



Sixth Judicial Circuit

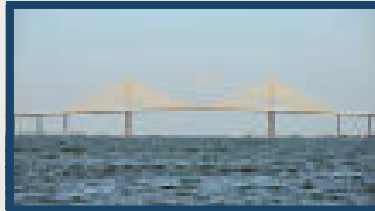
2010

# Performance Report

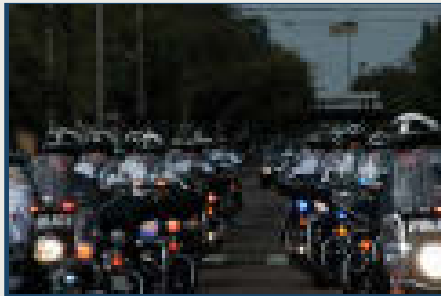




*In addition to detailing the official work of the Sixth Judicial Circuit, the 2010 Performance Report highlights some off-duty activities of judges and court staff. The photos that appear on the cover and throughout this report were submitted as examples of their after-hours interests and photography skills. A brief explanation and photographer identification for the cover photos appears below, and throughout the Report, that information is provided with the pictures.*



*Sunshine Skyway Bridge, by Court Technology User Support Analyst **GLENN CARR**.*



*Funeral procession for slain St. Petersburg Police Officers, by Judge **PAMELA CAMPBELL**.*



*Tourists explore the Sponge Docks in Tarpon Springs, by Judicial Assistant **CYNTHIA FRANKS**.*



*Sun sets on Clearwater Beach, by Court Technology Senior User Support Analyst **ANGELA WRIGHT**.*



*Sand hill cranes fly through the moonlit sky over Pasco County, by Trial Courts Technology Officer **KEN NELSON**.*

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*(Sections shown in black have not been posted yet.)*

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# Adult Drug Court



**Mission:** *To provide eligible participants immediate, comprehensive and appropriate substance abuse treatment, aftercare and compliance monitoring in*

*an effort to eliminate substance abuse and recidivism, thereby reducing crime, increasing community safety, and lowering costs of the criminal justice system.*

## Goals

- 1. To reduce criminal recidivism.*
- 2. To provide cost-effective alternatives to incarceration.*
- 3. To provide timely access to supportive treatment intervention.*
- 4. To increase quality of life for targeted offenders and their families.*
- 5. To break the cycle of addiction affecting drug court participants and their families.*
- 6. To promote community safety by addressing substance abuse factors contributing to local criminal activity.*

## Service Costs (fiscal '10)

State Salaries & Benefits .....	\$ 94,408
State Expense .....	\$ 860
Pinellas County Salaries & Benefits .....	\$235,419
Pinellas County Expense.....	\$ 855
Pinellas County Treatment Expenditures..	\$543,174
Pasco County Salaries & Benefits .....	\$ 46,374
Pasco County Expense .....	\$ 33
Pasco County Treatment Expenditures ....	\$128,568
Pasco County Treatment Expenditures (JAG)*	
.....	\$ 101,312
<b>Totals .....</b>	<b>\$1,151,003</b>

\* Justice Assistance Grant – Pasco County was awarded \$594,664 in Recovery Act funding to cover up to a four-year period.

*Pinellas County treatment costs are budgeted through Pinellas County Justice and Consumer Services.*

*Pinellas and Pasco expenditures are offset by revenue collections for court innovations.*

# Adult Drug Court



## New in 2010

*Late in 2009 Pinellas received grant funding through the State of Florida to launch a new post-adjudicatory expansion Adult Drug Court pilot in Pinellas County. The Legislature directed \$19 million in federal funds from the Edward Byrne Memorial Justice Assistance Grant to expand drug courts in nine counties with the money designated for case management, treatment services and drug testing, data management, and project administration.*

*The new drug court, assigned to Pinellas Criminal Division “Z,” is for defendants who are facing prison but whose sentencing scores do not exceed 52 points. The two-year pilot became fully operational in 2010 and is expected to be extended to March 2013.*

*Also in 2009, the Pasco and Pinellas Adult Drug Courts received \$200,000 in Bureau of Justice Assistance (BJA) funding to secure and implement a new case management system. Goodwill Industries-Suncoast, Inc. was the selected vendor, and implementation of their product (Support 2020) began in 2010.*



