

IN THE CIRCUIT COURT OF THE 16th
JUDICIAL CIRCUIT OF THE STATE OF
FLORIDA, IN AND FOR MONROE
COUNTY

ADMINISTRATIVE ORDER: 2.057

IN RE:

EXPENDITURE OF JUDGE'S OFFICE
FUNDS – RESPONSIBILITY OF PARTIES

WHEREAS, in accordance with the provisions of Revision 7 to Article V of the Florida Constitution, judges and judicial assistants of the county and circuit courts are considered an element of the state court system resulting in a limited state funding allocation for judicial office-related expenses being made to the 16th Judicial Circuit, and,

WHEREAS, this allocation must be used most frugally to pay for books and legal publications, education and travel, training, stationary, pens, paper and postage necessary to operate the judges' offices for 12 months, and,

WHEREAS, the state attorneys, public defenders and conflict counsel have also been allocated budgets for their own administrative due process costs, and,

WHEREAS, counsel have submitted proposed orders and final judgments by way of facsimile or have mailed proposed orders or judgments to the court for signature and disbursement without furnishing sufficient copies of same or sufficient pre-addressed envelopes with postage, sufficient to furnish all parties with copies of same thus necessitating the expenditure of the limited judicial office funds in copying and mailing copies of said orders to all parties,

WHEREAS, only judicial staff are authorized to use courthouse copiers, paper and ink supplies,

NOW THEREFORE, IT IS,

ORDERED that:

It is the policy of the Sixteenth Judicial Circuit that in all instances, be the case civil or criminal, both in county as well as circuit court, where counsel or a litigant is directed to prepare or voluntarily submits a proposed order or final judgment for the judge's signature, the party so submitting or so directed shall be expected to provide

sufficient copies of same, together with envelopes and postage to permit conformed copies of same to be mailed by the judge's offices to all interested parties.

Unless directed, counsel should not, by facsimile, forward to the judge's office the proposed order or final judgment as such procedure necessitates the expenditure of the limited office funds available to that judge.

Only judicial staff are to operate the copy machines located at the courthouses as a coin-operated copier machine has been made available for use by counsel.

DONE and SIGNED in Chambers at Key West, Monroe County, Florida, this
22 of October, 2004.

RICHARD G. PAYNE
Chief Judge