

IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA, IN AND FOR MONROE COUNTY

Doc# 2198132  
Bk# 2940 Pg# 436

ADMINISTRATIVE ORDER: 11.018

IN RE:

ADMINISTRATIVE PLAN

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WHEREAS, Florida Rule of Judicial Administration 2.215(b) requires the Chief Judge to establish an administrative plan for the efficient and proper administration of the courts within the circuit and to file said plan with the Florida Supreme Court; and

WHEREAS, the administrative plan shall provide for an administrative organization capable of effecting the prompt disposition of cases; assignment of judges, other court officers and all other court personnel; control of the dockets; regulation of the use of courtrooms; and mandatory periodic review of the status of the inmates of the county jail;

IT IS THEREFORE ORDERED THAT:

I. DESCRIPTION OF THE CIRCUIT

The Sixteenth Judicial Circuit is comprised of Monroe County. The Circuit is divided into three (3) distinct geographic regions for administrative purposes, as set forth in Administrative Order 2.020/97-1, attached hereto as Exhibit A. Special Jury Districts have been established per Local Rule 4, attached hereto as Exhibit B. The 16<sup>th</sup> Judicial Circuit is committed to the equitable delivery of court services and programs to all citizens in each region of the circuit.

There are eight judges in the Sixteenth Judicial Circuit, four (4) Circuit Court judges and four (4) County Court judges. There are three (3) Circuit Court judges and two (2) County Court judges in the Lower Keys Division, one (1) Circuit Court judge and one (1) County Court judge in the Upper Keys Division and one (1) County Court judge in the Middle Keys Division. Circuit Court judges from the Lower Keys Division travel

regularly to the Middle Keys Division to handle the Circuit Court caseload.

## II. DIVISIONS, ASSIGNMENTS AND CONTROL OF DOCKETS

The Circuit Court is divided into Criminal, Family, Civil, Probate and Guardianship and Appellate divisions. The County Court is divided into Criminal and Civil divisions.

Judges' assignments are rotated by the Chief Judge. The length and division assignment may vary depending upon special circumstances of the court and individual judges. Circuit Court assignments are provided for by Administrative Order every six months. County Court assignments are provided for by Administrative Order annually. County Court judges are appointed as Acting Circuit Court judges for six month periods in the six-month Circuit Court Assignment Administrative Order. In addition, Administrative Order 12.003/18-1, attached hereto as Exhibit C, grants the authority for County Court judges to be Acting Circuit Court judges in certain instances.

In order to provide for the control of dockets, the Clerk of Court in Monroe County provides monthly reports on the status of pending cases and the number of new filings to all judges.

## III. COURT ADMINISTRATION

The Trial Court Administrator works closely with the Chief Judge to oversee all administrative responsibilities of the Circuit. The Trial Court Administrator is responsible for implementing and carrying out procedures and policies that enhance court system performance, as well as ensuring that the Circuit is complying with State Court System policies and procedures. The Trial Court Administrator serves as a liaison with county, city and state agencies and acts as the Public Information Officer for the Circuit. The Trial Court Administrator oversees the following departments within the Circuit:

- a. Administrative Services to include Budgeting, Finance and Accounting, Human Resources and Purchasing;
- b. Case Management to include Pro Se Assistance;
- c. Mediation;
- d. Due Process Services to include Court Interpreting, Court Reporting and Expert Witness;
- e. Staff Attorneys;
- f. Court Technology;
- g. Drug Court;

- h. Pretrial Services;
- i. Urinalysis Lab;

#### IV. COURT FACILITIES


The Chief Judge, together with the Trial Court Administrator, ensure space for safe and efficient Court operations at the three courthouse locations in the Circuit. This oversight includes the regulation and use of courtrooms, hearing rooms and other court offices.

The general public, litigants, attorneys, staff, jurors and judges shall be safe and secure in all three courthouses within the circuit. In coordination with the Monroe County Sheriff's Department and the Monroe County Board of County Commissioners, the Court has established procedures and practices for court security as provided for in Administrative Orders 2.064 and 11.011/13-1, hereby attached as Exhibit D and Exhibit E respectively.

#### V. PERIODIC REVIEW OF STATUS OF INMATES IN THE COUNTY JAIL

Pretrial Services is supervised by Court Administration, therefore, the Chief Judge has designated personnel in that program to perform a Jail Justification Report that is provided to relevant parties.

