

ENTERED in Tampa, Hillsborough County, Florida, on August 15, 2019.



Ronald N. Ficarrotta, Chief Judge

Attachment (3-page assignment schedule)

Original to: Pat Frank, Clerk of the Court

Copy to: All Judges

Gina Justice, Trial Court Administrator

Douglas R. Bakke, Chief Deputy Clerk, Court Operations

Denise Vaughan, Director of Legal Services, The Spring

Andrew H. Warren, State Attorney

Julianne Holt, Public Defender

Chad Chronister, Hillsborough County Sheriff

Brian Dugan, City of Tampa Police Chief

Kenneth R. Albano, City of Temple Terrace Police Chief

Edward Duncan, City of Plant City Police Chief

Judy Roysden, Department of Juvenile Justice

Stephanie Bergen, Office of the Attorney General – CLS

Tabitha Lambert, Guardian Ad Litem Program

Rebecca Kapusta, Vice President, Eckerd Connects

Jonathan Jenkins, Regional Counsel's Office

Jennifer Hock, Hillsborough County Sheriff's Office

Lifelink Foundation, Inc., c/o Richard M. Hanchett, Esq.

DUTY JUDGE SCHEDULE 2020

(Does not reflect changes between judges; please see www.fljud13.org for up-to-date schedule)

| DUTY WEEK | JURY DUTY | FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS | JUDGE | GROUP |
|---|---------------------------|---|----------------------------------|------------|
| Monday, January 06, 2020-Sunday, January 12, 2020 | Monday, January 06, 2020 | Saturday, January 11, 2020 Sunday, January 12, 2020 | Michael J. Scionti | Circuit 19 |
| Monday, January 13, 2020-Sunday, January 19, 2020 | Monday, January 13, 2020 | Saturday, January 18, 2020 Sunday, January 19, 2020 | Laura E. Ward | Circuit 20 |
| Monday, January 20, 2020-Sunday, January 26, 2020 | Tuesday, January 21, 2020 | Monday, January 20, 2020 – MLK, Jr. Day Saturday, January 25, 2020 Sunday, January 26, 2020 | Lisa D. Campbell* | Circuit 21 |
| Monday, January 27, 2020-Sunday, February 02, 2020 | Monday, January 27, 2020 | Saturday, February 01, 2020 Sunday, February 02, 2020 | Denise A. Pomponio | Circuit 22 |
| Monday, February 03, 2020-Sunday, February 09, 2020 | Monday, February 03, 2020 | Saturday, February 08, 2020 Sunday, February 09, 2020 | Mark D. Kiser | Circuit 23 |
| Monday, February 10, 2020-Sunday, February 16, 2020 | Monday, February 10, 2020 | Saturday, February 15, 2020 Sunday, February 16, 2020 | Melissa M. Polo | Circuit 24 |
| Monday, February 17, 2020-Sunday, February 23, 2020 | Monday, February 17, 2020 | Saturday, February 22, 2020 Sunday, February 23, 2020 | Robin F. Fuson | Circuit 25 |
| Monday, February 24, 2020-Sunday, March 01, 2020 | Monday, February 24, 2020 | Saturday, February 29, 2020 Sunday, March 01, 2020 | Ronald N. Ficarrota, Chief Judge | Circuit 26 |
| Monday, March 02, 2020-Sunday, March 08, 2020 | Monday, March 02, 2020 | Saturday, March 07, 2020 Sunday, March 08, 2020 | Vivian T. Corvo | Circuit 27 |
| Monday, March 09, 2020-Sunday, March 15, 2020 | Monday, March 9, 2020 | Saturday, March 14, 2020 Sunday, March 15, 2020 | Christine Ann Marlewski | Circuit 28 |
| Monday, March 16, 2020-Sunday, March 22, 2020 | Monday, March 16, 2020 | Saturday, March 21, 2020 Sunday, March, 22, 2020 | P. Nicholas “Nick” Nazaretian | Circuit 29 |
| Monday, March 23, 2020-Sunday, March 29, 2020 | Monday, March 23, 2020 | Saturday, March 28, 2020 Sunday, March 29, 2020 | Martha J. Cook | Circuit 30 |
| Monday, March 30, 2020-Sunday, April 05, 2020 | Monday, March 30, 2020 | Saturday, April 04, 2020 Sunday, April 05, 2020 | Richard A. Nielsen | Circuit 31 |
| Monday, April 06, 2020-Sunday, April 12, 2020 | Monday, April 06, 2020 | Friday, April 10, 2020 – Good Friday Saturday, April 11, 2020 Sunday, April 12 2020 | Kim Hernandez Vance* | Circuit 32 |
| Monday, April 13, 2020-Sunday, April 19, 2020 | Monday, April 13, 2020 | Saturday, April 18, 2020 Sunday, April 19, 2020 | Katherine G. Essrig | Circuit 33 |
| Monday, April 20, 2020-Sunday, April 26, 2020 | Monday, April 20, 2020 | Saturday, April 25, 2020 Sunday, April 26, 2020 | Robert A. Bauman | Circuit 34 |
| Monday, April 27, 2020-Sunday, May 03, 2020 | Monday, April 27, 2020 | Saturday, May 02, 2020 Sunday, May 03, 2020 | Anne-Leigh Gaylord Moe | Circuit 35 |
| Monday, May 04, 2020-Sunday, May 10, 2020 | Monday, May 04, 2020 | Saturday, May 09, 2020 Sunday, May 10, 2020 | E. Lamar Battles | Circuit 36 |
| Monday, May 11, 2020-Sunday, May 17, 2020 | Monday, May 11, 2020 | Saturday, May 16, 2020 Sunday, May 17, 2020 | Gubernatorial Appointment | Circuit 37 |

