

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

ADMINISTRATIVE ORDER A-2023-041

2024 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 to clarify certain provisions pertaining to this statutory duty.

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 General Practice and 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 sequentially according to their group number in the circuit court 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. 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 available at all times to handle their responsibilities delineated in this administrative order. On Monday holidays (New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Labor Day; and Veterans Day), 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 clear the dockets in their regularly assigned division(s) during the entire 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 must 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 (protective injunction petitions) after hours and on weekends and holidays in accordance with the following schedule:

A. Non-Holiday Weekdays

i. Time of Filing Petition

a. Petitions Filed in Tampa

Petitioners may file protective injunction petitions in person on non-holiday weekdays if they arrive to the Clerk of the Circuit Court (clerk)'s desk or are already in line at the clerk's desk in the Edgecomb Courthouse between the hours of 8:00:00 a.m. and 5:00:00 p.m. Presiding judges of Protective Injunction Divisions "G," "H," and "K" are assigned to review all protective injunction petitions assigned to Protective Injunction Divisions "G," "H," and "K" that are filed prior to or at 3:29:59 p.m. on non-holiday weekdays. Duty judges are assigned to review these petitions when they are filed at or after 3:30:00 p.m. on non-holiday weekdays.

b. Petitions Filed in Plant City

Petitioners may file protective injunction petitions in person on non-holiday weekdays if they arrive to the clerk's desk or are already in line at the clerk's desk in the Plant City Courthouse between the hours of 8:00:00 a.m. and 5:00:00 p.m. Presiding judges of East Protective Injunction Divisions "S" and "V" are assigned to review all protective injunction petitions assigned to East Protective Injunction Divisions "S" and "V" that are filed prior to or at 3:29:59 p.m. on non-holiday weekdays. Duty judges are assigned to review these petitions when they are filed at or after 3:30:00 p.m. on non-holiday weekdays.

ii. Petition Review and Entry of Order

The clerk will notify the duty judge by e-mail that a protective injunction petition is available for review on the Judicial Automated Workflow System (JAWS) as soon as practical after the petition is filed on non-holiday weekdays. The clerk will also notify the duty judge when the last protective injunction petition of the workday has been filed and submitted to the duty judge. Upon notification, the duty judge will access JAWS to review the protective injunction petition, sign the appropriate order and electronically file it with the clerk's office as soon as practical.

B. Weekends and Holidays

i. Time of Filing Petition

Petitioners may file protective injunction petitions in person on weekends and holidays if they arrive to the clerk's desk or are already in line at the clerk's desk in the Edgecomb Courthouse between the hours of 7:00:00 a.m. and 10:00:00 a.m. Duty judges are assigned to review all protective injunction petitions filed on weekends and holidays.

ii. Petition Review and Entry of Order

The clerk will notify the duty judge by e-mail that a protective injunction petition is available for review on JAWS as soon as practical after the petition is filed on a Saturday, Sunday, or holiday. The clerk will also notify the duty judge when the last protective injunction petition of the day has been filed and submitted to the duty judge. Upon notification, the duty judge will access JAWS to review the protective injunction petition, sign the appropriate order and electronically file it with the clerk's office. The duty judge will review these protective injunction petitions on weekends and holidays as soon as practical, taking into consideration that the duty judge is also responsible on weekends and holidays to conduct juvenile shelter hearings, juvenile detention hearings, and criminal first appearance hearings.

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. The starting time for these hearings is posted on the Thirteenth Judicial Circuit's webpage.

6. Weekend and Holiday Juvenile Detention and Shelter Hearings

Duty judges are assigned to preside over juvenile detention and shelter hearings on weekends and holidays in Courtroom 16, Courthouse Annex, Tampa, Florida. The starting time for these hearings is posted on the Thirteenth Judicial Circuit's webpage.

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. Judicial Waiver of Parental Notice and Consent

Duty judges are assigned to consider petitions seeking a judicial waiver of the notice and consent requirements of section 390.01114, Florida Statutes, if, under the established procedure for assignment of these cases, there is no juvenile dependency division 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 motions and emergency petitions if, under the established procedures for emergency matters in the respective subject matter divisions of the courts, there is no judge present in the courthouse to consider them or they are submitted for judicial consideration after a particular time. 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 1, 2024.

ENTERED on August 4th, 2023.



