

ADMINISTRATIVE ORDER  
NO. 07-97-10-3

IN THE CIRCUIT COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN  
AND FOR OSCEOLA COUNTY,  
FLORIDA

**AMENDED ADMINISTRATIVE ORDER GOVERNING EMERGENCY  
DOMESTIC AND REPEAT VIOLENCE INJUNCTIONS IN OSCEOLA COUNTY**

**WHEREAS**, it is necessary that some petitioners for temporary domestic and repeat violence injunctions be provided emergency access for obtaining an injunction outside of normal business hours; and

**WHEREAS**, in order to provide such access, procedures are needed;

**NOW, THEREFORE, I**, Belvin Perry, Jr., pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.050 do hereby order that the following procedures be implemented effective **November 11, 2002**:

1. For petitioners who need emergency assistance outside of normal business hours, the services provided shall include counseling for victims as to the required procedures for obtaining domestic and repeat violence injunctions against alleged violators. Accordingly, victims of domestic and repeat violence may call the Help Now organization for information pertaining to shelters and information necessary for the filing of injunctions. Help Now shall instruct victims who seek injunctions to go to the Osceola County Jail Facility for preparing the necessary documents.

2. Transportation to the Osceola County Jail Facility for victims who wish to file injunctions shall not be provided. Transportation shall be each victim's responsibility.

3. The Victim Assistance Program staff shall assist victims in preparing the required documents for obtaining an injunction.

4. Upon completion of the injunction documents, the Victim Assistance Program staff shall telephone the Emergency Duty Judge with the injunction information. The Emergency Duty Judge shall instruct the Victim Assistance Program staff by telephone as to whether the injunction is granted or denied and shall instruct Victim Assistance Program staff to write the information in the Order accordingly along with the Judge's authorization or denial signature code. The Victim Assistance Program staff shall utilize the Order forms implemented by the prior Administrative Order No. 07-97-10-2. The Emergency Duty Judge shall be provided with a booklet containing Order forms and shall write in the booklet Order form the same information as provided to the Victim Assistance Program staff.

5. The Victim Assistance Program staff shall issue a certified copy of the Order and shall prepare the documents for service upon the alleged violator.

6. The Victim Assistance Program staff shall notify the Osceola County Sheriff's Office for serving the document and for inputting all received data into the Florida Criminal Information Computer (FCIC).

7. Upon inputting the data into the FCIC, the Osceola County Sheriff's Office shall contact its civil deputies for serving the Orders upon the alleged violators.

8. On the next business day that the Judge returns to the Courthouse, the Judge shall sign the original Order granting or denying the injunction and the Order shall be filed in the court file. The failure of the Judge to sign the original Order shall not affect the validity of the Order.

9. For the purposes of issuing certified copies of injunction Orders outside of normal business hours, the Osceola County Clerk shall deputize the Victim Assistance Program staff.

10. Administrative Order No. 07-97-10-2 dated November 17, 2000 is vacated and set aside, however, the forms implemented by Administrative Order No. 07-97-10-2 shall be remain in effect until further Order.

**DONE AND ORDERED** at Orlando, Florida, this 29<sup>th</sup> day of October, 2002.

/s/ Belvin Perry, Jr.  
Belvin Perry, Jr.  
Chief Judge

Copies to:

All Circuit & County Judges, Ninth Judicial Circuit  
State Attorney's Office, Ninth Judicial Circuit  
Public Defender's Office, Ninth Judicial Circuit  
General Counsel, Orange County Sheriff's Office  
Police Legal Advisor, Orlando Police Department  
Orange County Attorney's Office  
Osceola County Attorney  
Orange County Corrections  
Orange County Bar Association  
Bar Briefs, Orange County Bar Association  
Paul C. Perkins Bar Association  
Hispanic Bar of Central Florida  
Central Florida Association for Women Lawyers  
Clerk of Courts, Orange County  
Orange County Law Library  
Clerk of Courts, Osceola County  
The Osceola County Bar Association  
The Osceola County Law Library  
The Osceola County Sheriff's Office  
Director, The Osceola County Dept. of Corrections  
Office of the Statewide Prosecutor  
Central Florida Criminal Defense Attorneys Association

Executive Director of The Florida Bar  
Official Records, Orange County Comptroller  
Captain Karen Nau, Osceola County Dept. of Corrections  
Lt. Mark Thompson, Osceola County Sheriff's Office, Civil Division

Administrative Order No. 07-97-10-3