*Don CeSar Hotel casts reflection on the waters of Don McPerson Bayou, off St. Pete Beach, by Judge AMY WILLIAMS.*

*The web-enabled system permits multiple agencies, including the Court, the State Attorney’s Office, the Public Defender’s Office, the Department of Corrections, and treatment providers, to enter data. The system, which officially launched in September 2010, has 206 registered users and tracks about 1900 active and pending drug court clients in both counties.*

*In 2010, the Pasco County Adult Drug Court received a \$975,000, 3-year grant to provide drug treatment to young adults (18-26) with prescription drug issues. The Court partnered with Alpha Counseling to provide the treatment and Westcare Gulfcoast-Florida to provide*

*the required evaluation. This funding is in addition to a BJA-American Reinvestment and Recovery Act grant, a four-year grant that started in 2009 to cover the costs of assessments and outpatient treatment for defendants in the Pasco County Adult Drug Court.*

**T**he Sixth Judicial Circuit Adult Drug Court is an 18 to 24-month, court-supervised, comprehensive treatment program for adults who are eligible non-violent felony offenders.

The Pinellas County Adult Drug Court was initiated in 2001, and the Pasco County Adult Drug Court was initiated in 2007. Both courts consist of a community partnership forged between the Sixth Judicial Circuit,

# Adult Drug Court



State Attorney's Office, Public Defender's Office, Sheriff's Office, Florida Department of Corrections, local law enforcement, community substance abuse providers, and the Pinellas County and Pasco County Boards of County Commissioners.

The Adult Drug Court – voluntary program that involves regular court appearances before a judge – exists to provide participants the opportunity to become productive, drug-free members of the community.

In the Sixth Circuit, Adult Drug Courts serve a blended combination of pre-plea (pre-trial intervention), post-plea, post-adjudication, and probation violators. The treatment-based approach begins with an eligible defendant receiving a substance abuse assessment administered by a licensed treatment provider. Following the substance abuse evaluation and based on the result, the licensed and certified assessor will make a treatment recommendation to the court.

Defendants opting out of the drug court are transferred to another felony division for prosecution. Defendants who voluntarily enter the drug court are ordered to complete an appropriate outpatient or residential treatment level as determined by the court.

Frequent judicial review hearings enable the court to closely monitor a participant's progress in treatment and results of frequent random drug testing. Participants report directly to the drug court judge at these hearings. Based on success or setbacks, the judge either rewards compliance or sanctions non-compliance.

For defendants entering Adult Drug Court through pre-trial intervention-diversion (first-time, nonviolent, third degree felons), successful completion and graduation from the program will result in a dismissal of the charge. For defendants entering the drug court as a condition of probation (post-plea drug court), successful completion will result in a withhold of adjudication, and/or a reduced length of probation.

*2010 Achievements on Next Page*



*Sylvan Abbey Memorial Park's "Swords into Plowshares" was captured in the early morning fog by Courts Technology Officer **KEN NELSON**.*



# Adult Drug Court



## 2010 Achievements

Participants accepted.....	
Pasco County: 350 • Pinellas County: 1,099 • Pinellas Prison Diversion Pilot: 99	
Graduates .....	Pasco: 95 • Pinellas: 431
Active caseload as of Dec. 31, 2010 .....	
Pasco: 281 • Pinellas: 1,327 • Pinellas Prison Diversion Pilot: 83	
Felony re-arrest rates for active program participants.....	
Pasco: 16% • Pinellas Prison Diversion Pilot: 5.1%	
<i>(2010 Information not available for Pinellas County)</i>	
Retention rate .....	Pasco: 60% • Pinellas: 80% • Pinellas Prison Diversion Pilot: 83%
<i>(Measured by total number of current enrollees plus total number of graduates in the last three years divided by the total number of participants enrolled in the last three years.)</i>	
Number of drug-free babies born to participants .....	
Pasco: 10 • Pinellas: 13 • Pinellas Prison Diversion Pilot: 0	
Recidivism rates at 12 months and 24 months from graduation.....	
Pasco: 6.5% at 12 months & 9.7% at 24 months	
Pinellas: 13.7% at 12 months & 22% at 24 months	
Pinellas Prison Diversion Pilot: Too early to measure	

