

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

ADMINISTRATIVE ORDER NO. 2.305-9/08*

IN RE: MICROFILMING SEALED COURT RECORDS

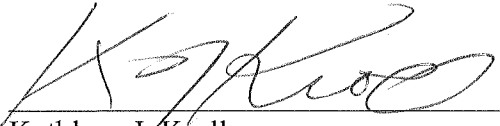
It may be necessary for the Clerk of Court to microfilm court files to conserve space.

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

1. The Clerk of Court, as he or she deems necessary, is authorized to microfilm sealed and unsealed court files.
2. The clerk shall utilize the following procedure for microfilming sealed court files:
 - a. Sealed court files, or any sealed document in a court file, shall be microfilmed on a separate microfilm and shall be kept separate and apart from the microfilm of unsealed court files.
 - b. The clerk shall keep a separate list of sealed files and sealed portions of files which shall be cross-referenced with the cases.
 - c. The list of cases containing sealed material shall be indexed numerically by case number. The reels containing the sealed microfilmed materials shall be kept in a locked cabinet by the clerk.
 - d. The clerk shall permit viewing of the microfilm of sealed court files only upon order of the Court. Furthermore, the clerk shall ensure that the viewer who obtained the order to see a specific file or document is allowed access only to that file or document. To ensure this, viewing will be allowed only under a deputy clerk's supervision.
 - e. Any items sealed by order of the Court must be stamped and docketed by the clerk.
 - f. After microfilming a sealed file or portion of file, the "hard copy" may be destroyed by the clerk by shredding. The microfilmed copy, however, shall be

retained and shall not be destroyed unless there has been full compliance with Rule 2.430(j), Fla.R.Jud.Admin.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 29 day of September, 2008.


Kathleen J. Kroll
Chief Judge

*supersedes admin. order 2.025 9/92