

IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE ORDER NO. 2013 - 010

IN RE: 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 forward the filing to the Trial Court Staff Attorney assigned to the docket¹ by sending electronic mail that attaches the filing as a PDF file. 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.

DONE on ~~August~~ ^{November} 7, 2013, in Taylor County, Florida.



GREGORY S. PARKER, CHIEF CIRCUIT JUDGE

¹ This information will be provided to the Clerk of Court for each county in a separate memorandum, as the contact information of the Trial Court Staff Attorneys is not public record.