

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

ADMINISTRATIVE ORDER A-2024-060

2025 DUTY JUDGE SCHEDULE

Section 26.20, Florida Statutes, requires at least one 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 establish certain protocols 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.

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 (Dr. Martin Luther King, Jr. Day; Memorial Day; and Labor 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 "Q," "S" and "V" are assigned to review all protective injunction petitions assigned to East Protective Injunction Divisions "Q," "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, the presiding judge is unable to timely 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. 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.

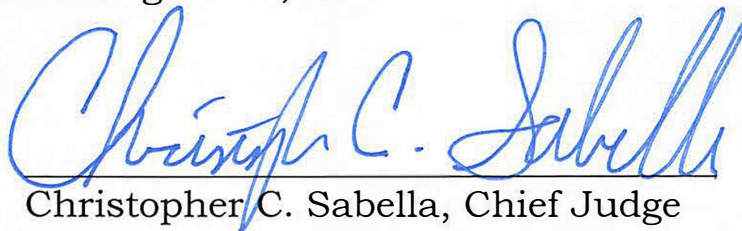
12. Hurricane & Emergency Management Plan

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.

13. Effective Date

This administrative order is effective January 1, 2025.

ENTERED on August 21, 2024.



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

Richard Mills, Jr., 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

Ashley G. Cannon, Managing Attorney, Children's Legal
Services

Alicia Tarrant, 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 2025

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

DUTY WEEK	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, December 30, 2024- Sunday, January 5, 2025	Wednesday, January 1, 2025 – New Year’s Day Saturday, January 4, 2025 Sunday, January 5, 2025	Mark D. Kiser*	Circuit 23
Monday, January 6, 2025- Sunday, January 12, 2025	Saturday, January 11, 2025 Sunday, January 12, 2025	Melissa M. Polo	Circuit 24
Monday, January 13, 2025- Sunday, January 19, 2025	Saturday, January 18, 2025 Sunday, January 19, 2025	Robin F. Fuson	Circuit 25
Monday, January 20, 2025- Sunday, January 26, 2025	Monday, January 20, 2025 – Dr. Martin Luther King, Jr. Day Saturday, January 25, 2025 Sunday, January 26, 2025	Joseph M. Tompkins*	Circuit 27
Monday, January 27, 2025- Sunday, February 2, 2025	Saturday, February 1, 2025 Sunday, February 2, 2025	Christine A. Marlewski	Circuit 28
Monday, February 3, 2025- Sunday, February 9, 2025	Saturday, February 8, 2025 Sunday, February 9, 2025	P. Nicholas “Nick” Nazaretian	Circuit 29
Monday, February 10, 2025- Sunday, February 16, 2025	Saturday, February 15, 2025 Sunday, February 16, 2025	Helene L. Daniel	Circuit 30
Monday, February 17, 2025- Sunday, February 23, 2025	Saturday, February 22, 2025 Sunday, February 23, 2025	G. Gregory Green	Circuit 31
Monday, February 24, 2025- Sunday, March 2, 2025	Saturday, March 1, 2025 Sunday, March 2, 2025	Kim Brennan	Circuit 32
Monday, March 3, 2025- Sunday, March 9, 2025	Saturday, March 8, 2025 Sunday March 9, 2025	Katherine G. Essrig	Circuit 33
Monday, March 10, 2025- Sunday, March 16, 2025	Saturday, March 15, 2025 Sunday, March 16, 2025	Robert A. Bauman	Circuit 34
Monday, March 17, 2025- Sunday, March 23, 2025	Saturday, March 22, 2025 Sunday, March 23, 2025	Anne-Leigh Gaylord Moe	Circuit 35
Monday, March 24, 2025- Sunday, March 30, 2025	Saturday, March 29, 2025 Sunday, March 30, 2025	Cynthia S. Oster	Circuit 36
Monday, March 31, 2025- Sunday, April 6, 2025	Saturday, April 5, 2025 Sunday, April 6, 2025	Nancy L. Jacobs	Circuit 37
Monday, April 7, 2025- Sunday, April 13, 2025	Saturday, April 12, 2025 Sunday, April 13, 2025	D. Michelle Sisco	Circuit 38
Monday, April 14, 2025- Sunday, April 20, 2025	Friday, April 18, 2025 – Good Friday Saturday, April 19, 2025 Sunday, April 20, 2025	Wendy J. DePaul*	Circuit 39
Monday, April 21, 2025-	Saturday, April 26, 2025	Christopher C. Sabella	Circuit 40

