

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

ADMINISTRATIVE ORDER NO. 4.503-10/09*

IN RE: CIRCUIT CRIMINAL
CASE DISPOSITION

_____:

The Fifteenth Judicial Circuit is assessing the effectiveness of the case-flow management system to ensure that a timely and just disposition of all Circuit Criminal cases exists. The pending caseload report provided for each of the Felony divisions reflects cases that are neither open nor require judicial action. In an effort to evaluate this system and obtain accurate pending caseload data, the following administrative procedures are hereby established:

A. CLOSURE OF COURT FILES


1. The Clerk and Comptroller is hereby directed to close a Court File in the event the following is filed:
 - a. a Sentencing Order (even if this includes a concurrent sentence with another case number);
 - b. a case has been down-filed to misdemeanor charges;
 - c. proof of death **consisting of an official death certificate or any official notification of death by the Department of Highway Safety and Motor Vehicles;**
 - d. a no file/information reflecting all open counts;
 - e. a nolle prosequere reflecting all open counts;
 - f. cases assigned to pretrial intervention (these cases shall be designated on the absentee docket);
 - g. ruled upon extradition cases; and
 - h. cases in which defendants are found not guilty by reason of insanity (court retains jurisdiction for a period of time as required by Statute and therefore the Clerk shall maintain the Court file until further order of the Court).
2. When the presiding judge of a pending criminal case desires that a particular order or judgment close the case, for statistical purposes only, then the judge shall place a red-colored "clerk please close file" designation under the case number in the caption of the judgment or order. Any such closed designation shall be made in accordance with the Florida Supreme Court Summary Reporting System ("SRS") Guidelines.
3. Upon receipt of an order or judgment bearing the red-colored "clerk please close file"

designation, the clerk shall close out the case for statistical purposes and shall denote in accordance with established SRS procedure the basis upon which the case has been closed. If the clerk cannot immediately determine from the judgment or order the basis upon which the judge has relied upon in designating the case as "closed" the clerk shall forward the Court file to the Administrative Office of the Court, Criminal Case Manager.

B. ABSENTEE DOCKET

The Clerk and Comptroller is hereby directed to assign the following cases to the absentee docket: Pretrial Intervention, Jimmy Ryce and defendants found incompetent to proceed.

DONE AND SIGNED in Chambers, at West Palm Beach, Palm Beach County, Florida this 2 day of October, 2009.



Peter D. Blanc
Chief Judge

*supersedes admin. order 4.503-6/09