

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

**ADMINISTRATIVE ORDER NO. 2023-005 PA-CIR**

**RE: ASSIGNMENT OF CRIMINAL, JUVENILE DELINQUENCY, JUVENILE  
DEPENDENCY AND TRAFFIC CASES IN PASCO COUNTY**

It is necessary to clarify the boundary lines used to determine the assignment of criminal, juvenile delinquency, juvenile dependency, and traffic cases in Pasco County.

In order to provide for the orderly assignment of criminal, juvenile delinquency, juvenile dependency, and traffic cases in Pasco County, in accordance with Article V, section 2, Florida Constitution, Rule of General Practice and Judicial Administration 2.215, and § 43.26, Florida Statutes, it is

**ORDERED:**

1. The Pasco Clerk of the Circuit Court (Clerk) will designate circuit and county criminal, juvenile delinquency, juvenile dependency, and traffic cases in Pasco County as East Pasco County cases or as West Pasco County cases in accordance with this Administrative Order. Once designated, the Clerk will assign cases to the appropriate section at the Robert D. Sumner Judicial Center in Dade City for East Pasco County cases, or to the West Pasco Judicial Center in New Port Richey for West Pasco County cases.

2. The Clerk will designate a circuit or county criminal, juvenile delinquency, or traffic case as an East Pasco County case when the offense location is east of US Highway 41.

3. The Clerk will designate a circuit or county criminal, juvenile delinquency, or traffic case as a West Pasco County case when the offense location is west of US Highway 41.

4. The Clerk will designate a juvenile dependency case that arises from a complaint by the Pasco County Sheriff or other law enforcement agency (law enforcement) under Chapter 39, Florida Statutes, as an East Pasco County case or as a West Pasco County case according to paragraphs 2 and 3 of this Administrative Order. Law enforcement must identify in the “Notice to Parents/Guardians/Legal Custodians” section on the Affidavit and Petition for Placement in Shelter (Fla. R. Juv. P. Form 8.960), the name of the courthouse to which any dependency case should be assigned. Law enforcement must also indicate next to “Juvenile Division” in the header of an Affidavit and Petition for Placement in Shelter, or of a Petition for Dependency (Fla. R. Juv. P. Form 8.964), whether the case should be assigned to East Pasco or West Pasco according to paragraphs 2 and 3. For juvenile dependency cases that arise from a complaint by the Department of Children and Families without prior law enforcement involvement and juvenile dependency cases that arise from a complaint by a private party, both under Chapter 39, Florida Statutes, the Clerk will designate the case as an East Pasco County case or as a West Pasco County case according to paragraphs 2 and 3 of this Administrative Order.

5. For all circuit and county criminal, and juvenile delinquency cases, the applicable law enforcement officer must indicate on the Pasco County Complaint Affidavit next to the agency

designation whether the case should be assigned to East Pasco or West Pasco according to paragraphs 2 and 3 of this Administrative Order.

6. For all traffic cases, law enforcement must indicate on the Uniform Traffic Citation next to the designation for “County of” Pasco whether the case should be assigned to East Pasco or West Pasco according to paragraphs 2 and 3 of this Administrative Order.

7. This Administrative Order does not prohibit the Chief Judge or the Pasco Administrative Judge from reassigning cases when determined necessary for the prompt and efficient administration of justice. This Administrative Order does not prohibit an unassigned judge from presiding over, hearing, or disposing of cases by agreement of the affected judges.

8. This Administrative Order does not affect the assignments in Pasco County of circuit civil cases, or probate and guardianship cases in accordance with Administrative Orders PA-CIR-97-20 and PA-CIR-97-21 respectively. This Administrative Order does not affect the selection and assignment of jurors conducted in accordance with Administrative Order 2014-020 PA-CIR. To the extent that it is not inconsistent with this Administrative Order, Administrative Order PA-CTY-00-10 remains in effect. Administrative Order PA-CIR-15-039 is rescinded.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida, this \_\_\_\_ day of February, 2023.

ORIGINAL SIGNED ON FEBRUARY 23, 2023  
BY ANTHONY RONDOLINO, CHIEF JUDGE

cc: All Pasco Judges  
The Honorable Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Nikki Alvarez-Sowles, Clerk of the Circuit Court, Pasco County  
The Honorable Chris Nocco, Sheriff, Pasco County  
Jennifer Parker, Trial Courts Administrator  
Ngozi Acholonu, Assistant Regional Counsel  
Kimberly Thompson, Chief Operations Officer, Pasco County Clerk’s Office  
Michele Emmerman, Director of Administrative Services for Pasco County  
Lenn Mattison, Director of Criminal Courts, Pasco County Clerk’s Office  
Robert Kochen, Chief of Police, New Port Richey Police Department  
Cyrus Robinson, Chief of Police, Port Richey Police Department  
James E. Walters, Chief of Police, Dade City Police Department  
Derek Brewer, Chief of Police, Zephyrhills Police Department  
Daniel Villano, Captain, District III, Florida Highway Patrol  
Bar Associations, Pasco and Pinellas  
Law Libraries, Pasco and Pinellas