

## JUDICIAL BRANCH RECORDS REQUEST PROCEDURE FOR THE SEVENTEENTH JUDICIAL CIRCUIT

Access to judicial branch records is governed by Florida Rule of Judicial Administration 2.420. The rule is available for review at [www.flabar.org](http://www.flabar.org) and the link is [http://www.floridabar.org/TFB/TFBResources.nsf/Attachments/F854D695BA7136B085257316005E7DE7/\\$FILE/Judicial.pdf?OpenElement](http://www.floridabar.org/TFB/TFBResources.nsf/Attachments/F854D695BA7136B085257316005E7DE7/$FILE/Judicial.pdf?OpenElement). The two (2) classifications of judicial branch records are court records and administrative records.

If you are seeking a court record for the Broward County Court or Seventeenth Judicial Circuit your request must be sent to Howard C. Forman, Clerk of Courts, Room 18150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. If you are seeking any other judicial branch records, which are not court records, and the Clerk of Courts “made or received [the judicial branch record] pursuant to court rule, law, or ordinance, or in connection with the transaction of official business<sup>1</sup>” your request must be directed to Howard C. Forman, Clerk of Courts, Room 18150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301.

If you are seeking any other judicial branch records from the Seventeenth Judicial Circuit your request should be directed to General Counsel, Joseph M. D’Amico, Attorney at Law, Room 20170, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. Upon receipt of your request it will be reviewed to determine if it is a judicial branch record, whether any exemptions exist as to its disclosure, or whether the request should be directed to a different custodian of the judicial branch record<sup>2</sup>. You will be notified in writing whether the requested judicial branch record will be available and if any portion of the judicial branch record is exempt from public access or if your request should be made to a different custodian.

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<sup>1</sup> Florida Rule of Judicial Administration 2.420(b)(1)(B)

<sup>2</sup> The General Counsel will be responsible on behalf of Court Administration to determine if the judicial branch records sought exist but you may be directed to a different custodian if you request a court record or judicial branch record which the Clerk of Court is responsible to maintain or if the requested records are within the sole possession and control of a judge.