

IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE ORDER NO. 2015 - 005

IN RE: AMENDED PROCEDURE FOR FORWARDING POSTCONVICTION  
PLEADINGS AND EXTRAORDINARY WRIT PETITIONS TO STAFF ATTORNEYS

WHEREAS, the Trial Court Staff Attorneys in the Third Judicial Circuit provide direct professional legal support for the judges of this Circuit in all divisions; and

WHEREAS, the Trial Court Staff Attorneys routinely assist judges with postconviction pleadings and extraordinary writ petitions; and

WHEREAS, Florida Rules of Criminal Procedure 3.850 and 3.801 direct that, upon the filing of a postconviction motion, "the clerk shall forward the motion and file to the court;" and

WHEREAS, other postconviction pleadings and extraordinary writ petitions must be forwarded to the court; and

WHEREAS, electronic docketing of pleadings is the practice of the clerks of the Third Judicial Circuit; and

WHEREAS, there should be a uniform process by which the Trial Court Staff Attorneys receive copies of pleadings;

IT IS HEREBY ORDERED:

**Within five days of the filing of postconviction pleadings or extraordinary writ petitions, the receiving clerk shall send by electronic mail a copy of the filing to [staffattorney@jud3.flcourts.org](mailto:staffattorney@jud3.flcourts.org). The electronic mail shall copy the assigned judge's Judicial Assistant.**

This order is not intended to impact service of copies upon any other party.

This order supersedes Administrative Order No. 2013-010.

DONE on June 30<sup>th</sup>, 2015, in Taylor County, Florida.

  
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GREG S. PARKER, CHIEF CIRCUIT JUDGE