

IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA

IN RE: STAFF ATTORNEYS AND)
TRIAL COURT LAW CLERKS) Administrative Order
) No. 2.8
)

WHEREAS, the Chief Judge has employed the services of full-time Staff Attorneys and Trial Court Law Clerks to assist the judges of the Twentieth Judicial Circuit in their day-to-day duties, and

WHEREAS, there is a need to determine scheduling priorities for projects given to the attorneys and clerks by the judges, it is hereby

ORDERED AND ADJUDGED that:

1. Staff Attorneys and Trial Court Law Clerks shall be assigned to assist the Circuit Judges in and for Charlotte, Collier, Glades, Hendry and Lee Counties.

2. Staff Attorneys and Trial Court Law Clerks may provide assistance to the County Judiciary when possible, as determined by the workloads of the Staff Attorneys and Trial Court Law Clerks. Any such projects shall be coordinated through the Staff Attorneys' Offices and the Court Administrator under the supervision of the Chief Judge.

3. In the event a Staff Attorney or Trial Court Law Clerk provides advice to the County Judiciary or performs research for the County Judiciary with respect to a case that is subsequently appealed, the appellate case shall be brought to the attention of the Court Administrator for reassignment to a Staff Attorney or a Trial Court Law Clerk who has had no prior involvement with the case.

4. The duties of the Staff Attorneys and Trial Court Law Clerks shall include, but are not necessarily limited to, legal research, writing and drafting of memoranda, orders and opinions in trial court and appellate matters. The attorneys shall also act as counsel to the judiciary within the ambit of and limitations set forth in Fla. R. Jud. Admin. 2.060(c). The duties are assigned are assigned according to the priorities stated below.

5. The Staff Attorneys and Trial Court Law Clerks work under the supervision of the Chief Judge. The Chief Judge shall establish priorities in the scheduling and use of Staff Attorneys and Trial Court Law Clerks in a manner which will most effectively meet the needs of the Circuit.

6. All judges who seek the assistance of a Staff Attorney or Trial Court Law Clerk shall route their request in the manner

prescribed by the Chief Judge, Court Administrator, or Deputy Court Administrator for the requesting judge's county. This process will ensure the expeditious, consistent and efficient disposition of projects, while simultaneously maximizing the expertise and resources available in Staff Attorneys and Trial Court Law Clerks.

7. Assignment priorities shall be established based upon the urgency, complexity, and exigency of each task, with due regard for the time standards established by Fla. R. Jud. Admin. 2.085, the requirements of the Constitutions, the laws of the United States and the State of Florida, the Rules of Court established by the Florida Supreme Court, and with consideration of the resources available for the completion of each task. In general, assignment priorities are established as follows, in descending order of priority:

A. Emergency matters

1. Those matters specifically defined as emergencies By Administrative Order 2.17(b)(2)


2. Petitions, applications or ex parte injunctions involving right-to-die or right-to-life cases
 3. Petitions challenging Orders excluding the press or public from access to any proceeding as contemplated by Fla. R. App. P. 9.100(d)
 4. Miscellaneous emergency matters
- B. Extraordinary writs
1. Habeas Corpus
 2. Prohibition
 3. Mandamus
 4. Certiorari
 5. Quo Warranto
- C. Appellate issues, including research and memoranda
- D. Criminal sentencings
- E. Criminal motions
1. 3.851 motions
 2. 3.800 motions
 3. 3.850 motions
 4. Miscellaneous motions

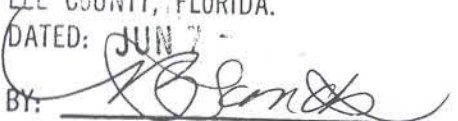
- F. Administrative matters
 - 1. Drafting and letting of contracts with the Courts
 - 2. Drafting of Administrative Orders, Local Rules, or Parochial Orders
- G. Complex civil litigation matters
- H. Family law matters
- I. Case management
- J. County court matters
- K. Contract management

If issues arise as to conflicting priorities, they shall be referred to the Chief Judge for decision as to priority.

The attorneys and clerks shall expend every reasonable effort to complete all projects by the proposed completion dates established by the requesting judge. However, due to unforeseen circumstances and the urgency of concurrent projects, the proposed dates may be delayed.

DONE AND ORDERED in Chambers at Naples, Collier County, Florida, this 6th day of June, 2000.


 William L. Blackwell
 Chief Judge

I CERTIFY THIS DOCUMENT TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE IN MY OFFICE, CHARLIE GREEN, CLERK CIRCUIT COURT LEE COUNTY, FLORIDA.
 DATED: JUN 7
 BY: 
 Deputy Clerk

STATE OF FLORIDA, COUNTY OF LEE
FILED FOR RECORD
 This 7th Day of June Record in CR 07
 Book 247 Page 000 and Record Verified. MINUTE
 CHARLIE GREEN By C. Bonds
 Clerk Circuit Court Deputy Clerk

History. - Administrative Order 89-22; Administrative Order 2.8
(January 28, 1991); Administrative Order 2.8 (October 30, 1995).