10<sup>th</sup> DONE AND ORDERED at Key West, Monroe County, Florida this  
day of December, 2018.

  
Mark H. Jones  
Chief Judge

IN RE;

CIRCUIT AND COUNTY COURT  
DIVISIONS/TRANSFER PROVISION

WHEREAS, the Chief Judge is charged by Rule 2.050, Fla.R.Jud.Admin., generally with the responsibility for administrative supervision of the circuit and county court; and

WHEREAS, it is established policy of this Court, to the extent possible, to try cases in a courthouse location which is convenient to litigants, witnesses, the general public, and its officers; it is therefore,

ORDERED that:

A. In the Circuit and County Court, hearings shall be conducted and trials shall be held in the courthouse or branch courthouse facility serving the geographic area of Monroe County where the offense was alleged to have been committed, and in actions at law where the property in litigation is located, except that actions at law brought by or against Monroe County shall be heard and tried in the geographic area where the cause of action accrued or the property in litigation is located. For purposes of this section, Monroe County shall be divided into the following geographic divisions:

1. Lower Keys Division: Including the City of Key West to the west end of Spanish Harbor Bridge, which are served by the Monroe County Courthouse at Key West.

2. Middle Keys Division: Beginning at the west end of Spanish Harbor bridge to the east end of Channel Five (5) Bridge; which are served by the Branch Courthouse at Marathon.

3. Upper Keys Division: Beginning at the east end of Channel Five (5) Bridge to and including Key Largo and that portion of Monroe County situated upon the mainland of Florida, which are served by the Branch Courthouse at Plantation Key.

B. The requirements of Sec. A above, shall apply to cases now pending or hereafter instituted, with the exception of juvenile dependency cases arising from Big Pine Key. Such cases shall be heard in the Middle Keys Division of the Circuit Court. All dependency cases originating from Big Pine Key presently pending in the Lower Keys Division shall be by this Order, transferred to the Middle Keys Division. Notwithstanding the provisions of Sec. A.

above, a case may be transferred to another courthouse division for hearing or trial under the following circumstances:

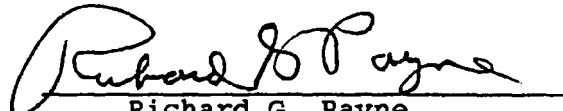
1. The presiding judge may, for expeditious reasons and in his/her discretion, transfer a cause.

2. Upon stipulation of counsel and with approval of the presiding judge, a cause may be transferred.

C. Depositions of parties, properly taken in Monroe County under applicable rules of procedure or substantive law, shall be taken within the geographical division in which the case is pending unless all parties mutually agree to hold the depositions in an alternative location. For the convenience of litigants, cases transferred to another division due solely to the unavailability of a judge (due to disqualification or otherwise) depositions are properly held in the original division, notwithstanding that the trial may be held in the new division unless the parties stipulate otherwise.

D. The provisions of this Administrative Order shall not be deemed to vest any litigant with substantive legal rights, but instead is intended solely as an administrative manner to effectuate the convenience of the public in attending court nearest to their homes with the least hardship or inconvenience, and to divide the judicial caseload in a fair manner between judges.

DONE and ORDERED at Key West, Monroe County, Florida, this 15<sup>th</sup> day of April, 1997.

  
Richard G. Payne  
Chief Judge

APPROVED BY THE  
SUPREME COURT OF FLORIDA  
*February 12, 2023*  
THOMAS D. HALL  
CLERK SUPREME COURT

IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA IN AND FOR MONROE COUNTY

IN RE:

SPECIAL JURY DISTRICTS  
FOR MONROE COUNTY

LOCAL RULE NUMBER 4  
AMENDED

WHEREAS, Section 40.015(1), Florida Statutes, provides that in any county having a population exceeding 50,000 according to the last preceding decennial census and one or more locations in addition to the county seat at which the county or circuit court sits and holds jury trials, the Chief Judge, with the approval of a majority of the Monroe County Board of County Commissioners, is authorized to create a jury district for each courthouse location, from which jury lists shall be selected in the manner presently provided by law; and

WHEREAS, subsection (2), thereof, provides that each jury district shall include at least 6,000 registered voters; and

