

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

ADMINISTRATIVE ORDER NO. 2.301-11/14*

IN RE: **PAPER COURT FILES**
_____:

While the Fifteenth Judicial Circuit is moving towards electronic court files, paper files continue to exist. Administrative Order 2.312 governs e-filing and the electronic court file. Written procedures are still necessary to govern the paper file.

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

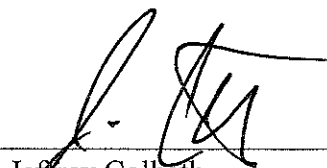
A. PROCEDURES APPLICABLE TO JUDGE'S OFFICES

1. Cancellations and additions to prior file requests should be made by calendar notation, request form or telephone call.
2. Files are not to be removed from judges' offices.
3. Nothing herein precludes a judge from requesting a file to be delivered at any time.

B. PROCEDURES OF THE CLERK'S OFFICE FILE ROOM

1. Only the last volume of a requested file will be delivered, unless otherwise specified.
2. File runs will be made **as needed**.

19 **DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this
_____ day of November, 2014.



Jeffrey Colbath
Chief Judge

*supersedes admin. order no. 2.301-9/08