Christopher C. Sabella, Chief Judge

Attachment (4-page assignment schedule)

Original: Cindy Stuart, Clerk of the Circuit Court
Copy to: All Judges

Gina Justice, Trial Court Administrator
Brandi Williams, Chief Operating Officer, Court
Operations, Clerk of the Circuit Court
Susan "Suzy" Lopez, State Attorney
Julianne Holt, Public Defender
Chad Chronister, Hillsborough County Sheriff
Lee Bercaw, City of Tampa Police Chief
Kenneth R. Albano, City of Temple Terrace Police Chief
James M. Bradford, City of Plant City Police Chief
Charlie Vazquez, Tampa International Airport Police Chief
Kelly Hammersley, Department of Juvenile Justice
Jason Grice, Superintendent, Hillsborough Regional
Juvenile Detention Center
Sarah Hawk, Managing Attorney, Children's Legal Services
Rick Dragotto, Guardian Ad Litem Program
Michelle Farquharson, Quality Management Director,
Children's Network of Southwest Florida
Jonathan Jenkins, Regional Counsel's Office
Lifelink Foundation, Inc., c/o Richard M. Hanchett, Esq.
Gary S. Weisman, Chief of Staff, Office of the State
Attorney

DUTY JUDGE SCHEDULE 2024

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

DUTY WEEK	JURY DUTY	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, January 1, 2024-Sunday, January 7, 2024	No Juries This Week	Monday, January 1, 2024 – New Year’s Day Saturday, January 6, 2024 Sunday, January 7, 2024	D. Michelle Sisco	Circuit 38
Monday, January 8, 2024-Sunday, January 14, 2024	Monday, January 8, 2024	Saturday, January 13, 2024 Sunday, January 14, 2024	Wendy J. DePaul	Circuit 39
Monday, January 15, 2024-Sunday, January 21, 2024	Tuesday, January 16, 2024	Monday, January 15, 2024 – Dr. Martin Luther King, Jr. Day Saturday, January 20, 2024 Sunday, January 21, 2024	Christopher C. Sabella*	Circuit 40
Monday, January 22, 2024-Sunday, January 28, 2024	Monday, January 22, 2024	Saturday, January 27, 2024 Sunday, January 28, 2024	Thomas N. Palermo	Circuit 41
Monday, January 29, 2024-Sunday, February 4, 2024	Monday, January 29, 2024	Saturday, February 3, 2024 Sunday, February 4, 2024	Darren D. Farfante	Circuit 42
Monday, February 5, 2024-Sunday, February 11, 2024	Monday, February 5, 2024	Saturday, February 10, 2024 Sunday, February 11, 2024	Kimberly K. Fernandez	Circuit 43
Monday, February 12, 2024-Sunday, February 18, 2024	Monday, February 12, 2024	Saturday, February 17, 2024 Sunday, February 18, 2024	Emily A. Peacock	Circuit 44
Monday, February 19, 2024-Sunday, February 25, 2024	Monday, February 19, 2024	Saturday, February 24, 2024 Sunday, February 25, 2024	Jennifer X. Gabbard	Circuit 45
Monday, February 26, 2024-Sunday, March 3, 2024	Monday, February 26, 2024	Saturday, March 2, 2024 Sunday March 3, 2024	Marc S. Makholm	County 1
Monday, March 4, 2024-Sunday, March 10, 2024	Monday, March 4, 2024	Saturday, March 9, 2024 Sunday, March 10, 2024	Lisa A. Allen	County 2
Monday, March 11, 2024-Sunday, March 17, 2024	Monday, March 11, 2024	Saturday, March 16, 2024 Sunday, March 17, 2024	Leslie Schultz-Kin	County 3
Monday, March 18, 2024-Sunday, March 24, 2024	Monday, March 18, 2024	Saturday, March 23, 2024 Sunday, March 24, 2024	Frances M. Perrone	County 4
Monday, March 25, 2024-Sunday, March 31, 2024	Monday, March 25, 2024	Friday, March 29, 2024 – Good Friday Saturday, March 30, 2024 Sunday, March 31, 2024	Michael C. Baggé-Hernández*	County 5
Monday, April 1, 2024-Sunday, April 7, 2024	Monday, April 1, 2024	Saturday, April 6, 2024 Sunday, April 7, 2024	Cory L. Chandler	County 6
Monday, April 8, 2024-Sunday, April 14, 2024	Monday, April 8, 2024	Saturday, April 13, 2024 Sunday, April 14, 2024	Monique M. Scott	County 7
Monday, April 15, 2024-Sunday, April 21, 2024	Monday, April 15, 2024	Saturday, April 20, 2024 Sunday, April 21, 2024	Jack N. Gutman	County 8

