

**IN THE CIRCUIT COURT IN AND FOR OKALOOSA COUNTY, FLORIDA**

**OCAD 2011-02**  
*(Amends OCAD 2005-14)*

**IN RE:      Procedures relating to the handling of walk-in Domestic Violence, Repeat Violence, Dating and Sexual Violence Injunctions**

The Clerk of Court's Office shall be responsible for preparing all walk-in Domestic Violence and Repeat Violence Injunctions.

If the assigned Judge is not available to review the Temporary Injunction, the Temporary Injunction shall be left with the Judicial Assistant. The Judicial Assistant shall be responsible to have the assigned Judge review the Temporary Injunction, or contact the Duty Judge for review of the Temporary Injunction.

If the Judicial Assistant for the assigned judge is absent due to illness or planned leave time, the Judicial Assistant will either arrange through Court Administration, for a fill in secretary, or the Judicial Assistant will secure another Judicial Assistant, to be responsible for ensuring the assigned judge, or the Duty Judge, reviews the Temporary Injunction. The Judicial Assistant will notify the Clerk's Office of the details of those arrangements, so the correct person will receive the Temporary Injunctions.

On a court holiday, when the Clerk is open and temporary injunctions are filed, the Clerk's Office shall contact the Duty Judge. On holidays and weekends, when both the Clerk and the Courts are closed, a verbal order may be entered by the Duty Judge and this verbal order is provided to law enforcement to protect the petitioner until the next business day on which the Clerk's office is open and the petitioner may file a written petition for protection.

Done and Ordered at Shalimar, Okaloosa County, Florida, this 28<sup>th</sup> day of January, 2011.

/S/ William F. Stone

William F. Stone  
Administrative Judge

Conformed copies furnished to:

The Honorable Terry D. Terrell, Chief Judge  
All Circuit and County Judges, Okaloosa County  
State Attorney's Office, Okaloosa County Public  
Defender's Office, Okaloosa County  
The Honorable Don W. Howard, Clerk of Court Okaloosa County  
Robin Wright, Court Administrator  
Alicia Wardlow, Court Operations Manager  
Florida Department of Corrections, Probation & Parole Services  
Judicial Services, Probation & Diversion Programs  
All Law Enforcement Agencies, Okaloosa County

Don W. Howard  
Clerk of Court

BY Deputy Clerk

