

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

**ADMINISTRATIVE DIRECTIVE NO: OCAD2023-1**

**RE: OKALOOSA BAR MEMBER OKALOOSA COUNTY EXPEDITED SECURITY ACCESS CARD FOR OKALOOSA COUNTY COURTHOUSE AND OKALOOSA COUNTY COURTHOUSE ANNEX EXTENSION**

**WHEREAS**, to expedite access for Florida Bar licensed members of the Okaloosa Bar Association through the security process at the Okaloosa County Courthouse and Okaloosa County Courthouse Annex Extension; and

**WHEREAS**, in coordination with the Okaloosa County Sheriff's Office, Court Administration for the First Judicial Circuit, the Administrative Judge in and for Okaloosa County, and Okaloosa Bar Association, protocols are needed to govern the Okaloosa County Expedited Security Access Card; and

**WHEREAS**, the undersigned is Administrative Judge for Okaloosa County, Florida by Order of the Chief Judge of the First Judicial Circuit, and upon the authority conferred by Florida Rules of General Practice and Judicial Administration 2.515, it is thereupon:

**ORDERED:**

1. The Okaloosa Bar Association shall manage the Okaloosa County Expedited Security Access Card for members of the Okaloosa Bar Association.
2. Court Administration for the First Judicial Circuit, the Okaloosa County Sheriff's Office, and the Judiciary in and for Okaloosa County have all approved the below provisions creating the Okaloosa County Expedited Security Access Card for members of the Okaloosa Bar Association.
3. Any attorney seeking the Okaloosa County Expedited Security Access Card shall be a current dues paying member of the Okaloosa Bar Association.
4. The Okaloosa Bar Association will maintain records of paid dues members that will be made available upon request to Court Administration for the First Judicial Circuit, the Okaloosa County Sheriff's Office, and the Judiciary in and for Okaloosa County.
5. In coordination with the Administrative Judge in and for Okaloosa County, the Okaloosa Bar shall create and maintain an application for Okaloosa County Expedited Security Access Card.

6. The Okaloosa Bar Association will utilize and maintain copies of the approved executed application for members of the Okaloosa Bar Association seeking the Okaloosa County Expedited Security Access Card to the Okaloosa County Courthouse and Okaloosa County Courthouse Annex Extension.

7. The Okaloosa Bar Association will be solely responsible for charging and receiving the fees from applicants seeking an Okaloosa County Expedited Security Access Card.

8. The Okaloosa Bar Association shall be solely responsible for any fees and/or costs associated with creating and providing the Okaloosa County Expedited Security Access Card to approved applicants.

9. The Okaloosa Bar Association shall be solely responsible for issuing the Okaloosa County Expedited Security Access Cards once the completed application is approved and paid membership is confirmed.

10. The Okaloosa County Expedited Security Access Card will be valid for one (1) year with renewal every June through the Okaloosa Bar Association. Each card shall plainly display an expiration date.

11. Each year the issued card shall be a different color from the previous year to aid in easy identification of a current Okaloosa County Expedited Security Access Card.

12. The Okaloosa County Expedited Security Access Card shall include the following information:

- a. A recent head shot photograph of the Okaloosa Bar Association Member issued the Okaloosa County Expedited Security Access Card,
- b. The date the card expires,
- c. The legal name of the Okaloosa Bar Member issued the Okaloosa County Expedited Security Access Card,
- d. Disclaimer regarding temporary and permanent revocation of the Okaloosa County Expedited Security Access Card.

13. The benefit of the Okaloosa County Expedited Security Access Card will be limited to following:

- a. Holders of the Okaloosa County Expedited Security Access Card will not have to remove their jewelry, watch(es), belt(s), or shoes when going through the security check point at the Okaloosa County Courthouse and Okaloosa County Courthouse Annex Extension. All other items shall be scanned by security.

- b. Holders of the Okaloosa County Expedited Security Access Card will have the ability to move to the front of the security line at the Okaloosa County Courthouse and Okaloosa County Courthouse Annex Extension after presentation and confirmation of a current Okaloosa County Expedited Security Access Card to members of the Okaloosa County Sheriff's Office and Okaloosa County Court Security Team at the security check point.
- c. Holders of the Okaloosa County Expedited Security Access Card shall proceed through the security process as directed by the members of the Okaloosa County Sheriff's Office and Okaloosa County Court Security Team to include placing their items on the conveyor belt for inspection, walking through the metal detector and being subjected to hand-held metal detecting devices.
- d. At no time does the Okaloosa County Expedited Security Access Card authorize any person to possess any contraband or weapon(s) including but not limited to: firearms, ammunition and/or knives.
- e. All persons within the Okaloosa County Courthouse and Okaloosa County Courthouse Annex Extension are subject to search at any time by members of the Okaloosa County Sheriff's Office at their sole discretion.

14. All parties are on notice that the Okaloosa County Expedited Security Access Card can be temporarily or permanently revoked at any time. Any violations of the Okaloosa County Expedited Security Access Agreement or threat to security or safety shall result in the Okaloosa Sheriff's Office temporarily securing and temporarily revoking the accused member's Okaloosa County Expedited Security Access Card. The temporary or permanent revocation is at the sole discretion of the Administrative Judge in and for Okaloosa County with consultation from the current President of the Okaloosa Bar Association. The alleged violation(s) shall be immediately reported to the Administrative Judge in and for Okaloosa County and President of the Okaloosa Bar Association for further action.

- a. In the event of a violation, a report shall be provided to the Okaloosa Bar Member whose card was temporarily revoked within ten (10) business days.
- b. Upon receipt of the alleged violation report, the Okaloosa Bar Member will have ten (10) business days to file a response to the Administrative Judge in and for the Okaloosa County and the current President of the Okaloosa Bar Association.
- c. A final decision on a temporary or permanent revocation of the Okaloosa County Expedited Security Access Card will be issued by the Administrative Judge in and for Okaloosa County with consultation from the current President

of the Okaloosa Bar Association, within forty-five (45) days of the receipt of the response from the member whose card was temporarily revoked. The temporary or permanent revocation is binding. There is no process to appeal the revocation.

15. At no time shall any person share their Okaloosa County Expedited Security Access Card with any other person.

**DONE AND ORDERED** at Fort Walton Beach, Okaloosa County, Florida this 1 day of February 2023.

/S/WILLIAM F. STONE  
**WILLIAM F. STONE**  
**ADMINISTRATIVE JUDGE**

**Copies furnished to:**

Honorable John L. Miller, Chief Judge  
All Okaloosa County Judges  
Robin Wright, Trial Court Administrator  
Kasey Watson, General Counsel  
General Magistrate Wanda Morgan  
Child Support Enforcement Hearing Officer Mark Rubin  
Okaloosa County Sheriff's Office  
Okaloosa Bar Association  
Walton Bar Association  
Escambia/Santa Rosa Bar Association  
Honorable J.D. Peacock, Clerk of Circuit Court