

**IN THE CIRCUIT COURT IN AND FOR
SANTA ROSA COUNTY, FLORIDA**

ADMINISTRATIVE DIRECTIVE SRCAD 1981-05

IN RE: PRE-SENTENCE INVESTIGATION REPORTS

Pre-sentence Investigation Reports under *Florida Rules of Criminal Procedure* 3.712 may be furnished by the Probation and Parole Office to the Office of the State Attorney, the defendant's attorney of record, and to the sentencing court to assist in determining an appropriate sentence.

It shall be the responsibility of the Assistant State Attorney handling the case and the defendant's counsel of record to retain their respective copies in a confidential, non-public file.

The copy of the Pre-sentence Investigation Report furnished to the Court shall not be deemed a public document and shall be retained in a sealed envelope in the defendant's court file by the Clerk of the Circuit Court.

It is and shall be the responsibility of the Clerk of the Circuit Court immediately following sentencing to insure that the Pre-sentence Report is placed in a sealed envelope within the defendant's criminal file with a notation thereon of the contents and the words: "Not to be opened except by the Court or Authorization by the Court."

It shall further be the responsibility of the Clerk of the Circuit Court to determine that this procedure is followed with respect to all criminal files, whether pending or closed. This Order shall apply to all Pre-sentence Investigation Reports whether or not containing a confidential section.

DONE AND ORDERED in Chambers in Milton, Santa Rosa County, Florida, this 18th day of June, 1981.

Signed by: George E. Lowrey
Administrative Circuit Judge

Conformed copies to:

Honorable M. C. Blanchard, Chief Judge
Honorable Ray C. Helms, Court Administrator
Honorable Woodrow M. Melvin
Honorable Colie Nichols, County Judge
John Spencer, State Attorney's Office
Peter Mitchell, Public Defender's Office