

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Order Number 2008-20-Gen

**ADMINISTRATIVE ORDER ASSIGNING
JUDGES TO CONFERENCE COVERAGE**

(a) Florida Rule of Judicial Administration 2.215(b)(3) states the chief judge shall “develop an administrative plan for the efficient and proper administration of all courts within that circuit.”

(b) In accordance with the authority vested in the chief judge by Florida Rule of Judicial Administration 2.215, it is ordered:

(1) This Administrative Order shall govern the assignment of judges to preside over matters which are presented during either the Florida Conference of Circuit Judges, Florida United Judicial Conference, or Florida Conference of County Court Judges and the presiding judge is attending a conference. The presiding judge shall advise the Chief Judge and Trial Court Administrator, in writing, as to whether he or she is attending a conference.

(2) The period of assignment shall be for a twenty four (24) hour period of time from 8:30 a.m. the first day to 8:30 a.m. the second day.

(3) In the event a judge is not able to preside over matters for any reason on the day assigned, the judge is responsible for securing a replacement judge and advising the Chief Judge and Trial Court Administrator, in writing, of his or her replacement.

(4) Circuit judges are assigned to preside over first appearance/magistrate hearings and to act as the county relief judge. A circuit judge shall have all the power and jurisdiction of a county judge during his or her period of assignment.

(5) County judges are assigned to sign probate orders and letters, and conduct the juvenile detention and dependency shelter hearings. A county judge shall have all the power and jurisdiction of a circuit judge during his or her period of assignment.

(6) A judge assigned to conference coverage shall arrange his or her docket so as not to conflict with his or her duties for the assigned date.

(7) If the judge assigned to conference coverage is unavailable, emergency matters shall be presented as follows:

Division	Alternates
Circuit Civil	1)Any judge assigned to the circuit civil division. 2) Civil Duty Judge 3)Administrative Judge for the Circuit Civil Division 4)Chief Judge
Circuit Criminal	1)Any judge assigned to the circuit criminal division 2) Criminal Duty Judge 3)Administrative Judge for the Circuit Criminal Division 4)Chief Judge
Circuit Probate	1)Any judge assigned to the circuit probate division 2)Civil Duty Judge 3)Administrative Judge for the Circuit Probate Division 4)Chief Judge
Circuit Unified Family Court	1)Any judge assigned to the circuit unified family court division 2)Civil Duty Judge 3)Chairperson for Delinquency and Dependency 4)Administrative Judge for the Circuit Unified Family Court Division 5)Chief Judge
County Civil	1)Any judge assigned to the county civil division, including the satellites. 2)County Relief Judge 3)Chairperson for County Civil 4)Chairperson for County Satellites 5)Administrative Judge for the County Court 6)Chief Judge
County Criminal	1)Any judge assigned to the county criminal division, including the satellites. 2)County Relief Judge 3)Chairperson for County Criminal 4)Chairperson for County Satellites 5)Administrative Judge for the County Court 6)Chief Judge

An attorney or litigant shall present the emergency matter to only one (1) judge and shall not present the emergency matter to more than one (1) judge. The judge to whom the emergency matter is presented shall enter an order as to whether relief is granted or the matter should be heard by the assigned judge. Upon entry of the order the attorney or litigant shall not take the same matter before another judge.

(8) An emergency matter is one in which there is imminent danger to an individual, property, or public safety. It shall be within the discretion of the judge to whom the matter is presented to determine if it is an emergency.

(9) In the event an attorney or litigant cannot locate the conference coverage judge or any alternate judge, the attorney or litigant shall go to the Trial Court Administrator's Office at Room 880A, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301 for assistance in locating a judge to consider the matter.

(10) The assignment of judges for conference coverage shall be by memorandum from the Chief Judge and will be available in Court Administration.

(11) This Administrative Order replaces and supersedes Administrative Order I-07-I-1.

DONE AND ORDERED in chambers at Fort Lauderdale, Broward County, Florida on January 29, 2008.

s/ Victor Tobin
Victor Tobin, Chief Judge