

**IN THE COURTS FOR THE FIRST JUDICIAL CIRCUIT STATE OF FLORIDA
IN AND FOR ESCAMBIA COUNTY, FLORIDA**

**ESCAMBIA COUNTY ADMINISTRATIVE DIRECTIVE ECAD2024-01 (vacates
ECAD 2016-07)**

**IN RE: THE ESCAMBIA COUNTY CLERK OF CIRCUIT COURT AND
COMPTROLLER - TIME PERIOD FOR SAME DAY REVIEW OF
BAKER ACT AND MARCHMAN ACT PETITIONS IN ESCAMBIA
COUNTY**

WHEREAS, the Court must provide appropriate opportunities for any person who qualifies under the provisions of Ch. 394 (Baker Act), Florida Statutes, and Ch. 397 (Marchman Act), Florida Statutes, to file a sworn Baker Act Petition and Affidavit Seeking Ex Parte Order Requesting Involuntary Examination and to file a sworn Marchman Act Petition and Affidavit for Involuntary Assessment and Stabilization; and

WHEREAS, it is imperative to the orderly administration of justice that the judiciary have adequate time to properly consider and rule upon any sworn petition; and

WHEREAS, it is necessary to establish a time period within which a qualified person may file a sworn Baker or Marchman Act petition in the Office of the Clerk of the Circuit Court and Comptroller and receive a same day review by the Court; it is

ORDERED that:

1. Effective January 24, 2024, the Probate Division of the Escambia County Clerk of the Circuit Court and Comptroller will accept and process the same day any sworn Baker or Marchman Act petitions filed at the M.C. Blanchard Judicial Building, 190 Governmental Center, Pensacola, Florida, or via the Florida Court's E-Filing Portal between the business hours of 8:00 a.m. and 4:00 p.m. CT, Monday through

Thursday, and 8:00 a.m. and 3:00 p.m. CT, Friday.

2. Baker or Marchman Act petitions filed outside the business hours of 8:00 a.m. and 4:00 p.m. CT, Monday through Thursday, or 8:00 a.m. and 3:00 p.m. CT, Friday, will be processed by the Clerk and reviewed by the Court the next day.
3. The terms “business hours” and “next day” do not include Saturdays, Sundays, court holidays, or emergency closures as mandated by the Chief Judge of the First Judicial Circuit.
4. Any person seeking an immediate order for involuntary examination or an order for involuntary assessment and stabilization outside the business hours identified above may contact local law enforcement or call 9-1-1.
5. ECAD 2016-07 is hereby vacated.

DONE AND ORDERED in Pensacola, Escambia County, Florida this 23rd day of January, 2024.

/s/ John F. Simon, Jr.

JOHN F. SIMON, JR.
ADMINISTRATIVE JUDGE

Copies to:
Pam Childers, Clerk of Court & Comptroller for Escambia County
All Judges, Escambia County