

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

**Administrative Directive No. 2009-08
(Vacates Administrative Directives 1980-09, 1985-07, 1989-09 and 2003-08 and
Amends Administrative Directives 2005-01, 2005-14, 2009-04 as to situs designation,
and all other previous Directives regarding situs designation)**

IN RE: SITUS DESIGNATION FOR ALL CASES

In order to effectively designate the appropriate trial area for all cases filed in Okaloosa County, Florida, and efficiently utilize the physical facilities and judges, as well as to promote the speedy and proper administration of justice, the following provisions shall govern as to the situs of all cases and proceedings, effective January 1, 2010, and until further Directive:

- (a) Courthouse - Crestview Situs ("North End") if:
 - (1) The cause of action accrued North of the situs line at Range Road 215 West and Range Road 213 East, as depicted on the attached map, said area to be designated as "North End;" or
 - (2) The cause of action did not accrue in Okaloosa County, but at the time the action is filed, all defendants/respondents reside in the North End.

- (b) Courthouse Annex - Shalimar Situs ("South End") if:
 - (1) The cause of action accrued South of the situs line at Range Road 215 West and Range Road 213 East, as depicted on the attached map, said area to be designated as "South End;" or
 - (2) The cause of action did not accrue in Okaloosa County, but at the time the action is filed, all defendants/respondents reside in the South End.

- (c) Either Courthouse (Crestview) or Courthouse Annex (Shalimar) if:
 - (1) The cause of action did not accrue in Okaloosa County, and no defendant/respondent resides in Okaloosa County; or
 - (2) The cause of action did not accrue in Okaloosa County, and the defendants/respondents reside in both the North End and the South End of Okaloosa County.

All petitions and complaints involving hearings and trials, whether by judge or by jury, shall be accompanied by a **Situs Designation Form** (attached hereto) certifying to the situs of hearings and trial in the cause. If the Situs Designation Form is not with the petition or complaint, the Clerk of Court for Okaloosa County, is hereby directed to file the petition or complaint, and advise the petitioner or plaintiff in writing that no summons will be issued or further action taken until the Situs Designation Form is filed. In any case which is re-opened for any reason, a new Situs Designation Form is to be filed, and the case assigned according to the new Situs Designation Form.

Any petitions for writs of mandamus or habeas corpus filed by prisoners incarcerated in Okaloosa Correctional Institution or the Okaloosa County Jail in Crestview are not required to have a Situs Designation Form, and said petitions are hereby designated to have a North End situs.

DONE AND ORDERED in Shalimar, Okaloosa County, Florida, this 17th day of December, 2009.

Signed by: WILLIAM F. STONE, Administrative Judge

Conformed copies furnished to:

Honorable Terry D. Terrell, Chief Judge
All Circuit and County Court Judges, Okaloosa County
Honorable Don W. Howard, Clerk of Court, Okaloosa County
Magistrate Keith A. McIver
State Attorney's Office, Shalimar and Crestview
Public Defender's Office, Shalimar and Crestview
Robin Wright, Court Administrator
Alicia Wardlow, Okaloosa County Court Administration
Okaloosa-Walton Bar Association
Escambia-Santa Rosa Bar Association
Okaloosa County Sheriff's Office
Fort Walton Beach Police Department
Crestview Police Department
Niceville Police Department
Shalimar Police Department
Florida Highway Patrol
Eglin Law Center