

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 9.10

COVERAGE FOR JUDGES

WHEREAS, the Chief Judge is charged with developing and managing an administrative plan for the Eighth Judicial Circuit, and

WHEREAS, the administrative plan requires the Chief Judge to develop long and short range plans for judicial assignments, and

WHEREAS, in the master calendar has been constructed in such a manner that the circuit judges are often double-booked for courtroom activities during trial weeks, it is therefore

ORDERED:

1. Judges are responsible for attendance at their master calendared events.
2. Judges should not calendar judicial proceedings during planned annual leave.
3. Events on the master calendar occurring during periods of annual leave should be rescheduled where possible.
4. In the event that a judge discovers a need for backup coverage for master calendared events the judge shall determine the availability of coverage from the judges in the same division, or in the case of the county court judges in Baker, Bradford, Union, Gilchrist, and Levy counties from another available judge. If the judge is unable to find coverage, the judge may request coverage from the court administrator's office by using the coverage request form provided by the court administrator's office, which can be submitted by e-mail.
5. In response to the coverage request, the court administrator's office will first contact circuit judges to cover circuit judges and county judges to cover county judges. If none are available, the court administrator's office shall determine the availability of all judges. If no judges are available, the court administrator will forward the request for coverage to the chief judge, who will determine whether a senior judge will be used. The court administrator's office will notify the requesting judge whether coverage will be provided.

6. If coverage is not provided, the requesting judge is responsible for canceling any schedules proceedings and notifying the parties and others who may be affected, including the office of the Clerk of Court, court reporter and bailiff.

COVERAGE FOR DOUBLE BOOKING ON MASTER CALENDAR

During trial weeks, circuit judges are double booked on the master calendar, i.e., scheduled for more than one event at a time. If the circuit judge becomes unavailable due to double booking, an available county judge shall cover for the circuit judge. The circuit judge will request this coverage from the Court Administrator's office following the above procedure. If the circuit judge later becomes available, that judge shall resume the responsibility for the circuit event.

COVERAGE OF SPECIAL ASSIGNMENTS

Coverage for prolonged leaves of absence will be provided by special assignment. Special assignment coverage takes priority over coverage assignments on the master calendar.

COVERAGE OF DUTY JUDGE

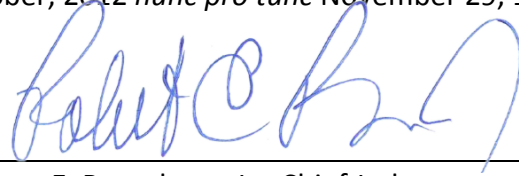
Judges are to adhere to the Duty Judge Schedule. A judge who needs duty judge coverage is responsible for finding a substitute judge and notifying the court administrator's office of the change. The court administrator's office will not be responsible for providing this coverage.

COVERAGE FOR WEEKEND FIRST APPEARANCE FOR BAKER, BRADFORD, LEVY, GILCHRIST AND UNION COUNTIES

A judge who needs coverage for first appearance in these counties shall determine the availability of coverage from another judge with jurisdiction. If another judge with jurisdiction is available for coverage, the judge needing coverage shall notify the court administrator's office of the change and coverage arrangements.

This order renumbers and reformats prior Administrative Order No. 8.1191 entitled
“Coverage for Judges.”

ORDERED ON this 8th day of October, 2012 *nunc pro tunc* November 29, 1995.

A handwritten signature in blue ink, appearing to read "Robert E. Roundtree, Jr.", written over a horizontal line.

Robert E. Roundtree, Jr., Chief Judge