

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

**ADMINISTRATIVE ORDER NO. 2024-001 PA-CIR**

**RE: PASCO COUNTY EMERGENCY DUTY SCHEDULE –  
JANUARY 4, 2024 THROUGH DECEMBER 31, 2024**

It is necessary to the dispatch of the business of the Circuit and County Court, Sixth Judicial Circuit, Pasco County, that judges be assigned as the emergency duty judge. In order to perform the functions assigned to the duty judge, it is necessary that circuit judges be temporarily assigned to the county court and that county judges be temporarily assigned to the circuit court.

In accordance with Article V, section 2, Florida Constitution, Rule of General Practice and Judicial Administration 2.215, and section 43.26, Florida Statutes,

**IT IS ORDERED:**

1. Circuit Court Judges of the Sixth Judicial Circuit listed below are assigned and designated to proceed to the Pasco County Court, Sixth Judicial Circuit. Judges of the County Court of the Sixth Judicial Circuit, Pasco County, listed below, are assigned and designated to proceed to the Circuit Court, Sixth Judicial Circuit. The judges, under and by virtue of the authority hereof, are vested with all and singular the powers and prerogatives conferred by the Constitution and laws of the State of Florida upon the judges of the courts to which they are hereby assigned to hear and thereafter to dispose of such matters considered by them during that period of time.

2. The judges listed herein are assigned and designated to hear and conduct first appearance hearings (advisories). The judges listed herein are also assigned and designated to hear, conduct, try, and determine any civil, criminal, family, or probate matter of an emergency nature where the assigned judge is unavailable. For purposes of this order, unavailability may include, but is not limited to, situations where the assigned judge is absent from the courthouse, or where the assigned judge is present at the courthouse but is presiding over a trial/hearing, which cannot readily be adjourned to accommodate the emergency hearing. The assigned judge shall also be considered unavailable unless the judge designates otherwise, between the hours of 5:01 p.m. and 8:00 a.m. Said duties shall include, but not necessarily be limited to, the following:

**A. CRIMINAL**

1. Advisory hearings.
2. Search warrants.
3. Arrest warrants of an emergency nature.
4. Pre-trial release decisions not otherwise heard by the Section Judge.
5. All other emergency matters where the assigned judge is unavailable.

**B. CIVIL, FAMILY AND PROBATE**

1. All dating, domestic, repeat, sexual violence, stalking, and exploitation of a

- vulnerable adult ex parte injunctions.
2. Emergency custody or visitation (time sharing) matters.
  3. Orders of Arrest and Commitment, Orders to Show Cause, Orders of Arrest, Writs of Bodily Attachment for Failure to Pay Child Support, Writs of Bodily Attachment for Failure to Appear, and Orders Holding Respondent in Custody or Releasing from Custody.
  4. Emergency Rule of Civil Procedure 1.610 injunctions.
  5. Review of Clerk's decision not to issue a Certificate of Indigence.
  6. Baker Act or Marchman Act petitions for involuntary commitment.
  7. Petitions for Emergency Temporary Guardianship.
  8. Emergency requests for medical treatment, or removal of life support.
  9. Proceedings to waive parental notification of termination of pregnancy where the assigned judge is unavailable.
  10. Any other civil, family, or probate matter of an emergency nature where the assigned judge is not available.

The responsibilities of the duty judge are expanded to include all matters specifically mentioned in this Order and any other emergency which should arise during a judge's emergency duty. The assigned judge shall hear such matters that may be brought before the judge and thereafter dispose of such matters considered by them during that period of time. Emergency is not a term subject to easy definition. As such, judges called upon to hear matters claimed to be emergency in nature must determine if the law or totality of the circumstances require immediate action. In the event the emergency duty judge decides the matter is not an emergency for the duty judge, the judge will require the matter to be referred to the assigned section judge for the section judge to review to determine if the matter should be expedited for hearing.

### C. HOLIDAYS AND WEEKENDS

On holidays and weekends, the emergency duty judge's responsibilities also include shelter hearings pursuant to sections 39.402 and 39.506, Florida Statutes, and delinquency detention hearings pursuant to section 985.255, Florida Statutes.

3. The duty judge shall serve from 8:01 a.m. Monday until 8:00 a.m. the following Monday except when the following Monday is a court holiday, the duty continues until 8:00 a.m. Tuesday. The duty judge is expected to remain at the courthouse until 5:00 p.m. each weekday to handle emergencies and other duty assignments occurring at the courthouse. The duty judge shall also be on call 24 hours per day to hear all emergency matters occurring after 5:01 p.m. The emergency duty judge is required to be accessible via cellular phone at all times when assigned duty.