# Behavioral Evaluations



**Mission:** *The Juvenile Behavioral Evaluation Program supports the Unified Family Court in its decision making process by providing information regarding the social, emotional, behavioral, and cognitive abilities of the child; the overall functioning of the family; information regarding the child's competency to understand court proceedings; and recommended sanctions based on treatment needs. The Program also enhances the well being of the*

*individual, family and community by linking clients with community agencies for treatment as needed.*

*The Court Psychologist supports the Criminal Court in its decision making process by providing competency-to-proceed-to-trial evaluations, mental status and treatment placement evaluations, and expert witness testimony for defendants appearing in Criminal Court.*

## Goals

- 1. To provide the court with information through a report that will help the court understand the unique problems of the individual and family, including identification of any of the following: mental health problems, mental retardation, academic and vocational issues, substance abuse, violence history and behavior problems.*
- 2. To make recommendations to the court regarding disposition and needed treatment interventions.*
- 3. To provide the court with evaluations of the child or adult defendant's competency to understand court proceedings and assist in their defense.*
- 4. To provide testimony to the court when needed.*
- 5. To provide consultation to families regarding test results and recommendations, to assist with placement or advocacy as needed, or to provide crisis intervention.*
- 6. To provide training, consultation and collaboration to court personnel, including judges, attorneys, juvenile justice personnel, administrative staff, and community providers and agencies working with youth.*

## Service Costs (fiscal '10)

Pinellas County Salaries and Benefits.....	\$378,502
Pinellas County Expense.....	\$ 29,490
State Salary and Benefits .....	\$109,317
State Expense .....	\$100,000
<b>Totals .....</b>	<b>\$517,409</b>

*The costs of the Juvenile Behavioral Evaluation Program (\$407,8273) are offset by a grant from the Juvenile Welfare Board in the amount of \$384,095.*

# Behavioral Evaluations



## New in 2010

*No major changes to the Behavioral Evaluations program were effected during the year.*

**T**he Juvenile Behavioral Evaluation Program supports the Unified Family Court in its decision-making process by providing the Court with psychological evaluations of youthful offenders and their families.

Information is obtained from youth and parent interviews, school and mental health records, contacts with collateral sources (including the Department of Juvenile Justice), treatment agencies, the Guardian ad Litem, and the Department of Children and Families.

Reports include information regarding the social, emotional, behavioral, and cognitive functioning of the youth; overall functioning of the family; violence risk; the youth's competence to proceed, if needed; and recommended sanctions based on treatment needs. Information is provided by report and through court testimony.

The Program seeks to identify unaddressed mental health, substance abuse, and family problems and to links youth and their families to appropriate community resources. Staff are active in mobilizing alternatives to incarceration, assisting with placements

of very difficult youth, advocating for the needs of a particular youth among involved agencies, and in working with court committees to encourage and develop alternatives to incarceration.

The Behavioral Evaluation program serves delinquent and/or dependent youths ages 7-18 and their families, appearing before the Unified Family Court. All youths have been charged in Pinellas County and are referred by court order. Services are provided at the Criminal Justice Center, with some youth being seen in the Juvenile Detention Center in

Clearwater.

The Court Psychologist provides competency- to-proceed to trial evaluations and expert witness testimony for defendants appearing in Criminal Court.

The Court Psychologist also provides mental status and placement evaluations of adults in Criminal Court, making recommendations regarding necessary treatment needs. Many evaluations are provided on an immediate basis, thereby enhancing the efficiency and productivity of the Court.

## 2010 Achievements on Next Page



*Innisbrook's  
Copperhead Golf  
Course  
Submitted by  
**CHRIS HOVER**,  
Administrative  
Services, Pasco  
County*



# Behavioral Evaluations



## 2010 Achievements

### Juvenile Behavioral Evaluation Program

*(based on Juvenile Welfare Board fiscal year: Oct. 1, 2009 to Sept. 31, 2010)*

Youths evaluated.....	614
Family psychosocial assessments completed.....	505 families and 562 adults
Juvenile competency evaluations completed .....	42

### Adult Criminal Court Psychologist

*(based on calendar year)*

Adult competency evaluations completed .....	731
Written reports provided to court .....	158
Baker Act * screenings performed.....	9
Cases for which expert testimony was provided .....	212

*\* Baker Act refers to a law that is a means to provide individuals with emergency services and temporary detention for mental health evaluation and treatment when required.*