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	JURY DUTY	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, April 22, 2024- Sunday, April 28, 2024	Monday, April 22, 2024	Saturday, April 27, 2024 Sunday, April 28, 2024	John N. Conrad	County 9
Monday, April 29, 2024- Sunday, May 5, 2024	Monday, April 29, 2024	Saturday, May 4, 2024 Sunday, May 5, 2024	Miriam V. Valkenburg	County 10
Monday, May 6, 2024- Sunday, May 12, 2024	Monday, May 6, 2024	Saturday, May 11, 2024 Sunday, May 12, 2024	Richard A. Weis	County 11
Monday, May 13, 2024- Sunday, May 19, 2024	Monday, May 13, 2024	Saturday, May 18, 2024 Sunday, May 19, 2024	Daryl M. Manning	County 12
Monday, May 20, 2024- Sunday, May 26, 2024	Monday, May 20, 2024	Saturday, May 25, 2024 Sunday, May 26, 2024	J. Logan Murphy	County 13
Monday, May 27, 2024- Sunday, June 2, 2024	Tuesday, May 27, 2024	Monday, May 27, 2024 – Memorial Day Saturday, June 1, 2024 Sunday, June 2, 2024	Melissa C. Black*	County 14
Monday, June 3, 2024- Sunday, June 9, 2024	Monday, June 3, 2024	Saturday, June 8, 2024 Sunday, June 9, 2024	Scott A. Farr	County 15
Monday, June 10, 2024- Sunday, June 16, 2024	Monday, June 10, 2024	Saturday, June 15, 2024 Sunday, June 16, 2024	Margaret R. Taylor	County 16
Monday, June 17, 2024- Sunday, June 23, 2024	Monday, June 17, 2024	Saturday, June 22, 2024 Sunday, June 23, 2024	Jessica G. Costello	County 17
Monday, June 24, 2024- Sunday, June 30, 2024	Monday, June 24, 2024	Saturday, June 29, 2024 Sunday, June 30, 2024	Joseph M. Tompkins	County 18
Monday, July 1, 2024- Sunday, July 7, 2024	Monday, July 1, 2024	Thursday, July 4, 2024 – Independence Day Friday, July 5, 2024 – Discretionary Holiday Saturday, July 6, 2024 Sunday, July 7, 2024	Jeffrey M. Rich*	County 19
Monday, July 8, 2024- Sunday, July 14, 2024	Monday, July 8, 2024	Saturday, July 13, 2024 Sunday, July 14, 2024	Michael J. Hooi	County 20
Monday, July 15, 2024- Sunday, July 21, 2024	Monday, July 15, 2024	Saturday, July 20, 2024 Sunday, July 21, 2024	Matthew A. Smith	County 21
Monday, July 22, 2024- Sunday, July 28, 2024	Monday, July 22, 2024	Saturday, July 27, 2024 Sunday, July 28, 2024	Richard H. Martin	County 22
Monday, July 29, 2024- Sunday, August 4, 2024	Monday, July 29, 2024	Saturday, August 3, 2024 Sunday, August 4, 2024	James S. Giardina	County 23
Monday, August 5, 2024- Sunday, August 11, 2024	Monday, August 5, 2024	Saturday, August 10, 2024 Sunday, August 11, 2024	Caroline J. Tesche Arkin	Circuit 1
Monday, August 12, 2024- Sunday, August 18, 2024	Monday, August 12, 2024	Saturday, August 17, 2024 Sunday, August 18, 2024	Samantha L. Ward	Circuit 2

