

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

ADMINISTRATIVE ORDER NO. 4.102-9/08*

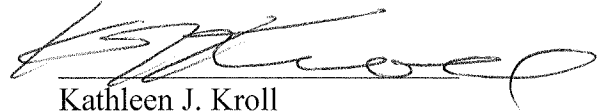
IN RE: JUDGES ASSIGNED TEMPORARILY TO
CRIMINAL DIVISION: SENTENCING
AND POST CONVICTION MATTERS

Pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED** that to insure the proper completion of cases tried by judges assigned temporarily to the criminal division, the following procedures are established:

1. Judges temporarily assigned will handle the motion for new trial, sentencing, and motion for mitigation in any trial conducted by them which results in conviction.
 - a. When a presentence investigation (P.S.I.) is ordered, the clerk shall furnish the judge's judicial assistant with a copy of the commitment form ordering the P.S.I. (If the judge is retired or from another circuit, the form will be delivered to the division assigned the case.) If a P.S.I. report is not received within thirty (30) days, the judge's judicial assistant shall contact the Probation and Parole Department.
 - b. The judge's judicial assistant shall schedule the date and time of any motion for new trial, sentencing and motion for mitigation. He/she shall notify the clerk's office, parties, and counsel, and obtain the services of a court reporter.
 - c. After the disposition of the motion for new trial, sentencing, and motion for mitigation, the case shall be reassigned to the judge to whom the case was originally assigned, for disposition of any other post-conviction matter.
2. Judges temporarily assigned may conduct plea conferences. In this event, when sentence is withheld pending the receipt of a presentence investigation, the case shall be reassigned to the judge to whom it was originally assigned. The judge shall impose sentence and determine all post conviction matters.
3. The court reporter reporting plea bargaining conferences before any judge temporarily assigned to the criminal division shall, within seven (7) days from the plea conference, furnish a transcript of it to the judicial assistant of the judge to whom the case was originally assigned. The judge shall file the transcript with the clerk of court at sentencing.
4. The clerk shall furnish the regular division judicial assistant a copy of the commitment form

ordering the P.S.I., and he/she shall be responsible for the proper scheduling of sentencing, hearings, and post-conviction matters as set forth in paragraphs b and c, in Section 1 above.

29 **DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this day of September, 2008.

A handwritten signature in black ink, appearing to read 'K. Kroll', written over a horizontal line.

Kathleen J. Kroll
Chief Judge

*supersedes admin. order 4.004-9/92