*Turtle makes its way around Withlacoochee River Park near Dade City. Submitted by **SILVIA HARRIS**, court reporting secretary specialist, Pasco County.*

# Case Management



**Mission:** *Case Managers in the Sixth Judicial Circuit screen and manage cases to promote timely disposition and maximize the efficient use of court resources to help*

*deliver a high quality litigation process. Case Managers ensure equal access to the courts by providing procedural and other information to the litigants and the public.*

## Goals

1. Assist the Sixth Judicial Circuit to make more effective and efficient use of judge and general master time.
2. Help ensure equitable treatment of all litigants.
3. Foster the timely disposition of cases.
4. Provide procedural and other information to litigants, the public, and attorneys.
5. Enable higher degrees of predictability and certainty in scheduling.
6. Make effective use of limited resources, minimizing costs to litigants, the court and the public.
7. Direct litigants/parties to appropriate court and community services and monitor progress as appropriate.
8. Improve the delivery of court and court-related services through good interagency communications.
9. Provide assistance to all family law judges with periodic review of quarterly time standards reports.

## Service Costs (fiscal '10)

### Statutory Requirements:

Pinellas County Salary and Benefits...	\$512,369
Pinellas Expense.....	\$2,468
Pasco County Salary and Benefits.....	\$89,729
Pasco Expense.....	\$2,629

### State Expenditures:

State Salary and Benefits.....	\$651,683
Case Management Expense.....	\$6,660
Other Personnel Services .....	\$29,119
<b>TOTAL.....</b>	<b>\$1,294,657</b>



# Case Management



## New in 2010

*Pasco County, the Courts and Sunrise of Pasco County, Inc., collaborated to secure an Office on Violence*

*Against Women Safe Haven grant to plan for and implement a supervised visitation center and safe exchange location in East Pasco. The year was dedicated to planning, and the covered services are expected to become available for domestic violence cases in 2011.*

The Supreme Court Committee on Trial Court Performance and Accountability defined case management as “the systematic administration and allocation of resources, including judicial attention and leadership, time, court staff, court technology, and the

resources of parties and communities, directed to enhancement of the quality, timeliness, and efficiency of the judicial system.

Case management develops and maintains reasonable and achievable policies and practices, identifies, collects and organizes critical case information, responds appropriately to characteristics of cases and parties, organizes movement of cases, ensures that necessary activities and events occur, marshals and prioritizes court and community resources, promotes reasonable and consistent expectations, provides critical information to judicial leaders and court managers, and promotes accountability and ongoing improvement.”

## Components:

**Family** – Case Managers assist judges by facilitating the flow of cases through the Family Law system, particularly dissolution of marriage cases, family law cases involving *pro se* litigants, and domestic violence. Case managers review and monitor cases, providing procedural and informational assistance to litigants, making referrals to legal assistance programs for persons seeking legal advice, noticing parties of missing items prior to hearings, checking service, setting case management conferences and other hearings, attending hearings as required, and preparing draft orders.

**Unified Family Court** – A team of case managers assists the Court to help ensure a single judge hears all family law matters involving one family when at least one of the cases is a dependency or delinquency case. Related family matters include child support,



Archway provides the frame for Stetson College of Law building in Gulfport, by Staff Attorney JENNIFER HUDSON.

# Case Management



## *2010 Achievements on Next Page*

domestic relations, domestic violence, delinquency and dependency.

Key elements of the Sixth Circuit's procedures include:

- An integrated information system that provides necessary case tracking and calendaring;
- The case management team which serves as a central intake unit;
- Coordinated family mediation, community social service and self-help referrals;
- Facilitated inter-agency communication to avoid duplication of services;
- Swift identification and handling of cases where persons may be at risk of family violence.

Staff also assist judges by facilitating the flow of cases through the Juvenile system, particularly regarding juvenile release requests, adoptions stemming from termination of parental rights, and dependency actions.

Case Managers review and monitor cases, contacting parties regarding missing items prior to hearings, checking service, setting hearings, preparing draft orders, coordinating with other agencies, and reviewing pending caseloads for dispositional problems. An Alternative Sanctions Coordinator assists in case flow management of delinquency and related cases, serves as liaison between judiciary and delinquency-related agencies, and recommends alternative sanctions to incarceration as requested by the judiciary.