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	JURY DUTY	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, August 19, 2024- Sunday, August 25, 2024	Monday, August 19, 2024	Saturday, August 24, 2024 Sunday, August 25, 2024	James S. Moody III	Circuit 3
Monday, August 26, 2024- Sunday, September 1, 2024	Monday, August 26, 2024	Saturday, August 31, 2024 Sunday, September 1, 2024	Elizabeth G. Rice	Circuit 4
Monday, September 2, 2024- Sunday, September 8, 2024	Tuesday, September 3, 2024	Monday, September 2, 2024 – Labor Day Saturday, September 7, 2024 Sunday, September 8, 2024	Michael S. Williams*	Circuit 5
Monday, September 9, 2024- Sunday, September 15, 2024	Monday, September 9, 2024	Saturday, September 14, 2024 Sunday, September 15, 2024	Wesley D. Tibbals	Circuit 6
Monday, September 16, 2024- Sunday, September 22, 2024	Monday, September 16, 2024	Saturday, September 21, 2024 Sunday, September 22, 2024	Barbara Twine Thomas	Circuit 8
Monday, September 23, 2024- Sunday, September 29, 2024	Monday, September 23, 2024	Saturday, September 28, 2024 Sunday, September 29, 2024	Kelly Ann Ayers	Circuit 9
Monday, September 30, 2024- Sunday, October 6, 2024	Monday, September 30, 2024	Thursday, October 3, 2024 – Rosh Hashanah Saturday, October 5, 2024 Sunday, October 6, 2024	<i>Gubernatorial Appointment*</i>	Circuit 10
Monday, October 7, 2024- Sunday, October 13, 2024	Monday, October 7, 2024	Saturday, October 12, 2024 Sunday, October 13, 2024	Lindsay M. Alvarez	Circuit 11
Monday, October 14, 2024- Sunday, October 20, 2024	Monday, October 14, 2024	Saturday, October 19, 2024 Sunday, October 20, 2024	Paul L. Huey	Circuit 12
Monday, October 21, 2024- Sunday, October 27, 2024	Monday, October 21, 2024	Saturday, October 26, 2024 Sunday, October 27, 2024	Lyann Goudie	Circuit 13
Monday, October 28, 2024- Sunday, November 3, 2024	Monday, October 28, 2024	Saturday, November 2, 2024 Sunday, November 3, 2024	Mark R. Wolfe	Circuit 14
Monday, November 4, 2024- Sunday, November 10, 2024	Monday, November 4, 2024	Saturday, November 9, 2024 Sunday, November 10, 2024	Lawrence M. Lefler	Circuit 15
Monday, November 11, 2024- Sunday, November 17, 2024	Tuesday, November 12, 2024	Monday, November 11, 2024 – Veterans Day Saturday, November 16, 2024 Sunday, November 17, 2024	Cheryl K. Thomas*	Circuit 16
Monday, November 18, 2024- Sunday, November 24, 2024	Monday, November 18, 2024	Saturday, November 23, 2024 Sunday, November 24, 2024	Christopher C. Nash	Circuit 17
Monday, November 25, 2024- Sunday, December 1, 2024	No Juries This Week	Thursday, November 28, 2024 – Thanksgiving Friday, November 29, 2024 – Day After Thanksgiving Saturday, November 30, 2024 Sunday, December 1, 2024	Alissa M. Ellison*	Circuit 18

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	JURY DUTY	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, December 2, 2024- Sunday, December 8, 2024	Monday, December 2, 2024	Saturday, December 7, 2024 Sunday, December 8, 2024	Michael J. Scionti	Circuit 19
Monday, December 9, 2024- Sunday, December 15, 2024	Monday, December 9, 2024	Saturday, December 14, 2024 Sunday, December 15, 2024	Laura E. Ward	Circuit 20
Monday, December 16, 2024- Sunday, December 22, 2024	Monday, December 16, 2024	Saturday, December 21, 2024 Sunday, December 22, 2024	Lisa D. Campbell	Circuit 21
Monday, December 23, 2024- Sunday, December 29, 2024	No Juries This Week	Tuesday, December 24, 2024 – Discretionary Holiday Wednesday, December 25, 2024 – Christmas Saturday, December 28, 2024 Sunday, December 29, 2024	Denise A. Pomponio*	Circuit 22
Monday, December 30, 2024- Sunday, January 5, 2025	No Juries This Week	Wednesday, January 1, 2025 – New Year's Day Saturday, January 4, 2025 Sunday, January 5, 2025	Mark D. Kiser*	Circuit 23

(Updated July 31, 2023)

* Denotes judge whose assignment includes at least one holiday.