

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

ADMINISTRATIVE ORDER S-2012-031

DELIVERY OF PROPOSED ORDERS

The 2012 General Appropriations Act has significantly reduced the budgets of the Clerks of the Circuit Court throughout the state. For decades, in a spirit of goodwill, the Hillsborough County Clerk of Court (Clerk) has partnered with the Bar and the Court by performing duties that, while not specifically authorized by Florida law, assisted in the disposition of court cases. Because of the recent budget reductions, the Clerk can no longer perform certain duties that are not specifically mandated by statute.

Several administrative orders governing procedures in various subject matter divisions of the court require counsel to deliver proposed orders to the presiding judge for signature. Many times attorneys have delivered proposed orders to the Clerk instead of the presiding judge. In these circumstances, the Clerk has graciously delivered the proposed orders to the respective presiding judges. The Clerk's resources can no longer support this gratuitous function.

The several administrative orders governing delivery of proposed orders to the presiding judge will be amended in the near future to provide notice to attorneys that proposed orders delivered to the Clerk, instead of the presiding judge, may be destroyed by the Clerk instead of delivered by the Clerk to the presiding judge. Until the various amended administrative orders are entered in the coming weeks, this administrative order is entered on an emergency basis.

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 therefore **ORDERED**:

1. Applicability

This administrative order applies to all divisions of the Thirteenth Judicial Circuit Court and the Hillsborough County Court.

2. Delivery of Proposed Orders to the Presiding Judge

Any proposed order prepared by counsel at the direction of the presiding judge or in conformance with an administrative order must be delivered to the individual presiding judge. Proposed orders may be delivered to the presiding judge via hand delivery, United States Postal System, or other private package delivery service. Proposed orders are not to be delivered to the Clerk.

If delivery of a proposed order is accomplished via the United States Postal System or other private package delivery service, the outside of the envelope or package

must contain the presiding judge's name, address and office number. The post office box address of the Clerk must not be used to submit any proposed order.

In order to assist in the delivery of proposed orders to the respective presiding judges, a current judicial directory is attached to this administrative order. Judges are located in one of three court facilities: (1) Edgecomb Courthouse, 800 East Twiggs Street, Tampa, Florida 33602; (2) Criminal Courthouse Annex, 401 North Jefferson Street, Tampa, Florida 33602; or (3) Plant City Courthouse, 301 North Michigan Avenue, Plant City, Florida 33563. The judicial directory is updated as necessary and the most current judicial directory may be accessed at the following link: <http://www.fljud13.org/JudicialDirectory.aspx>.¹

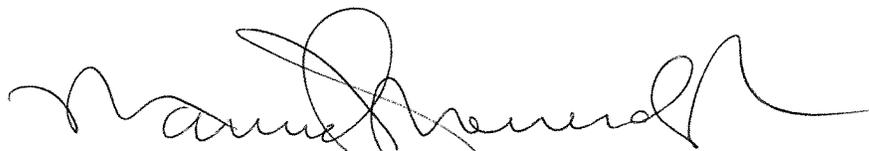
3. Clerk Authorized to Destroy Any Proposed Order Received

If the Clerk receives any proposed order intended for signature by a judge, the clerk is not responsible for delivery of the proposed order to the presiding judge. If the Clerk receives a proposed order intended for signature by a judge, the Clerk is authorized to destroy the proposed order without notice.

4. Effective Date

This administrative order is effective on July 1, 2012.

It is ORDERED in Tampa, Hillsborough County, Florida, on this 18th day of June, 2012.



Manuel Menendez, Jr., Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court
Copy to: All Judges
Hillsborough County Bar Association

¹ Because of judicial reassignments taking effective on June 25, 2012, a revised judicial directory will be posted on the court's website on June 25, 2012.