

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 11.201-12/17\*

IN RE: SENIOR JUDGES

\_\_\_\_\_:

The use of Senior Judges aid in the administration of justice.


**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. All requests for senior judge assistance shall be coordinated with the Court's Administrative Office and require the approval of the Chief Judge.
  - a. Prior to seeking the approval of the Chief Judge, the trial judge must first seek coverage from other judges in his or her division. The administrative judge for the division in which coverage is sought, shall assist the trial judge in obtaining coverage.
  - b. The trial judge may request a specific senior judge so long as the senior judge meets the qualifications.
  - c. Court Administration will attempt to secure the requested senior judge and will contact the trial judge if unable to secure the requested senior judge.
  - d. No additional expense may be incurred by choosing a specific senior judge unless there is prior approval by the Chief Judge.
2. **To ensure equitable and fair distribution of the work, Court Administration will utilize a selection wheel when a specific senior judge is not requested. Using the wheel, senior judges will be notified by phone and/or e-mail of the date of service and the division/type of work.**
3. Coverage shall comply with all rules, guidelines and recommendations regarding Senior Judges as set forth by the Supreme Court including the requirement that the covering senior judge be certified for the type of work to be performed.

4. Requests for Senior Judge time shall be governed by the following guidelines:
  - a. Coverage for Judges on vacation, attending educational meetings or conferences and voluntarily assisting with the work of other courts are of the lowest priority.
  - b. Senior Judges should not be assigned first degree murder cases or trials/**hearings** scheduled for more than five days. These matters should be handled by the Judge in the division to which the case is assigned. Exceptions for coverage in extended trials may be made for good cause shown to the Chief Judge.
  - c. When short-term emergencies arise, Judges should attempt to procure assistance from their alternate or via an inter-office request for assistance directed to all other judicial offices.
5. **Volunteer Senior Judges.** Senior judges may volunteer their time pursuant to the following guidelines:
  - a. A need for Senior Judge assistance must exist and the Chief Judge must approve the volunteer days at least one week in advance of the work.
  - b. A courtroom for the additional work must be available. Courtrooms cannot be reserved more than two weeks in advance because of the shortage of empty courtrooms and the frequent need to accommodate other court proceedings.
  - c. When applicable, the following must also be available, arranged by the *requesting* Judge's Judicial Assistant:
    - 1) a clerk
    - 2) a recorded courtroom (if juvenile, criminal, or domestic violence)
    - 3) court reporting staff to monitor the courtroom
    - 4) a Palm Beach County Sheriff's deputy
  - d. Volunteer Senior Judges cannot also provide senior judge assistance for which they are compensated in the same month of the volunteer work.
  - e. Senior Judges who choose to serve as a volunteer Senior Judge must first sign a waiver, for each period of volunteer senior judge work, agreeing not to seek compensation within the same calendar month that they will serve as a volunteer Senior Judge. The waiver must be signed prior to commencing work. A copy of the waiver is attached as Exhibit "A".

- f. **If the senior judge has already provided fee based services in a calendar month, volunteer days cannot start until the following month.**
- g. **Volunteer Senior Judges will not be paid, retroactively, for work conducted as a volunteer even if Senior Judge days remain in the Circuit's allocation.**
- h. **Volunteer Senior Judge will not receive preferential treatment for paid Senior Judge work.**

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, on this 18 day of December, 2017.

A handwritten signature in black ink, appearing to read "Krista Marx", is written over a faint, circular official seal of the court.

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Krista Marx  
Chief Judge

\*supersedes admin. order no. 11.201-9/08



**FIFTEENTH JUDICIAL CIRCUIT**  
**VOLUNTEER SENIOR JUDGE WAIVER OF PAYMENT**

I, \_\_\_\_\_, a senior judge qualified in the State of Florida, hereby consents to be temporarily assigned to judicial service in the courts of the Fifteenth Judicial Circuit without compensation.

The judicial services to be provided without compensation will occur during the month of \_\_\_\_\_. These are for assignments that I have volunteered to accept. No assignment has been scheduled to last longer than five days.

I understand and agree that I cannot both perform volunteer work and paid work in the same calendar month.

I understand and agree that should I be assigned paid senior judge work in the same calendar month that I have provided volunteer senior judge services, that I will forgo any payment due to me.

I understand and agree that regardless of whether there are senior judge funds remaining at the end of the fiscal year, I will not be entitled to seek reimbursement for volunteer services.

I understand and agree that Administrative Order 11.201 governs the use of Senior Judges (both paid and volunteer).

A completed Service Log (available in the Circuit's Human Resources Department) will be provided to the Chief Judge at the end of each calendar month in which volunteer services are provided.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date