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Sunday, April 27, 2025	Sunday, April 27, 2025		
Monday, April 28, 2025- Sunday, May 4, 2025	Saturday, May 3, 2025 Sunday, May 4, 2025	Thomas N. Palermo	Circuit 41
Monday, May 5, 2025- Sunday, May 11, 2025	Saturday, May 10, 2025 Sunday, May 11, 2025	Darren D. Farfante	Circuit 42
Monday, May 12, 2025- Sunday, May 18, 2025	Saturday, May 17, 2025 Sunday, May 18, 2025	Kimberly K. Fernandez	Circuit 43
Monday, May 19, 2025- Sunday, May 25, 2025	Saturday, May 24, 2025 Sunday, May 25, 2025	Emily A. Peacock	Circuit 44
Monday, May 26, 2025- Sunday, June 1, 2025	Monday, May 26, 2025 – Memorial Day Saturday, May 31, 2025 Sunday, June 1, 2025	Jennifer X. Gabbard*	Circuit 45
Monday, June 2, 2025- Sunday, June 8, 2025	Saturday, June 7, 2025 Sunday, June 8, 2025	Marc S. Makhholm	County 1
Monday, June 9, 2025- Sunday, June 15, 2025	Saturday, June 14, 2025 Sunday, June 15, 2025	Lisa A. Allen	County 2
Monday, June 16, 2025- Sunday, June 22, 2025	Saturday, June 21, 2025 Sunday, June 22, 2025	Leslie Schultz-Kin	County 3
Monday, June 23, 2025- Sunday, June 29, 2025	Saturday, June 28, 2025 Sunday, June 29, 2025	Frances M. Perrone	County 4
Monday, June 30, 2025- Sunday, July 6, 2025	Friday, July 4, 2025 – Independence Day Saturday, July 5, 2025 Sunday, July 6, 2025	Michael C. Baggé-Hernández*	County 5
Monday, July 7, 2025- Sunday, July 13, 2025	Saturday, July 12, 2025 Sunday, July 13, 2025	Cory L. Chandler	County 6
Monday, July 14, 2025- Sunday, July 20, 2025	Saturday, July 19, 2025 Sunday, July 20, 2025	Monique M. Scott	County 7
Monday, July 21, 2025- Sunday, July 27, 2025	Saturday, July 26, 2025 Sunday, July 27, 2025	Jack N. Gutman	County 8
Monday, July 28, 2025- Sunday, August 3, 2025	Saturday, August 2, 2025 Sunday August 3, 2025	<i>Gubernatorial Appointee</i>	County 9
Monday, August 4, 2025- Sunday, August 10, 2025	Saturday, August 9, 2025 Sunday, August 10, 2025	Miriam V. Valkenburg	County 10
Monday, August 11, 2025- Sunday, August 17, 2025	Saturday, August 16, 2025 Sunday, August 17, 2025	Christine D. Edwards	County 11
Monday, August 18, 2025-	Saturday, August 23, 2025	Daryl M. Manning	County 12

