

IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR THE STATE OF FLORIDA

**ADMINISTRATIVE ORDER NO. 2011-15**

*(vacates Administrative Order No. 1997-91)*

**ORDER**

Pursuant to Rules 2.410 and 2.420, *Florida Rules of Judicial Administration*, it is hereby ordered that:

1. No person other than judges and authorized court employees (including, but not limited to, Magistrates, Child Support Enforcement Hearing Officers, Traffic Infraction Hearing Officers, Staff Attorneys, Judicial Assistants, and Court Administration staff as designated by the Trial Court Administrator) shall remove court records as defined by rule or statute from any Clerk's office within the First Judicial Circuit except by order of the Chief Judge upon a showing of good cause.
2. Removal of any court file from the confines of any courthouse or courthouse annex may be punished by contempt.
3. Each Clerk within the First Judicial Circuit has established policies and procedures under Rule 2.420, *Florida Rules of Judicial Administration*, which shall govern public access to judicial branch records. The policies and procedures of each Clerk within the First Judicial Circuit are hereby acknowledged and accepted and may be altered pursuant to rule or statute without order of this court.
4. To assist in the administrative efficiency of the First Judicial Circuit, it is necessary for the Office of the Trial Court Administrator to arrange for the

transport of files from county to county within the First Judicial Circuit and on occasion from this circuit to another circuit for purposes of file review, hearing, or trial. This order shall constitute leave of this court as to requests made by Court Administration for transport of judicial branch records and/or court files.

**DONE AND ORDERED** in Chambers in Pensacola, Escambia County, Florida this  
\_11th\_ day of May, 2011.

\_\_\_\_\_/s/ TERRY D. TERRELL\_\_\_\_\_  
**TERRY D. TERRELL**  
**CHIEF JUDGE**

Copies furnished to:

All Judges, First Judicial Circuit  
All Clerks, First Judicial Circuit  
For publication: *The Summation*, Escambia/Santa Rosa Bar Association  
For publication: Newsletter of the Okaloosa/Walton Bar Association  
For publication: [www.FirstJudicialCircuit.org](http://www.FirstJudicialCircuit.org)