WHEREAS, the official U.S. Bureau of Census data indicates that as of 2000, Monroe County has a population of 79,589; and

WHEREAS, the Supervisor of Elections indicated that as of August 22, 2001, Monroe County has a registered voter population of 50,833 with the districts as proposed herein consisting of the following apportionment:

Lower Juror District (Precinct Numbers 1 through 17) – 26,725 registered voters; Middle Juror District (Precinct Numbers 18 through 24) – 11,229 registered voters; and Upper Juror District (Precinct Numbers 25 through 33) – 12,879 registered voters; and

WHEREAS, the purpose of these geographical divisions is to reduce substantial travel time for jurors and to increase the summoning yield. These geographical divisions reflect a true cross-section of Monroe County, with no systematic exclusion of any group in the juror selection process and do not otherwise violate equal protection requirements. The Court will review this local rule on an annual basis as per *Spencer v. State*, 545 So. 2d 1352 (Fla. 1989); and

A TRUE COPY

Attest:

THOMAS D. HALL, Clerk  
Supreme Court of Florida

By *Debbie Winkler*  
Deputy Clerk

WHEREAS, pursuant to Section 40.015(2), Florida Statutes, the Chief Judge and the Monroe County Board of County Commissioners sought to avoid exclusion of any cognizable group; and

WHEREAS, the Monroe County Board of County Commissioners at a regularly scheduled meeting on May 15, 2002 unanimously approved the creation of jury districts consistent with the terms and conditions of this Rule;


NOW, THEREFORE, pursuant to the authority conferred by Rule 2.050(b), Fla.R.Jud.Admin., it is

**ORDERED that:**

1. There is hereby created three (3) separate jury districts, one for each courthouse location, from which jury lists shall be selected in the manner presently provided by law and local rule. Districts shall conform to the following guidelines:
  - a. Lower Keys Jury District – including the City of Key West to the west end of Spanish Harbor Bridge (Precinct Numbers 1 through 17); and
  - b. Middle Keys Jury District – beginning at the west end of the Spanish Harbor Bridge to, and including, Islamorada (Precinct Numbers 18 through 24); and
  - c. Upper Keys Jury District – beginning at the west end of Plantation Key to and including Ocean Reef and that portion of Monroe County situated upon the mainland of Florida (Precinct Numbers 25 through 33).
2. All civil jury trials and criminal jury trials, including capital cases, will utilize venires drawn from special jury district where the case is to be tried, unless modified by a specific order of the Chief Judge for clear and convincing reasons.
3. The manner of selection shall be controlled by Chapter 40, Florida Statutes and Local Rule Number 5, *In re: Jury Selection*.
4. This Rule shall have no application to circuit grand jurors or statewide grand jurors selected pursuant to Sections 905.01 and 905.37, Florida Statutes, respectively.

By virtue of Rule 2.050(e), Fla.R.Jud.Admin., this Local Rule shall be submitted to the Supreme Court for approval and shall become effective upon the approval date.

DONE and SIGNED in Chambers at Key West, Monroe County, Florida, this 20 day of May, 2002.

  
Richard G. Payne  
Chief Judge

APPROVED by the Supreme Court of Florida on the 2<sup>nd</sup> day of February, 2003.



IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 12.003/18-1  
**AMENDED**

Doc# 2181772 08/09/2018 10:39AM  
Filed & Recorded in Official Records of  
MONROE COUNTY KEVIN MADOK

IN RE: COUNTY JUDGES/  
TEMPORARY AND SPECIAL  
ASSIGNMENT  
CIRCUIT COURT

Doc# 2181772  
Bk# 2921 Pg# 791

WHEREAS, Rule 2.215(b)(4), Fla.R.Jud.Admin., provides that the chief judge shall assign judges to the courts and divisions, and shall determine the length of each assignment; and

WHEREAS, the temporary assignment of county judges to the circuit court shall increase the access of the bar and general public to the circuit court and shall improve judicial efficiency; and

WHEREAS, the Supreme Court of Florida in *Wild v. Dozier*, No. 85-050 (Fla. Feb. 8, 1986), held that a county court judge may be assigned successively and repeatedly in six-month assignments over several years to preside in the circuit court for half of all felony cases in a county; and

WHEREAS, this is no more than a six-month assignment; and

**IT IS THEREFORE ORDERED THAT**

A. The Honorable Ruth Becker, The Honorable Mark Wilson, The Honorable Peary S. Fowler, and the Honorable Sharon Hamilton, County Judges, are temporarily assigned to all divisions of the circuit court to hear, try, conduct, determine and dispose of all cases presented to them within the scope of this order and any further order of the Chief Judge. Under the authority hereof, each county judge is hereby vested with all and singular powers and prerogatives conferred by the constitution and laws of the State of Florida upon a judge of the circuit court.

