

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

ADMINISTRATIVE ORDER NO. 11.205-4/19

IN RE: MAGISTRATE HIRING PROCEDURES

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The Fifteenth Judicial Circuit employs Magistrates and Hearing Officers to assist the court in adjudicating matters in both the Family and Probate Divisions of the courts and with Department of Revenue child support matters. To ensure that the Circuit continues to hire Magistrates of the highest caliber, hiring procedures shall be defined below.

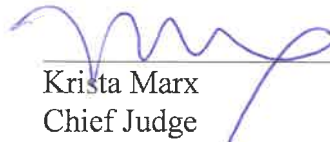
NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. Vacancies in the Magistrate/Hearing Officer complement shall be, at a minimum, advertised on the Circuit webpage, with the Florida Bar, with the Palm Beach County Bar, and on the Office of the State Courts website.
2. To qualify for employment consideration, an applicant must submit all documents outlined in the employment posting according to the timeline provided. Additionally, to be considered "qualified" for the position, applicants must have at least five years of experience as a member of the Florida Bar including one year of family law experience.
3. Upon a vacancy in the Magistrate/Hearing Officer complement, the Chief Judge shall empanel a selection committee consisting of at least two Circuit judges from the Family and/or Juvenile Division(s), the Trial Court Administrator, the Administrative Magistrate and one other magistrate/hearing officer, the Chief of Personnel Services, and the Chief Deputy Trial Court Administrator.
4. The selection committee shall conduct initial interviews using questions developed by the Chief of Personnel, in consultation with the committee members.
5. Initial interviews shall be offered to those applicants who, after a screening of the application documents by the selection committee, receive a majority of votes from the selection committee. Applicants who receive less than a majority shall not be offered an interview. The committee members shall solicit comments from the judges in the

circuit, by e-mail or telephone, prior to determining if an applicant will be offered an interview.

6. After the initial interviews, using a scoring system developed by Human Resources, the top scoring applicants, at least two but no more than three, shall be invited back for a practicum.
7. Persons invited back for a practicum shall be considered "candidates" for the Magistrate/Hearing Officer vacancy.
8. The candidates shall be provided information on the practicum at a predetermined time prior to the practicum. Observation of the practicums shall be open to any member of the Fifteenth Circuit bench, Fifteenth Circuit Magistrates and Fifteenth Circuit court directors.
9. Using a scoring sheet developed by Human Resources, the selection committee shall score each candidate immediately following the candidate's practicum.
10. The selection committee shall submit up to two but no more than three of the top scoring candidates, per vacancy, to the Chief Judge for hiring consideration.
11. The Chief Judge may consult with the selection committee prior to determining the finalist. The Chief Judge's decision is final, including a possible rejection of all candidates, and is not subject to appeal.

DONE AND SIGNED, in Chambers, at West Palm Beach, Palm Beach County, Florida, this 11 day of April 2019.



Krista Marx
Chief Judge