**Criminal Administration** – Case management duties assigned to the Pinellas Criminal Administration Staff processes divisional reassignments, informs each judge of mandates from the Second District Court of Appeal, codes the mainframe computer to reflect available calendar dates, and maintains a list of capital case assignments among the felony divisions. Additionally, they process all appointments and reporting of doctors in cases where the mental capacity of the defendant is in question. Other criminal related projects assigned to Criminal Administration are reported under Court Administration.



*Egret stands guard over the pristine lushness of Jay B. Starkey Wilderness Park in Western Pasco County, submitted by **CHRIS HOVER**, Administrative Services, Pasco County.*



# Case Management



## 2010 Achievements

### Family

**Domestic relations cases reviewed for hearing readiness .....**

**Pasco County: Of 1,707 reviewed cases, 1,220 were scheduled for case management conference.**

**Pinellas County: 2,072 cases were reviewed and set on General Magistrate calendars.**

**Answered telephone calls regarding procedural information .....**

**Pasco: 93 • Pinellas 20,986**

**Case management conferences .....**

**Pasco: 1,220 case management conferences were calendared; 3,131 draft orders were prepared; 631 cases were referred to the Clerk of Circuit Court for lack of prosecution; 1,380 cases were referred to the Clerk for removal of pending status and 190 cases were sent to Family Law judges for further procedural directive**

**Pinellas: 584 case management conferences were calendared, 345 cases were heard, and 107 proceeded to final hearing.**

**Domestic Violence (DV) Return Hearings .....**

**Pinellas:**

**Of 3,439 DV injunctions, 2,537 were served, and 902 were not served.**

**Of 1,205 repeat violence injunctions, 827 were served, and 378 were not served.**

**Of 298 dating & sexual injunctions, 214 were served, and 84 were not served.**

**Of 75 sexual violence injunctions, 66 were served, and 9 were not served.**

**Pasco: While no case managers are assigned specifically to civil domestic violence cases, staff assisted in setting 128 Order to Show Cause hearings for non-compliance with the Court's orders; 303 criminal misdemeanor cases were reviewed for companion civil DV cases; and staff attended 40 hearings on cases identified for possible assignment to Unified Family Court.**

# Case Management



## *Unified Family Court (UFC)*

Attended shelter hearings at which service referrals were provided .....	
Pasco: 231 • Pinellas: 302	
Families linked to community social services .....	
Pasco: 184 referrals • Pinellas: 960 referrals	
Cases researched for possible crossover .....	
Pasco: 6,997 • Pinellas: 5,160 cases	
Master cases created .....	
Pasco: 83 families with 211 reassigned cases • Pinellas: 168 families with 645 reassigned cases	
Alternative sanction recommendations for juveniles .....	
Pasco: not available (N/A) • Pinellas: 388	
Juvenile release requests reviewed .....	
Pasco: N/A • Pinellas: 382 requests	
UFC Adoptions reviewed and prepared by Program Attorney .....	
Pasco: N/A • Pinellas: 102 Terminations of Parental Rights; 200 adoptions involving 219 children	

## *Criminal Calendaring*

Felony division reassignments .....	
Pasco: 942 (includes drug court reassignments) • Pinellas: 1,598 (excluding drug court reassignments)	
Misdemeanor division reassignments .....	
Pasco: 176 (includes criminal traffic cases) • Pinellas: 679	
Sanity/competency doctors appointed .....	
Pasco: 39 • Pinellas: 53	
Doctor reports sealed and filed .....	
Pasco: N/A • Pinellas: 881	



# Court Administration



**Mission:** *The purpose of the Administrative Office of the Courts is to improve the effectiveness and ensure the fairness of the judicial system by:*

- *Functioning collaboratively with judicial leaders in fashioning court policy and specific action plans,*
- *Providing court-users with alternative, non-adjudicatory options for the fair and expeditious resolution of any case unlikely to proceed to trial,*
- *Minimizing direct and indirect costs to court-users and to the taxpayer,*
- *Shortening time to disposition for litigants by assisting judges with effective case-flow management,*
- *Preparing and adhering to budgets and personnel policies,*
- *Planning and fostering delivery of reliable information systems, and*
- *Fostering cooperation among the various components and participants of the justice system.*