DUTY JUDGE SCHEDULE 2020

(Does not reflect changes between judges; please see www.fljud13.org for up-to-date schedule)

| DUTY WEEK | JURY DUTY | FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS | JUDGE | GROUP |
|---|-----------------------------|---|------------------------|------------|
| Monday, May 18, 2020-Sunday, May 24, 2020 | Monday, May 18, 2020 | Saturday, May 23, 2020 Sunday, May 24, 2020 | D. Michelle Sisco | Circuit 38 |
| Monday, May 25, 2020-Sunday, May 31, 2020 | Tuesday, May 26, 2020 | Monday, May 25, 2020 – Memorial Day Saturday, May 30, 2020 Sunday, May 31, 2020 | Steven Scott Stephens* | Circuit 39 |
| Monday, June 01, 2020-Sunday, June 07, 2020 | Monday, June 01, 2020 | Saturday, June 06, 2020 Sunday, June 07, 2020 | Christopher C. Sabella | Circuit 40 |
| Monday, June 08, 2020-Sunday, June 14, 2020 | Monday, June 8, 2020 | Saturday, June 13, 2020 Sunday, June 14, 2020 | Thomas N. Palermo | Circuit 41 |
| Monday, June 15, 2020-Sunday, June 21, 2020 | Monday, June 15, 2020 | Saturday, June 20, 2020 Sunday, June 21, 2020 | Darren D. Farfante | Circuit 42 |
| Monday, June 22, 2020-Sunday, June 28, 2020 | Monday, June 22, 2020 | Saturday, June 27, 2020 Sunday, June 28, 2020 | Kimberly K. Fernandez | Circuit 43 |
| Monday, June 29, 2020-Sunday, July 05, 2020 | Monday, June 29, 2020 | Friday, July 03, 2020 – Obsrv. of Independence Day Saturday, July 04, 2020 – Independence Day Sunday, July 05, 2020 | Emily A. Peacock* | Circuit 44 |
| Monday, July 06, 2020-Sunday, July 12, 2020 | Monday, July 06, 2020 | Saturday, July 11, 2020 Sunday, July 12, 2020 | Jennifer X. Gabbard | Circuit 45 |
| Monday, July 13, 2020-Sunday, July 19, 2020 | Monday, July 13, 2020 | Saturday, July 18, 2020 Sunday, July 19, 2020 | Alissa M. Ellison | County 1 |
| Monday, July 20, 2020-Sunday, July 26, 2020 | Monday, July 20, 2020 | Saturday, July 25, 2020 Sunday, July 26, 2020 | Lisa A. Allen | County 2 |
| Monday, July 27, 2020-Sunday, August 02, 2020 | Monday, July 27, 2020 | Saturday, August 01, 2020 Sunday, August 02, 2020 | Joelle Ann Ober | County 3 |
| Monday, August 03, 2020-Sunday, August 09, 2020 | Monday, August 03, 2020 | Saturday, August 08, 2020 Sunday, August 09, 2020 | Frances M. Perrone | County 4 |
| Monday, August 10, 2020-Sunday, August 16, 2020 | Monday, August 10, 2020 | Saturday, August 15, 2020 Sunday, August 16, 2020 | Jared E. Smith | County 5 |
| Monday, August 17, 2020-Sunday, August 23, 2020 | Monday, August 17, 2020 | Saturday, August 22, 2020 Sunday, August 23, 2020 | Cynthia S. Oster | County 6 |
| Monday, August 24, 2020-Sunday, August 30, 2020 | Monday, August 24, 2020 | Saturday, August 29, 2020 Sunday, August 30, 2020 | Eric R. Myers | County 7 |
| Monday, August 31, 2020-Sunday, September 06, 2020 | Monday, August 31, 2020 | Saturday, September 05, 2020 Sunday, September 06, 2020 | Jack N. Gutman | County 8 |
| Monday, September 07, 2020-Sunday, September 13, 2020 | Tuesday, September 08, 2020 | Monday, September 07, 2020 – Labor Day Saturday, September 12, 2020 Sunday, September 13, 2020 | John N. Conrad* | County 9 |
| Monday, September 14, 2020-Sunday, September 20, 2020 | Monday, September 14, 2020 | Saturday, September 19, 2020 Sunday, September 20, 2020 | Miriam V. Valkenburg | County 10 |
| Monday, September 21, 2020-Sunday, September 27, 2020 | Monday, September 21, 2020 | Saturday, September 26, 2020 Sunday, September 27, 2020 | Richard A. Weis | County 11 |

