

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

ADMINISTRATIVE ORDER 2.007/24-1  
**AMENDED**

IN RE:

DUTY JUDGES/EMERGENCIES  
\_\_\_\_\_:

WHEREAS, the prompt and efficient administration of justice requires a judge to be available in chambers during work hours and on-call after work hours to handle emergency matters:

NOW, THEREFORE, it is ORDERED as follows:

**DEFINITION OF “EMERGENCY”**

1. By master calendar memoranda, the Court Administrator’s Office, under the direction of the Chief Judge, shall promulgate a semi-annual duty roster so that a judge, commonly referred to as the duty judge, shall be available at all times to handle *ex parte* applications, e.g. search warrant; arrest warrant; *ex parte* injunctions against domestic violence, repeat violence, sexual violence and dating violence; Risk Protection Orders and other matters of life and death or instances of irreparable harm. Included in this definition are matters of extreme urgency in cases where the assigned judge is not available.

**HOURS**

2. The duty judge shall be available from 8:30 a.m. to 5:00 p.m. each workday. After hours and weekend coverage shall be provided through an on-call system in which the duty judge can be reached by telephone through the communications division of the Monroe County Sheriff’s Office.

**RESPONSIBILITIES**

3. The duty judge shall preside over circuitwide First Appearances Monday through Friday at 1:00 pm and on weekends and court holidays at 9:00 a.m., unless scheduled at a different time by the presiding judge.
4. There will be one duty judge assigned for the circuit each week. If a search warrant or arrest warrant requires review on a weekday in a courthouse location where the duty judge is not assigned, it may be presented for review in the location where the requesting officer is located. Review of Injunctions for

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Filed and Recorded in Official Records of  
MONROE COUNTY KEVIN MADOK, CPA

Protection and Risk Protection Orders must be presented to the duty judge, regardless of what location it has been filed.

**OPERATING PRINCIPLES**

5. Every judge in the circuit shall be assigned as the duty judge and to preside at weekend and holiday first appearance hearings.
6. Changes to the published semi-annual duty judge roster must be provided in writing to the Court Administrator's Office.

Administrative Orders 2.007/96-1, 2.007/02-1 and 2.007/03-1 are amended in their entirety and rescinded upon execution below.

DONE AND SIGNED in Chambers, at Key West, Monroe County, Florida, this the 16<sup>th</sup> day of September, 2024.

  
\_\_\_\_\_  
Honorable Bonnie J. Helms  
Chief Judge