## Service Costs (fiscal '10)

State Salary and Benefits.....	\$1,280,465
State Expense .....	\$43,615
Other Personnel Services (State).....	\$3,850
State Contract Expense .....	\$10,080
Pinellas County Expense.....	\$12,985

*Pinellas County expenditures offset by revenue collections for court innovations.*

## Goals

## Trial Courts Administrator's Office

1. Continue working toward full implementation of Docushare electronic records management system.
2. Continue implementing Supreme Court ADA transition plan.
3. Continue to assist Chief Judge with mortgage foreclosure issues.
4. Provide administrative and managerial support to foreclosure case managers.
5. Establish a contingency plan – budget permitting – for foreclosure case managers, if foreclosure stimulus funds are not renewed after July 1, 2011.
6. Assist with monitoring collection of fines, costs and fees by reviewing monthly Clerk of Court reports and discussing discrepancies with Chief Judge and staff of the Office of State Courts Administrator (OSCA).
7. Develop a proposal for certifying need for new judges.
8. Assist with expansion of the County Traffic Infraction Hearing Officer (CTIHO) program in Pasco and Pinellas counties, funding permitted.
9. Continue to pursue the redesign/update of the Internet and Intranet sites.

**More Court Administration Goals  
On Next Page**

# Court Administration



## Goals

### Administrative Services/ Human Resources

1. Conduct quarterly training for supervisors.
2. Conduct retirement seminar for judges.
3. Coordinate and conduct semi-annual employee relations programs.
4. Conduct diversity training for all new hires
5. Develop and conduct diversity training refresher course for current staff.

## Goals

### Administrative Services/ Criminal Administration

1. Assist in implementation of Global 360 (or alternative) imaging system and Odyssey Case Management system.
2. Assist in planning and presentation of Criminal Professionalism Seminar in June.
3. Improve process of capturing/maintaining statistics for competency issues.
4. Assist with formation of State Supreme Court-mandated Professionalism Committee and participate in same.
5. Continue to arrange senior judge coverage and provide administrative support to the senior judges.
6. Provide any needed input or assistance in selection of "case management" system to replace current outdated system.

## Goals

### Public Information Office

1. Coordinate media activity involving several high profile cases within the circuit.
2. Continue to develop positive, trusting and respectful relations between Circuit judiciary/ staff and media by providing prompt responses to press queries and coordinating appropriate contact of Chief Judge and others with reporters and editorial board members.
3. Develop & coordinate community outreach through coordination of special events, management of Speakers Bureau, contact with schools and oversight of various video projects.
4. Assist judges and staff as needed in alerting and responding to media.
5. Design, edit and arrange website publication of 2010 Performance Report.
6. Provide requested assistance with communications projects.
7. Ensure proper response to all public records requests, working with court counsel's office when necessary for proper legal responses.