DUTY JUDGE SCHEDULE 2020

(Does not reflect changes between judges; please see www.fjud13.org for up-to-date schedule)

| DUTY WEEK | JURY DUTY | FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS | JUDGE | GROUP |
|---|-----------------------------|--|---------------------------|-----------|
| Monday, September 28, 2020-Sunday, October 04, 2020 | Tuesday, September 29, 2020 | Monday, September 28, 2020 – Yom Kippur Saturday, October 03, 2020 Sunday, October 04, 2020 | Daryl M. Manning* | County 12 |
| Monday, October 05, 2020-Sunday, October 11, 2020 | Monday, October 05, 2020 | Saturday, October 10, 2020 Sunday, October 11, 2020 | Art E. McNeil | County 13 |
| Monday, October 12, 2020-Sunday, October 18, 2020 | Monday, October 12, 2020 | Saturday, October 17, 2020 Sunday, October 18, 2020 | Paul T. Jeske | County 14 |
| Monday, October 19, 2020-Sunday, October 25, 2020 | Monday, October 19, 2020 | Saturday, October 24, 2020 Sunday, October 25, 2020 | Scott A. Farr | County 15 |
| Monday, October 26, 2020-Sunday, November 01, 2020 | Monday, October 26, 2020 | Saturday, October 31, 2020 Sunday, November 01, 2020 | Margaret R. Taylor | County 16 |
| Monday, November 02, 2020-Sunday, November 08, 2020 | Monday, November 02, 2020 | Saturday, November 07, 2020 Sunday, November 08, 2020 | Jessica G. Costello | County 17 |
| Monday, November 09, 2020-Sunday, November 15, 2020 | Monday, November 9, 2020 | Wednesday, November 11, 2020 – Veteran’s Day Saturday, November 14, 2020 Sunday, November 15, 2020 | Caroline J. Tesche Arkin* | Circuit 1 |
| Monday, November 16, 2020-Sunday, November 22, 2020 | Monday, November 16, 2020 | Saturday, November 21, 2020 Sunday, November 22, 2020 | Samantha L. Ward | Circuit 2 |
| Monday, November 23, 2020-Sunday, November 29, 2020 | No Jury Duty This Week | Thursday, November 26, 2020 – Thanksgiving Day Friday, November 27, 2020 – Day after Thanksgiving Saturday, November 28, 2020 Sunday, November 29, 2020 | Carl C. Hinson* | Circuit 3 |
| Monday, November 30, 2020-Sunday, December 06, 2020 | Monday, November 30, 2020 | Saturday, December 05, 2020 Sunday, December 06, 2020 | Elizabeth G. Rice | Circuit 4 |
| Monday, December 07, 2020-Sunday, December 13, 2020 | Monday, December 07, 2020 | Saturday, December 12, 2020 Sunday, December 13, 2020 | Michael S. Williams | Circuit 5 |
| Monday, December 14, 2020-Sunday, December 20, 2020 | Monday, December 14, 2020 | Saturday, December 19, 2020 Sunday, December 20, 2020 | Wesley D. Tibbals | Circuit 6 |
| Monday, December 21, 2020-Sunday, December 27, 2020 | No Jury Duty This Week | Thursday, December 24, 2020 – Christmas Eve Friday, December 25, 2020 – Christmas Day Saturday, December 26, 2020 Sunday, December 27, 2020 | Barbara Twine Thomas* | Circuit 8 |
| Monday, December 28, 2020-Sunday, January 03, 2021 | No Jury Duty This Week | Friday, January 01, 2021 – New Year’s Day Saturday, January 02, 2021 Sunday, January 03, 2021 | Gregory P. Holder* | Circuit 9 |

(Updated August 12, 2019)

* Denotes judges whose assignment includes a holiday or holidays.