B. Without limiting the foregoing assignment, county court judges acting as circuit judges may exercise the circuit court's authority in the following divisions and instances:

- 1) In those instances when a resident circuit court judge is unavailable in the main courthouse or a branch courthouse or in emergency situations any county court judge shall have the authority to conduct emergency

circuit court hearings that may be presented in any division provided that the emergency matter shall be presented first to the county judge who has been assigned as magistrate at the respective courthouse location;

a. For the purposes of this order, emergency circuit division hearings shall be defined as those non-routine matters which, by their nature, require the immediate action by a judge to prevent physical harm, property damage or hardship and which are of such a critical nature that the swift intervention by the court is deemed necessary (*See also* Administrative Order 2.007, *In re: Duty Judges/Emergencies* and its amendment Administrative Order 2.007/03-1);

2) Cases filed pursuant to Chapter 394 and 741.30, *Florida Statutes*, in such cases when a circuit judge is unavailable to consider them, provided that the case shall be presented first to the county judge who has been assigned as magistrate at the respective courthouse location;

3) Detention hearings held pursuant to Rules 8.013, Fla.R.Juv.P. and shelter hearings pursuant to Rule 8.305, Fla.R.Juv.P., in such cases when a circuit judge is unavailable to consider them, provided that detention and shelter hearings shall be presented first to the county judge who has been assigned as magistrate at the respective courthouse location;

4) All counterclaims, cross claims, amended claims or third party actions filed in a county court action for which the amount in controversy exceeds the jurisdiction of the county court, or for which the relief sought is not cognizable in county court, shall be transferred to the appropriate division of the circuit court for disposition. Prior to transfer to the circuit court, the county court shall first determine upon its own motion *ex parte* or upon motion of any party, with or without hearing, whether the county court claim, in the furtherance of convenience to the parties or to avoid prejudice, should be retained in the county court and not transferred with the circuit court counter claim, cross claim, amended claim, or other circuit court claim;

a. A uniform order of transfer, copies of which are attached hereto, shall be used by the affected county court judge to fully effectuate and implement this order.

5) In those instances when a circuit court judge is unavailable in the main or a branch courthouse, any county court judge who is on location shall have the authority to conduct felony arraignments;

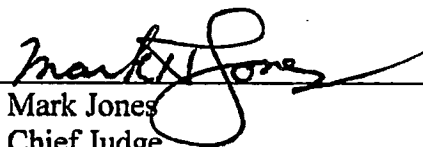
6) Any special or division assignment as ordered by the Chief Judge;

C. Under and by virtue of the authority hereof, each judge of the county court is hereby vested with all and singular powers and prerogatives conferred by the constitution and laws of the State of Florida upon a judge of the division and/or court to which he or she is hereby assigned.

D. This order shall apply to qualified county judges assigned temporarily from outside the circuit.

E. This order shall take effect August 1, 2018, and terminate effective December 31, 2018. However, it shall not operate contrary to any incidental reassignment of cases or any other modifications that may have been or may be entered by the Chief Judge.

DONE AND ORDERED at Key West, Monroe County, Florida this 3rd day of August, 2018, *nunc pro tunc* August 1, 2018.

  
\_\_\_\_\_  
Mark Jones  
Chief Judge

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

CASE NO.:

**ORDER TRANSFERRING COUNTERCLAIM, CROSS CLAIM OR THIRD  
PARTY CLAIM TO CIRCUIT COURT/RETAINING COUNTY COURT CLAIM  
IN COUNTY COURT**

THIS CAUSE was considered upon the filing of a claim in excess of the jurisdiction of the county court/ or seeking relief not cognizable in county court, and the court having considered the nature of said claim in relation to the county court claim, and the court finding that in furtherance of convenience or to avoid prejudice to any party that a separate trial should be had, now therefore it is

ORDERED AND ADJUDGED that the counterclaim, cross claim, amended claim or third party claim is hereby transferred to circuit court upon payment of the required fee and a circuit court case number will be assigned.