**More Court Administration Goals  
On Next Page**

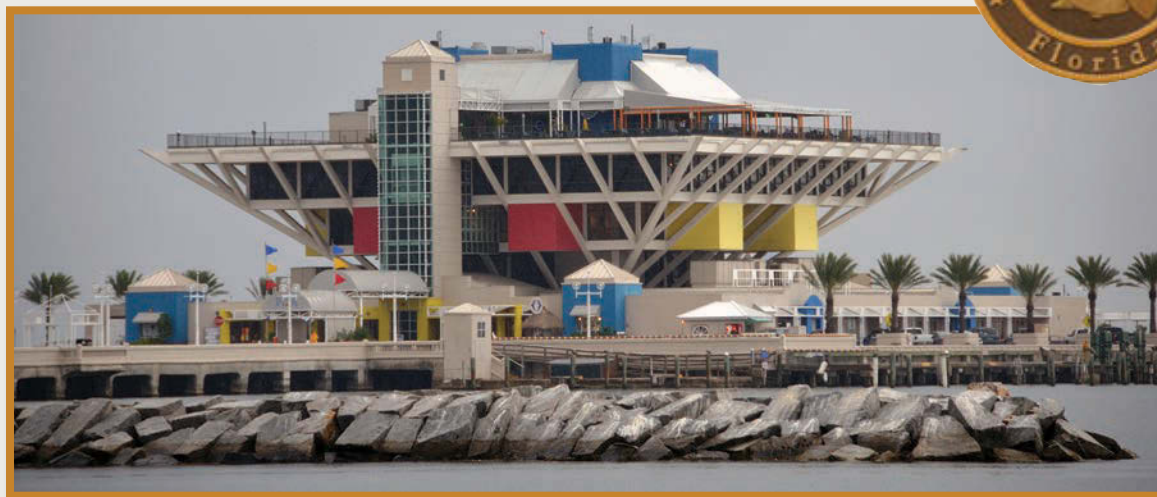


# Court Administration



## New in 2010

*On July 1, the Sixth Judicial Circuit Courts implemented a new Foreclosure Mediation Program. The program was designed to help local homeowners who have fallen behind in their mortgage payments and had a foreclosure case filed, but who want to try and save their homes. Additionally, utilizing federal stimulus dollars that were appropriated by the Legislature, the Sixth Judicial Circuit hired eight part-time case managers, who assisted senior judges in a series of hearings designed to schedule up to 800 mortgage foreclosure summary judgment motions each week. The goal was to resolve a portion of the more than 30,000 backlogged cases within the year. Newly established calendars were utilized only for foreclosure cases*



*The St. Petersburg Pier rise out of the waters of Tampa Bay, near downtown St. Pete, by User Support Analyst GLENN CARR.*

## Goals

### Fiscal Office

1. Learn new Pinellas County budget software.
2. Records retention and destruction in Pinellas and Pasco Counties.
3. Research / Test remote interpreting program.
4. Develop a folder with generic fiscal information for staff to access and answer questions on interpreting, court reporting, travel, mediators and budget account breakdowns.
5. Develop a message in Spanish on Internet site and phone to instruct Spanish speaking individuals on how to schedule an interpreter for court.

*involving residential property.*

*In an effort to prevent minor criminal cases from standing in the way of on-the-street defendants' effort to emerge from homelessness, Florida's first Homeless Court was held in January as part of Project Homeless Connect. Court Administration assisted judges who heard cases involving victimless crimes, such as ordinance violations, failure to appear, and other minor misdemeanor accusations were heard. Disposing of cases translates into fewer hearings, less work for law enforcement officers who serve outstanding warrants and less jail population, all of which create savings for taxpayers.*

**T**he Florida Rules of Judicial Administration provide for the appointment of a Circuit Court Administrator.

In the Sixth Judicial Circuit the Court Administrator serves

# Court Administration



as the chief executive officer of the Court.

The Administrator is responsible for:

- Administrative supervision of all court staff.
- Preparation and execution of all budget and fiscal matters.
- Court facility planning and day-to-day operations.
- Court communication systems.
- Implementation of court technology and information systems.
- Preparation and execution of grants.
- Caseflow management.
- Strategic planning and resource allocation studies.

- Court statistics.
- Court program implementation and supervision.
- Coordination and evaluation of court security and emergency preparedness.
- Personnel policies and rules.
- Liaison with the Bar, and with local and state agencies.
- Media relations.
- Public information.
- Special projects as assigned by the Court.

The Circuit Court Administrator, more commonly known as the Trial Courts Administrator, reports to the Chief Judge

and is responsible to the Court for the effective and efficient administration of all non-legal functions of the courts. This is the agency's chief administrative position, which entails many detailed processes, varied responsibilities and systemic, long-range planning. Staff members of the Sixth Judicial Circuit, who are assigned primarily to "Court Administration," (as a function) have adopted the above responsibilities model to help describe those things for which they are accountable. Goals have also been noted for each major category and senior staff report on significant objectives for the calendar year as a means of tracking performance.

***2010 Achievements on Next Page***



*Alligator basks in the quietness of Withlacocchee River Park, SYLVIA HARRIS, Court Reporting, Pasco County.*





## 2010 Achievements

### *Court Administrator's Office*

- 1) Pinellas County made some Americans with Disabilities Act (ADA) improvements at the Court's request. Staff also worked with the Clerks' offices in Pasco and Pinellas Counties to ensure compliance with a new Florida Supreme Court Administrative Order on ADA language on court notices and summonses.
- 2) Training was provided as needed to full-time foreclosure case managers. In July, eight (8) additional case managers were hired temporarily to assist with the summary judgment project, aimed at clearing a backlog of residential foreclosure cases. Training, information, and updates were provided to all foreclosure case managers through electronic mail messages and monthly meetings for an annual total of 23 meetings or trainings with case management staff.
- 3) The Administrator also worked with the Chief Judge and the civil judges to maximize the use of case managers and senior judge days to assist with foreclosure matters. Transfer of ex parte

motions to the senior judges relieved the assigned section judges of a high volume of cases.

