

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER 4.302-08/21*

IN RE: PAPERWORK FOR NEGOTIATED PLEAS

Florida Rule of General Practice Judicial Administration Rule 2.215(b) gives the chief judge of the circuit the authority to require that all judges of the court, other court officers, and court personnel comply with all court and judicial branch policies, administrative orders, procedures and administrative plans. **In an effort to streamline the processing of paperwork for negotiated pleas, and to ensure uniformity among each of the Criminal Divisions of the Court, the below entities are responsible for properly completing the documents listed below.**

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of General Practice Judicial Administration 2.215, it is **ORDERED** as follows:

1. The State Attorney's Office shall be responsible for filling out the following documents.
 - a. Plea Sheet
 - b. Victim Notification Sheet
 - c. Guideline Score Sheet
 - d. Judgment
 - e. Restitution Order

2. The Clerk of the Circuit Court shall be responsible for filling out the following documents:
 - a. Fingerprint Form
 - b. Department of Corrections Check List
 - c. Sentence Order
 - d. **Cost Order**

3. Defense counsel shall be responsible for filling out the following forms:
 - a. Rights Sheet
 - b. Juvenile Waiver (when appropriate)

DONE and SIGNED, in Chambers, at West Palm Beach, Palm Beach County, Florida
this 11th day of August, 2021.



Glenn Kelley
Chief Judge

*supersedes admin. order 4.043-9/08