

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER NO. 2014-20

**IN RE: CODE OF ETHICS
 SOCIAL NETWORKING POLICY**

ORDER

WHEREAS, court system employees and judicial assistants have significant contact with members of the public and service in the judicial branch is a public trust; and

WHEREAS, court employees and judicial assistants are bound to uphold the highest standards of ethics; and

WHEREAS, it is the responsibility and duty of the First Judicial Circuit to be good stewards of electronic property, electronic applications, electronic traffic, and electronic mechanisms; and

WHEREAS, it is the duty of each employee and judicial assistant to uphold the strict guidelines imposed upon acts of dissemination of confidential information; and

WHEREAS, pursuant to Fla.R.Jud.Admin. 2.215(b)(2) the First Judicial Circuit has adopted the First Judicial Circuit's Code of Ethics and Social Networking Policy which includes restrictions and guidelines that obligate court employees and judicial assistants to uphold the highest standards of ethics of the judicial branch; it is

ORDERED that:

1. All court employees and judicial assistants of the First Judicial Circuit shall participate in mandatory education and/or training related to the First Judicial Circuit's Code of Ethics for Court Professionals.
2. All court employees and judicial assistants of the First Judicial Circuit shall participate in mandatory education and/or training related to the First Judicial

Circuit Social Networking Policy for Court Professionals.

3. All court employees and judicial assistants will attest to receipt of any applicable education and/or training and shall acknowledge with their signature their understanding and anticipated compliance with the policies and procedures set forth in the documents referred to herein titled *First Judicial Circuit's Code of Ethics for Court Professionals* and *First Judicial Circuit Social Networking Policy for Court Professionals*.
4. At any time the First Judicial Circuit's Code of Ethics for Court Professionals and the First Judicial Circuit Social Networking Policy for Court Professionals is amended or altered, each court employee and judicial assistant will be notified and shall, at the time of any amendment, be required to acknowledge with their signature an understanding and anticipated compliance with the newly adopted Code of Ethics or Social Networking Policy as amended.

DONE AND ORDERED in Pensacola, Escambia County, Florida this 2nd day of April, 2014.

/S/ TERRY D. TERRELL

TERRY D. TERRELL
CHIEF JUDGE

Copies furnished to:

All First Judicial Circuit Court Employees and Professionals
All First Judicial Circuit Judicial Assistants
All First Judicial Circuit Judges
Robin Wright, Trial Court Administrator