- 4) Participated in numerous meetings regarding the renovations on the 5th floor of the St. Petersburg Judicial Building. Facilitated the approval of a floor plan and the final decision on the paint, carpet and finishings.

### *Administrative Services/Human Resources*

- 1) Conducted quarterly supervisors' training, including an in-service program on Best-in-Class Human Resource Practices.
- 2) Conducted retirement seminar for judges.
- 3) Conducted diversity training for all new hires.

### *Administrative Services and Criminal Administration*

- 1) Assisted in planning and presentation of Criminal Professionalism Seminar.
- 2) Arranged senior judge coverage and provided administrative support to the senior judges.
- 3) Provided any needed input and assistance in

# Court Administration



selection of new case management system to replace outdated Criminal Justice Information Systems (CJIS).

## *Fiscal Office*

- 1) Learned new Pinellas County Budget Software.
- 2) Managed records retention and destruction in Pinellas and Pasco Counties.
- 3) Researched and tested remote interpretation.

## *Public Information Office*

- 1) Coordinated local and national media activity at courthouses for several high profile cases, including trial of Rachel Wade, pre-trial proceedings for Jennifer Mee, and various cases involving Hulk Hogan and his family.
- 2) Organized three successful press conferences: two on home foreclosures and mediation; and one on the state courts' budget crisis.
- 3) Placed Chief Judge's point-of-view article in several major newspapers around the state to counter misleading information and terminology about court procedures on foreclosures.
- 4) Responded to national media requests for interviews and information for more than a dozen

stories on home foreclosures, resulting in various judges being positively mentioned in publications such as the *New York Times*, *Washington Post*, *Wall Street Journal* and *Bloomberg News* and NBC's national news programs.



*Trees provide archway for a scenic drive along Philippe Parkway in Safety Harbor by ANGELA WRIGHT, Senior User Support Analyst in Court Technology Office.*



# Court Reporting



## New in 2010

*There were no major changes in the department operations during 2010.*

*“Reporting of court proceedings is the contemporaneous verbatim recording of words spoken in court [and notation of non-verbal events]. Verbatim recording allows for the immediate utilization of words spoken in court, the preservation of those words and, when necessary, their timely and accurate transcription.*

*“Transcripts or other media are used by attorneys, litigants, judges, and the public to review events in court proceedings. This provides public accountability and facilitates due process through appellate review.”*

(Trial Court Performance and Accountability Final Report and Recommendations, December 2002)

Court reporting serves a critical function in Florida’s judicial system because meaningful appellate review relies on an accurate record of what transpired at the trial court. The transcript of the words spoken in open court is essential to attorneys to prepare arguments for appeal, as well as for the court.

## 2010 Achievements

### Original Transcript Pages

	To Judges Or Court Staff	To Other Government Entity or Private Party		To State Attorney		To Public Defender		To Court Appointed Counsel		Indigent For Costs	
		Non Appeal	Appeal	Non Appeal	Appeal	Non Appeal	Appeal	Non Appeal	Appeal	Non Appeal	Appeal
Circuit Criminal	8,181	8,264	6,229	4,883	1,097	4,775	55,048	5,069	51,498	227	1,834
County Criminal	195	3,228	1,162	635	733	1,369	5,098	310	674	0	101
Dependency	331	172	0	505	0	5	0	858	6,051	14	390
Delinquency	65	111	21	49	302	426	1,772	104	335	0	0
Baker/Marchman/Guardianship	0	778	0	121	0	426	122	0	0	0	0
Domestic Violence Injunctions	192	3,125	205	40	48	549	0	296	113	21	0
Child Support Enforcement											
Magistrates & Hearing Officers	0	1,635	0	0	0	32	0	0	0	0	
Other Case Types	0	18	0	24	0	24	0	0	0	0	299
TOTAL	8,964	17,331	7,617	6,257	2,180	7,606	62,040	6,637	58,671	262	2,624



*The handiwork of a contestant in the annual sand castle contest on the beach of Treasure Island, by Family Court Manager **DEBRA LEIMAN**.*

# Court Reporting



## Original

## Transcript

## Pages

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