

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

*Administrative Order 2018-42-Gen*

**ADMINISTRATIVE ORDER GOVERNING  
REQUESTS FOR JUDICIAL BRANCH RECORDS**

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(a) Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

(b) Florida Rule of Judicial Administration 2.215(b)(3) states the chief judge “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(c) Florida Rule of Judicial Administration 2.420 sets forth those records of the judicial branch to which the public shall have access and those records which are confidential and exempt from public disclosure.

(d) In accordance with the authority vested in the chief judge by Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED**:

(1) All requests for judicial branch records made to the Seventeenth Judicial Circuit must be made in writing with enough specificity to identify the requested record(s) and shall be submitted to the following:

Seventeenth Judicial Circuit  
Office of the General Counsel  
Broward County Courthouse  
201 S.E. 6th Street, Suite 20170  
Fort Lauderdale, Florida 33301

(2) If a request for public judicial branch records is not submitted in accordance with paragraph (1) above, the recipient of the request is to forward the original

request to the Office of General Counsel within three (3) business days of receipt. The recipient is to also retain a copy of the request.

(3) The Office of General Counsel will immediately forward a response to the requestor acknowledging receipt of the request for public judicial branch records with a copy to the original recipient of the request and to any court employee, and judicial assistant or judicial officer, if applicable, about whom the request relates.

(4) Any court employee, judicial assistant or judicial officer from whom the public records request is sought, will provide the requested documents to the Office of General Counsel within a reasonable period. Upon receipt, the Office of the General Counsel will review the documents to ensure that confidential and/or exempt information is properly redacted or otherwise not included. The Office of General Counsel will forward to the court employee, judicial assistant or judicial officer for review the documents that have been compiled (or will make available the documents for inspection should the response be too large to forward) and will notify the court employee, judicial assistant or judicial officer of the time period available for review. Upon expiration of the review period, the Office of General Counsel will forward the public judicial branch records to the requestor with a copy of the letter to the court employee judicial assistant or judicial officer about whom the records were sought, if applicable.

(5) Assistance is available to those court employees, judicial assistants or judicial officers who need to retrieve technical information.

(6) The cost of copies for public judicial branch records is as follows:

- a. \$.15 per one sided copy
- b. \$.20 per one two sided copy
- c. Mail, facsimile and scanning fees, if applicable

Documents will not be released until the payment for records has been received from the requestor. The requestor will be informed whether the payment is to be made by check or money order and whether payment is to be made payable to the State of Florida or Broward County Board of County Commissioners.

(7) The cost of retrieval and copying of public records, which by their nature or volume require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the judiciary, or both, will incur a special service charge. The special service charge is a reasonable fee that will be

imposed, in addition to the actual cost of duplication, which is based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred for the clerical and supervisory assistance required, or both.

(8) At the direction of the Chief Judge, fees can be waived in fairness to the public.

DONE AND ORDERED in Chambers, Fort Lauderdale, Florida, this 14th day of May, 2018.

/s/ Jack Tuter  
Jack Tuter, Chief Judge