The remaining claims shall remain in county court for trial.

IT IS FURTHER ORDERED AND ADJUDGED that if the moving party has not paid the transfer fee within thirty days of the filing of this order, then the order shall be vacated automatically and the moving party's pleadings shall be deemed to seek relief not exceeding jurisdiction of county court.

DONE AND SIGNED, in Chambers, in \_\_\_\_\_, Monroe  
County, Florida, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
County Court Judge

cc: Counsel

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

CASE NO.:

Doc# 2198132  
Bk# 2940 Pg# 448

Doc# 2181772  
Bk# 2921 Pg# 795

**ORDER TRANSFERRING ENTIRE CAUSE TO CIRCUIT COURT**

THIS CAUSE was considered upon Motion to Transfer Cause to Circuit Court, and it appearing that a counterclaim, crossclaim or third party claim was filed, which claim exceeds the jurisdiction of the county court, it is

ORDERED AND ADJUDGED, that this cause be, and the same is hereby transferred to circuit court upon payment of required fee. A circuit court case number will thereupon be assigned.

IT IS FURTHER, ORDERED AND ADJUDGED that if the moving party has not paid the transfer fee within thirty days of the filing of this order, then this order shall be vacated automatically and the moving party's pleadings shall be deemed to seek relief not exceeding jurisdiction of county court.

DONE AND SIGNED, in Chambers, in \_\_\_\_\_, Monroe County, Florida, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
County Court Judge

cc: Counsel

\_\_\_\_\_  
MONROE COUNTY  
OFFICIAL RECORDS

IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA, IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER: 2.064

IN RE:

Doc# 2198132  
Bk# 2940 Pg# 449

JUDICIAL FACILITY SECURITY  
AND SCREENING PROCEDURES  
\_\_\_\_\_:

**WHEREAS**, the Judges of the Sixteenth Judicial Circuit are committed to provide, in a professional manner, a safe and orderly environment in all judicial facilities throughout the Circuit; and

**WHEREAS**, it is necessary to protect the integrity of the court process and maintain the decorum of the court; and

**WHEREAS**, it is necessary to protect persons in the courts from physical harm, and to deter those who would take violent action against the court or its participants; and

**WHEREAS**, the Chief Judge is responsible for the administrative supervision of the courts within the Sixteenth Judicial Circuit, as provided in Rule 2.215, Florida Rules of Judicial Administration; and

**WHEREAS**, the Sheriff of Monroe County is responsible for providing court security and has reviewed and approved the procedures contained herein,

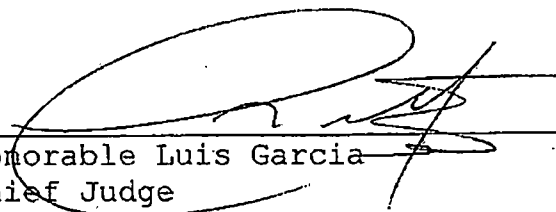
**IT IS THEREFORE ORDERED THAT:**

The following procedures are established to assist and direct Court Security Deputies in the performance of their duties and to serve as part of a security plan for the protection of the court. These procedures are further established to advise, guide, and regulate the performance of Court Security Deputies assigned to secure entrances at judicial facilities throughout the Sixteenth Judicial Circuit:

1. For purposes of this Administrative Order, the term "judicial facilities" is defined as The Freeman Justice Center, 302 Fleming Street, Key West, Florida; the Plantation Key Government Center, 88820 Overseas Highway, Plantation Key, FL; the Monroe County Sub-Courthouse, 3117 Overseas Highway, Marathon, FL and any other facility in which the court conducts official proceedings.
2. For purposes of this Administrative Order, the term "prohibited items" is defined as firearms, weapons, explosives, hazardous devices, mace or pepper spray and contraband.
3. The Sheriff of Monroe County shall provide sufficient personnel to operate a magnetometer and other metal detection devices at all judicial facilities.
4. Any person entering a judicial facility shall be subject to a search of his or her person and his or her personal effects by Monroe County Sheriff's Office personnel for prohibited items, except as provided in paragraphs 8 and 9 below. Monroe County Sheriff's Office personnel are authorized to confiscate prohibited objects seized from persons entering judicial facilities.
5. Monroe County Sheriff's Office personnel shall not allow access to any portion of the judicial facilities to any person who has not successfully proceeded through the magnetometer or hand-held scanning devices, and item x-ray screening, except as provided in paragraphs 7, 8 and 9 below.
6. If the metal detection devices are sounded, the Sheriff shall take such reasonable steps as are necessary to ensure that no weapons are concealed before permitting access to judicial facilities by these individuals.
7. No firearm or weapon shall be permitted to be in the possession of any person entering or occupying judicial facilities established by this Order except the following:
  - Official Court Security Deputies employed by the Monroe County Sheriff's Office;
  - Judges;

