

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

ADMINISTRATIVE ORDER NO. 11.504-12/18

IN RE: CIRCUIT ADMINISTRATIVE PLAN

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Florida Rule of Judicial Administration 2.215(b)(3) requires the chief judge of each judicial circuit to establish an administrative plan for the efficient and proper administration of all courts within the respective circuit. The Fifteenth Judicial Circuit's administrative orders as set forth in the attached appendix, provide additional details of the Circuit's plan.

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

1. **Prompt Disposition of Cases.**

- a. In order to provide for the prompt disposition of cases, the Clerk of Court randomly assigns cases to court division with regard to percentages or methods of assigning cases as set forth in administrative orders entered by the chief judge.
- b. Judges are expected to adhere to Supreme Court Administrative Order No. AOSC 14-66 – *In Re: Diligent Performance of Judicial Duties* – and Judicial Canon 3, wherein our courts are required to “[d]ispose of all judicial matters promptly, efficiently, and fairly.”

2. **Assignment of Judges.**

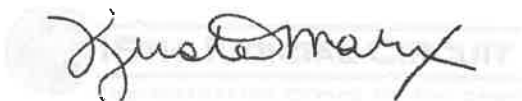
- a. In order to provide for the assignment of judges and in order to ensure each judge is qualified to serve in any division, the chief judge in conjunction with the administrative judges, will periodically review judicial assignments. Judges are rotated to different divisions approximately every two years and to the extent the needs of the circuit allow. By doing so, the capabilities of the judges are developed so that each judge will eventually be qualified to serve in any division. Caseload data from the Circuit's Judicial Viewer regarding trends in case filings and other factors are considered in determining whether to create a new section within a division.
- b. To assist with the administrative supervision of the court and division, the chief judge assigns administrative judges to the various court divisions pursuant to administrative order.

- c. Judicial assignments for circuit judges include the Civil Division, Criminal Division, Probate & Guardianship Division, Family Law Division (comprised of family and juvenile) and Appellate Divisions. Judicial Assignments for county court judges include the Civil Division, Criminal Division and Domestic Violence Division. The chief judge may assign a judge to temporary work in another division when the need requires.
  - d. Each judge is also assigned to serve as duty judge on a rotating basis. The duty judge is responsible for reviewing and signing arrest and search warrants and reviewing applications for ex-parte probable cause orders in civil forfeiture matters, and handling other emergency matters. During weekends and court holidays, the duty judge is also responsible for presiding over first appearances, detention hearings, and shelter hearings, as well as reviewing requests for domestic violence injunctions, risk protection orders, and other emergency matters.
  - e. All circuit judges are appointed to temporary county court duties and all county court judges are appointed to temporary circuit court duties twice per year pursuant to administrative order. The judges are assigned to temporary duty for the purposes of fulfilling duty judge obligations as well as hearing and disposing of all matters for an assignment that may be outside of their respective circuit/county court.
  - f. Administrative orders and schedules are entered by the Chief Judge and routinely updated where necessary.
3. **Assignment of Other Court Officers.** General Magistrates are assigned to the Family, Dependency, and Mental Health divisions pursuant to administrative order. Hearing Officers are assigned to preside over Title IV-D child support cases.
4. **Assignment of Other Court Personnel.**
- a. The Circuit is organized into an Administrative Office of the Court (AOC) with the Trial Court Administrator selected in accordance with Florida Rule of Judicial Administration 2.215(b), and each judge having control over the selection and retention of his/her judicial assistant.
  - b. The AOC supports the Fifteenth Judicial Circuit by managing the administrative functions of the court, including human resources, court technology, case management, court reporting, purchasing, facilities management, budget and finance, research and statistical analysis, and public information and emergency management.
  - c. The Office of the General Counsel provides legal advice to the Chief Judge, Trial Court Administrator, the judicial officers, and senior members of Court Administration.
  - d. The AOC also oversees and supervises the operation of all court programs. Such programs include: Unified Family Court case management; Mental Health Court, Drug Court; Foreclosures Unit; Trial Court Law Clerks; Court Reporters; Interpreters;

Mediation staff; and Information Technology and Video Operations staff.

5. **Case Management of Dockets.** The Administrative Office of the Court provides monthly reports to the Judges and Magistrates on the status of pending cases by division. Performance measurement reports may be accessed on demand through the Circuit's Judicial Viewer System (JVS).
6. **Regulation and Use of Courtrooms.** The Fifteenth Judicial Circuit has courtrooms located at the Main Judicial Complex, South Complex, North Complex, West Complex, and the Criminal Justice Complex. A list of courtroom assignments is maintained by the Administrative Office of the Court.
7. **Periodic Review of Inmates in the County Jail.** The Palm Beach County Sheriff's Office provides a monthly report of inmates to the Public Safety Coordinating Council/Corrections Task Force, which meets to discuss inmate population and other corrections issues.

**DONE AND ORDERED** in Chambers in West Palm Beach, Palm Beach County, Florida, this 14th day of December, 2018.

A handwritten signature in black ink, reading "Krista Marx". The signature is written in a cursive, flowing style. Below the signature, there is a faint, light-colored rectangular stamp or watermark.

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Krista Marx, Chief Judge

## **APPENDIX**

Assignment of Judges:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.101.pdf>

Assignment of Administrative Judges and Executive Committee:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.102.pdf>

Judicial Rotation Policy:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.105.pdf>

Alternative Assignments:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.106.pdf>

Judicial Leave Policy:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.107.pdf>

Duty Judge/Emergencies:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.108.pdf>

Appointment of Circuit Judges as Acting County Judges; Appointment of County Judges as Acting Circuit Judges:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.110.pdf>

Appointment of Magistrates:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.203.pdf>

Branch Courthouses:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.301.pdf>

Law Clerks/Internal Operating Procedures:

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.603.pdf>

Code of Conduct for Non-judicial employees

<http://www.15thcircuit.com/sites/default/files/administrative-orders/11.702.pdf>