

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

**ADMINISTRATIVE DIRECTIVE NO. 2021-07**

**RE: ASSIGNMENT OF NEW FELONY CASES TO CRIMINAL DIVISIONS BY  
THE CLERK OF COURT (*VACATES ESCAMBIA COUNTY  
ADMINISTRATIVE DIRECTIVES 91-7 AND 97-05*)**

**WHEREAS**, the Chief Judge has issued Administrative Order 2021-19, creating a new circuit court division and realigning the divisional structure of the circuit courts in Escambia County; and

**WHEREAS**, the aforementioned changes in the divisional structure necessitate that provision be made to ensure a fair and equitable distribution of new criminal cases among divisions; and

**WHEREAS**, the undersigned is appointed as Administrative Judge for Escambia County in Administrative Order 2019-29, it is,

**ORDERED, EFFECTIVELY IMMEDIATELY:**

- 1) Each day, the first five non-recidivist criminal felony cases received by the Clerk of Court for assignment shall be assigned to Division B.
- 2) After the first five non-recidivist cases are assigned each day, the remaining non-recidivist cases shall be randomly assigned among all criminal felony divisions, including Division B.
- 3) This process is subject to weekly review by the administrative judge, and may be altered by the administrative judge via email or other informal means as necessary to achieve substantially uniform case load distribution among the criminal divisions. The administrative judge will inform the Clerk as soon as all criminal divisions are fully and fairly populated. At that time, the Clerk shall randomly assign all incoming non-recidivist cases among the criminal divisions.
- 4) Escambia County Administrative Directives 91-7 and 97-05 are **VACATED**.

**DONE AND ORDERED** in Chambers at Pensacola, Escambia County, Florida, this  
15th day of December, 2021.

*/s/ Jan Shackelford*

Jan Shackelford

Administrative Judge

Copies:

All Judges, Escambia County  
Ginger Bowden Madden, State Attorney, First Judicial Circuit  
Bruce Miller, Public Defender, First Judicial Circuit  
Honorable Pam Childers, Clerk of Court, Escambia County  
Robin M. Wright, Trial Court Administrator  
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