- Law enforcement officers, as defined in sections 790.001(8) and 112.531 Florida Statutes, in uniform, who are conducting official agency business. Law enforcement officers, including Court Security Deputies, shall not be permitted to carry weapons into judicial facilities when appearing as a litigant or witness in any personal matter, when conducting personal business or when accompanying a friend or family member for same.
8. Where private, locked entrances exist for judges, judicial employees, or other non-judicial employees whose offices are located in a judicial facility, those entrances are the required locations of entry for those persons. If, for some reason, a judicial employee or other non-judicial employee whose office is located in a judicial facility is unable to utilize a private entrance, then the employee must follow the procedures contained herein regarding security screening.
9. When private, locked entrances exist for Monroe County Public Works personnel in judicial facilities, those entrances are the required locations of entry for those persons. If these entrances do not exist at a particular judicial facility, these employees must follow the procedures contained herein regarding security screening. All Monroe County Public Works personnel shall wear a photo identification badge at all times in judicial facilities.
10. This order shall take effect October 1, 2009. Administrative Order 2.050/07-1 *Courthouse Screening Procedures* and its attachment and Administrative Order 2.060 *Judicial Facilities Security Procedures* are hereby rescinded upon the effective date of this order.

**DONE AND ORDERED** in Chambers at Plantation Key, Monroe County, Florida, on this 15<sup>th</sup> day of September, 2009.

  
\_\_\_\_\_  
Honorable Luis Garcia  
Chief Judge



IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA, IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 11.011/13-1  
AMENDED

IN RE:

COURT SECURITY  
PERSONNEL REQUIREMENTS

Doc# 2198132  
BKH 2940 P# 452

WHEREAS, it is the desire of the judiciary of the Sixteenth Judicial Circuit to insure the safety and security of all users in the courts in Monroe County; and

WHEREAS, the circuit and county judges in the Sixteenth Judicial Circuit agree that the establishment of a policy regarding the required number of court security personnel based on the type of judicial proceeding would assist in insuring the safety and security of all users of the courts in Monroe County; and

WHEREAS, the circuit and county judges in the Sixteenth Judicial Circuit agreed to the number of security personnel required based on the type of proceeding, understanding that needed flexibility would be included in the policy;

WHEREAS, it is necessary for such a policy to be codified and promulgated;

IT IS THEREFORE ORDERED that:

1. For all criminal matters heard in the courts in Monroe County, there shall be at least two court security officers assigned by the Sheriff of Monroe County.
2. For all family court matters, including juvenile delinquency, juvenile dependency and injunction proceedings, heard in the courts in Monroe County, there shall be at least two court security officers assigned by the Sheriff of Monroe County.
3. For all other matters heard in the courts in Monroe County, there shall be at least one security officer assigned by the Sheriff of Monroe County.
4. Certain cases may require additional court security personnel due to the volatility of the parties. When

any judge or magistrate deems this situation to exist in a case over which he or she is presiding, that judge, magistrate or his/her designee shall contact the court security supervisor for the courthouse in which the hearing is to occur to arrange for additional court security personnel. Other than in an emergency situation, it is expected that the court security supervisor will be notified as far as in advance as possible of the need for additional security personnel but no less than twenty-four hours in advance of the hearing.

5. If a judge or magistrate determines that fewer than the assigned number of court security officers are needed for a particular hearing, the judge, magistrate or his/her designee may so notify the court security supervisor in advance of the hearing or a court security officer during the hearing.

DONE AND ORDERED at Key West, Monroe County, Florida, this the 14th day of March, 2013.



David J. Audlin, Jr.  
Chief Judge