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Sunday, August 24, 2025	Sunday, August 24, 2025		
Monday, August 25, 2025- Sunday, August 31, 2025	Saturday, August 30, 2025 Sunday, August 31, 2025	<i>Gubernatorial Appointee</i>	County 13
Monday, September 1, 2025- Sunday, September 7, 2025	Monday, September 1, 2025 – Labor Day Saturday, September 6, 2025 Sunday, September 7, 2025	Melissa C. Black*	County 14
Monday, September 8, 2025- Sunday, September 14, 2025	Saturday, September 13, 2025 Sunday, September 14, 2025	Mary Lou Cuellar	County 15
Monday, September 15, 2025- Sunday, September 21, 2025	Saturday, September 20, 2025 Sunday, September 21, 2025	Margaret R. Taylor	County 16
Monday, September 22, 2025- Sunday, September 28, 2025	Tuesday, September 23, 2025 – Rosh Hashanah Saturday, September 27, 2025 Sunday, September 28, 2025	Jessica G. Costello*	County 17
Monday, September 29, 2025- Sunday, October 5, 2025	Thursday, October 2, 2025 – Yom Kippur Saturday, October 4, 2025 Sunday, October 5, 2025	Matthew L. Felix*	County 18
Monday, October 6, 2025- Sunday, October 12, 2025	Saturday, October 11, 2025 Sunday, October 12, 2025	Jeffrey M. Rich	County 19
Monday, October 13, 2025- Sunday, October 19, 2025	Saturday, October 18, 2025 Sunday, October 19, 2025	Christopher E. Brown	County 20
Monday, October 20, 2025- Sunday, October 26, 2025	Saturday, October 25, 2025 Sunday, October 26, 2025	Matthew A. Smith	County 21
Monday, October 27, 2025- Sunday, November 2, 2025	Saturday, November 1, 2025 Sunday, November 2, 2025	Richard H. Martin	County 22
Monday, November 3, 2025- Sunday, November 9, 2025	Saturday, November 8, 2025 Sunday, November 9, 2025	James S. Giardina	County 23
Monday, November 10, 2025- Sunday, November 16, 2025	Tuesday, November 11, 2025 – Veterans Day Saturday, November 15, 2025 Sunday, November 16, 2025	<i>Gubernatorial Appointee</i>	County 24
Monday, November 17, 2025- Sunday, November 23, 2025	Saturday, November 22, 2025 Sunday, November 23, 2025	<i>Gubernatorial Appointee</i>	County 25
Monday, November 24, 2025- Sunday, November 30, 2025	Thursday, November 27, 2025 – Thanksgiving Friday, November 28, 2025 – Day After Thanksgiving Saturday, November 29, 2025 Sunday, November 30, 2025	Caroline J. Tesche Arkin*	Circuit 1

* Denotes judge whose assignment includes at least one holiday.

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DUTY WEEK	FIRST APPEARANCE, DETENTION AND SHELTER HEARINGS	JUDGE	GROUP
Monday, December 1, 2025- Sunday, December 7, 2025	Saturday, December 6, 2025 Sunday, December 7, 2025	Samantha L. Ward	Circuit 2
Monday, December 8, 2025- Sunday, December 14, 2025	Saturday, December 13, 2025 Sunday, December 14, 2025	James S. Moody III	Circuit 3
Monday, December 15, 2025- Sunday, December 21, 2025	Saturday, December 20, 2025 Sunday, December 21, 2025	Elizabeth G. Rice	Circuit 4
Monday, December 22, 2025- Sunday, December 28, 2025	Wednesday, December 24, 2025 – Discretionary Holiday Thursday, December 25, 2025 – Christmas Friday, December 26, 2025 – Discretionary Holiday Saturday, December 27, 2025 Sunday, December 28, 2025	Michael S. Williams*	Circuit 5
Monday, December 29, 2025- Sunday, January 4, 2026	Thursday, January 1, 2026 – New Year's Day Saturday, January 3, 2026 Sunday, January 4, 2026	Wesley D. Tibbals*	Circuit 6

(July 26, 2024)

* Denotes judge whose assignment includes at least one holiday.