

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2016-019 PI-CIR

RE: CASE FILES IN PINELLAS COUNTY

In order to achieve a comprehensive electronic documents system, the Court continues to transition to electronic case files. To ensure the integrity of and efficient delivery of information to the judiciary, however, the Pinellas County Clerk of the Circuit Court (“Clerk”) must continue to create and maintain paper case files in the cases specified herein and otherwise create paper case files when requested by the Court.

In accordance with Article V, section 2, Florida Constitution, Rules of Judicial Administration 2.215 and 2.525, and section 43.26, Florida Statutes,

IT IS ORDERED:

1. Except as provided below, the Clerk is not required to create or maintain paper case files in new cases. Instead, the Clerk must create, maintain, and make available to the Court electronic case files. In existing cases, the Clerk is not required to maintain the paper case file if it has been fully converted to an electronic case file that is maintained by the Clerk and available to the Court.

2. The Clerk is required to create and maintain paper case files in new and existing cases in:

- a. County to Circuit Criminal Appeals;
- b. All cases assigned or transferred to Unified Family Court;
- c. Dating Violence, Domestic Violence, Repeat Violence, Sexual Violence, and Stalking Injunction Proceedings; and
- d. Cases where the death penalty has been imposed.

The Court will continue to request paper case files for the above cases. The Clerk must deliver the paper case files to the Court within two business days of the request, unless a different time is specified by the Court. The Clerk will continue to deliver paper case files to the courtrooms for scheduled calendars in these cases in accordance with its current practices.

3. In those cases where the case file is electronic, the Clerk is only required to produce a paper case file on specific request of the Court. The Clerk must deliver the paper case files to the Court within two business days of the request, unless a different time is specified by the Court. Requests will be limited to only when it is necessary for the efficient operation of the Court.

4. In the criminal division, it is necessary for the efficient operation of the Court for paper case files to be created for trials. It is also necessary for the efficient operation of the Court for relevant paper documents, as determined by the Court, to be created for:

- a. Advisory hearings;
- b. Motion to suppress hearings;
- c. Motion to dismiss hearings; and
- d. Notice to appear hearings.

The Clerk will deliver these paper case files or paper documents to courtrooms for these proceedings in accordance with its current practices.

5. In order to facilitate the Court's transition from paper case files to electronic case files, the Clerk is encouraged to convert existing paper case files to electronic case files and make them available to the Court. Documents in electronic case files must be in a searchable PDF format whenever possible.

6. When converting paper case files to electronic case files, the Clerk must convert the entire paper case file to an electronic case file in the following order of priority:

- a. Cases in which electronic case files are requested by the Court. Once notified, the Clerk must make the entire case file electronically available within two business days of the request, unless a different time is specified by the Court.
- b. Cases where a new pleading requesting or requiring court action is electronically filed
- c. Open cases
- d. Re-opened cases
- e. Closed cases

7. Nothing in this Administrative Order alters the Clerk's responsibility to retain court records as required by Rule of Judicial Administration 2.430 or to maintain original filings in accordance with Administrative Order 2016-018.

8. The Clerk, upon request, must make the court record available in a format that complies with the Americans with Disabilities Act.

Administrative Order 2015-032 PI-CIR is hereby rescinded.

DONE AND ORDERED in Chambers at St. Petersburg, Pinellas County, Florida, this _____ day of April 2016.

ORIGINAL SIGNED ON APRIL 1, 2016
BY ANTHONY RONDOLINO, CHIEF JUDGE

cc: All Judges
The Honorable Lisa Munyon, Chair, Florida Courts Technology Commission
The Honorable Bernie McCabe, State Attorney
The Honorable Bob Dillinger, Public Defender
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County
The Honorable Bob Gualtieri, Sheriff, Pinellas County
Gay Inskip, Trial Courts Administrator
Ngozi Acholonu, Assistant Regional Counsel
Martin Rose, BTS Executive Director
Tonya Rainwater, Justice CCMS Project Sponsor
Tim Staney, CJIS Coordinator
Bar Associations, Pasco and Pinellas Counties
Law Libraries, Pasco and Pinellas Counties