

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

ADMINISTRATIVE ORDER NO. 11.201-09/24*

IN RE: SENIOR JUDGES

_____:

The use of Senior Judges aid in the administration of justice.

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

1. All requests for senior judge assistance shall be coordinated with the Court's Administrative Office and require the approval of the Chief Judge. Prior to seeking the approval of the Chief Judge, the trial judge must first seek coverage from other judges in his or her division. The administrative judge for the division in which coverage is sought, shall assist the trial judge in obtaining coverage.
2. **Court Administration will maintain a list of senior judges. The list will set forth the nature of assignments each senior judge is willing to handle (i.e. misdemeanor criminal, probate, dependency, etc.). To ensure equitable and fair distribution of the work, Court Administration will utilize a selection wheel when there are two or more senior judges willing to handle the type of assignment needing coverage. Senior judges will be notified by phone and/or e-mail of the date of service and the division/type of work. Any alternative direction from the Chief Judge shall supersede this section.**
3. Coverage shall comply with all rules, guidelines and recommendations regarding Senior Judges as set forth by the Supreme Court including the requirement that the covering senior judge be certified for the type of work to be performed.
4. Requests for Senior Judge time shall be governed by the following guidelines:
 - a. Coverage for Judges on vacation, attending educational meetings or conferences and voluntarily assisting with the work of other courts are of the lowest priority.
 - b. Senior Judges should not be assigned first degree murder cases or trials/hearings scheduled for more than five days. These matters should be handled by the Judge in the division to which the case is assigned. Exceptions for coverage in extended trials **or hearings** may be made for good cause shown to the Chief Judge.

- c. When short-term emergencies arise, Judges should attempt to procure assistance from their alternate or via an inter-office request for assistance directed to all other judicial offices.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, on this 5th day of September 2024.



Glenn D. Kelley
Chief Judge

*supersedes admin. order no. 11.201- 12/17