4. If the following assignments conflict with any other commitments, **IT IS THE OBLIGATION OF THE JUDGE ASSIGNED TO MAKE ARRANGEMENTS WITH ANOTHER JUDGE TO EXCHANGE THE DUTY. IT IS THE RESPONSIBILITY OF THE ASSIGNED JUDGE TO PROVIDE TIMELY NOTIFICATION OF THE EXCHANGE TO ALL PERSONS AFFECTED BY THE EXCHANGE.**

All judges assigned to the Circuit and County Courts shall serve as duty judge in accordance with the following schedule:

DATE	JUDGE	LOCATION	HOLIDAYS
<b>JANUARY</b>			
1	Crane	NPR	New Year's Holiday*
2 - 7	Compton	DC	
8 - 14	Handsel	NPR	
15	Handsel	NPR	Martin Luther King, Jr. Day*
16 - 21	Polk	DC	
22 - 28	Moore	NPR	
29 - 31	Gnage	DC	
<b>FEBRUARY</b>			
1 - 4	Compton	DC	
5 - 11	Diskey	NPR	
12 - 18	Compton	DC	
19 - 25	Mansfield	NPR	
26 - 29	Groger	DC	
<b>MARCH</b>			
1 - 3	Groger	DC	
4 - 10	Justice	NPR	
11 - 17	Lewis	NPR	
18 - 24	Nathe	DC	
25 - 28	Wansboro	NPR	
29	Wansboro	NPR	Good Friday*
30, 31	Wansboro	NPR	
<b>APRIL</b>			
1 - 7	Grey	NPR	
8 - 14	Byrd	NPR	
15 - 21	Poblick	DC	
22 - 28	Polk	DC	
29, 30	Thomas	DC	
<b>MAY</b>			
1 - 5	Thomas	DC	
6 - 12	Riba	NPR	
13 - 19	Stearns	NPR	

DATE	JUDGE	LOCATION	HOLIDAYS
20 - 26	Westine	NPR	
27	Westine	NPR	Memorial Day*
28 - 31	Anderson	NPR	
<b>JUNE</b>			
1, 2	Anderson	NPR	
3 - 9	Babb	DC	
10 - 16	Byrd	NPR	
17 - 23	Compton	DC	
24 - 30	Diskey	NPR	
<b>JULY</b>			
1 - 3	Groger	DC	
4	Groger	DC	Independence Day*
5	Groger	DC	Independence Day Holiday*
6, 7	Groger	DC	
8 - 14	Gnage	DC	
15 - 21	Grey	NPR	
22 - 28	Handsel	NPR	
29 - 31	Justice	NPR	
<b>AUGUST</b>			
1 - 4	Justice	NPR	
5 - 11	Wansboro	NPR	
12 - 18	Lewis	NPR	
19 - 25	Poblick	DC	
26 - 31	Stearns	NPR	
<b>SEPTEMBER</b>			
1	Stearns	NPR	
2	Stearns	NPR	Labor Day*
3 - 8	Barthle	DC	
9 - 15	Thomas	DC	
16 - 22	Riba	NPR	
23 - 29	Moore	NPR	
30	Mansfield	NPR	

DATE	JUDGE	LOCATION	HOLIDAYS
<b>OCTOBER</b>			
1, 2	Mansfield	NPR	
3	Mansfield	NPR	Rosh Hashanah*
4 - 6	Mansfield	NPR	
7 - 13	Westine	NPR	
14 - 20	Byrd	NPR	
21 - 27	Babb	DC	
28 - 31	Gnage	DC	
<b>NOVEMBER</b>			
1 - 3	Gnage	DC	
4 - 10	Barthle	DC	
11	Barthle	DC	Veterans Day*
12 - 17	Justice	NPR	
18 - 24	Lewis	NPR	
25 - 27	Anderson	NPR	
28, 29	Anderson	NPR	Thanksgiving Holiday*
30	Anderson	NPR	
<b>DECEMBER</b>			
1	Anderson	NPR	
2 - 8	Moore	NPR	
9 - 15	Poblick	DC	
16 - 22	Thomas	DC	
23	Nathe	DC	
24	Nathe	DC	Christmas Eve Holiday**
25	Nathe	DC	Christmas Day*
26 - 29	Nathe	DC	
30, 31	Riba	NPR	

\*Court Holidays

\*\*Discretionary holiday as designated by Chief Judge

Effective January 4, 2024, Administrative Order 2022-056 is hereby rescinded.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida, this \_\_\_\_\_ day of January 2024.

ORIGINAL SIGNED ON JANUARY 4, 2024  
BY SHAWN CRANE, CHIEF JUDGE

cc: All Pasco Judges  
The Honorable Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Nikki Alvarez-Sowles, Clerk & Comptroller, Pasco County  
The Honorable Chris Nocco, Pasco County Sheriff  
Jennifer Parker, Trial Courts Administrator  
Michele Emmerman, Deputy Trial Courts Administrator  
Ita M. Neymotin, Regional Counsel, Second District  
Ngozi Acholonu, Assistant Regional Counsel  
Kimberly Thompson, Chief Operations Officer, Pasco County Clerk's Office  
Florida Department of Children and Families, Pasco County  
Florida Department of Juvenile Justice, Pasco County  
Court Reporters, Pasco County  
Probation and Parole, Pasco County  
Domestic Violence Shelters, Pasco County  
Bar Associations, Pasco County  
Law Libraries, Pasco County