

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

ADMINISTRATIVE ORDER NO. 11.602-1/13*

IN RE: **JUDICIAL ASSISTANT COVERAGE**

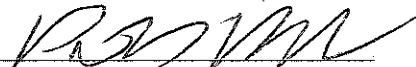
Administrative/secretarial coverage for the judiciary should be operated in the most efficient means possible.

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

1. **All Judicial Assistants shall make the appropriate arrangements for coverage to the extent possible, at least 2 weeks prior to taking time off, beginning with their alternate. The Judicial Assistant shall set up an "out of office reply" for all emails received that indicates that the Judicial Assistant is out of the office and the duration of the absence. The email shall also identify the covering Judicial Assistant, as well as all appropriate contact information. Additionally, the Judicial Assistant shall create a voice mail message that also indicates that he/she is out of the office and the duration of the absence. The voice mail message shall also identify the covering Judicial Assistant and contain all appropriate contact information.**
2. **If an emergency should arise that requires a Judicial Assistant to be out of the office, regardless of duration, he/she is required to contact and coordinate coverage with his/her alternate. The absent Judicial Assistant shall also be required to remotely change his/her voice mail message to state that he/she is out of the office and shall identify the alternate/covering Judicial Assistant, as well as include all contact information for same.**
3. **In the event the absent Judicial Assistant is unable to arrange coverage after due diligence, he/she shall contact the Judicial Assistant to the Administrative Judge who will assist in securing coverage for the affected division. The Administrative Judge can seek assistance from Court Administration.**
4. **The Court Administrator is authorized to temporarily reassign a Judicial Assistant whose Judge may be absent due to an extended leave to work within other areas of the circuit until the Judge's return to work.**

5. For the purposes of this Administrative Order, the Judicial Assistant's alternate **shall be defined in Administrative Order 11.106.**

DONE and SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida,
this 5 day of January, 2013.



Peter D. Blanc
Chief Judge

*supersedes admin. order 11.602-9/08