



C. PFEIFFER TROWBRIDGE  
CHIEF JUDGE - 19TH JUDICIAL CIRCUIT

P. O. BOX 445  
STUART, FLORIDA 33494

Memo to: All Circuit and County Judges  
From: Chief Judge C. Pfeiffer Trowbridge  
Re: Administrative Orders *CTE*  
Date: February 21, 1979

Attached are copies of Administrative Order No. 79-4 and an Index of all Administrative Orders of a general and continuing nature currently in effect.

Administrative Order No. 79-4 merely continues the provisions of Local Rules 1, 15, and 16 which were revoked by the Supreme Court January 1, 1979. The Committee I previously appointed recommended the retention of these rules, with the slight modification shown in paragraph 3.

Prior to April 1, 1979, I must submit to the Supreme Court all of the Administrative Orders of a general and continuing nature that we wish to remain in effect. The Court will then approve or disapprove of these on a one time basis as it did the Local Rules.

If I have omitted any current Administrative Orders or any of the listed ones should be revoked or modified, please let me know. If your files do not contain a particular order, Dave Douglass can provide you with a copy.

CPT:km

IN THE CIRCUIT COURT OF THE  
NINETEENTH JUDICIAL CIRCUIT,  
IN AND FOR INDIAN RIVER, MARTIN,  
ST. LUCIE AND OKEECHOBEE COUNTIES,  
FLORIDA.

In re: )  
COURT PROCEDURE )  
\_\_\_\_\_ )

ADMINISTRATIVE ORDER  
No. 79 -4

To continue the practice previously prescribed by Local Rules  
1, 15, and 16, it is

Ordered that:

1. (a) All cases filed in the Circuit Courts of the Nineteenth  
Judicial Circuit will, at the time of filing, be assigned by the Clerk  
to one of the Judges according to a system of assignment devised by  
the Judges so that over a reasonable period of time the distribution  
of cases will be evenly divided among the Judges, and preclude a  
selection of the Judges by the parties.

(b) Assignment will be stamped by the clerk on: (1) the case  
file, (2) the first page of the first pleading placed in the case file,  
and (3) the copy of the initial pleading to be served on the defendant(s).

(c) Except for sufficient cause shown, the Judge to whom the  
cause is initially assigned will hear the case throughout; provided,  
however, any matter which is to be presented ex parte may be presented  
to any Judge (at the option of the Judge to whom it is presented) with-  
out any regard to the initial assignment by the Clerk

(d) During periods of absence or disability of any Judge  
another may act in his place to the extent considered necessary or  
convenient.

2. (a) At the beginning of the trial session each morning, the  
bailiff shall open court by requiring all persons to stand upon the  
entrance of the Judge into the Courtroom. Everyone remaining standing  
(including the Judge), the bailiff shall intone "Hear Ye, Hear Ye, the  
Circuit Court of the Nineteenth Judicial Circuit of Florida in and  
for \_\_\_\_\_ County is now open and in session. Honorable  
\_\_\_\_\_ presiding." After a short pause, the bailiff will  
state, "You may be seated."

(b) At the beginning of the session after the noon recess, the bailiff shall require all persons to stand while the Judge is entering the Courtroom, and after the Judge is seated, the bailiff shall announce "You may be seated -- Court is now in session."

(c) Unless ordered by the Judge, the bailiff will not require spectators and court personnel to stand when the Judge enters or leaves the Courtroom during the recesses, other than noted above.

(c) No officers of the law as a party, or witness, shall wear any firearms while attending the Court in any capacity; excepted from the provisions hereof only are the officers of the Court in the performance of their duties.

3. The Plaintiff, as to all contested trials and contested final hearings, and the moving party, as to any other contested hearing shall secure the attendance and per diem charge of a court reporter prior to the trial or hearing unless dispensed with by written agreement of the parties and approval of the presiding judge. The presiding judge shall be made aware of any such agreement waiving a court reporter at least 24 hours prior to the trial or hearing involved. Failure to abide by the provision of this order may be grounds for cancellation of the trial or hearing at the option of the Judge, and may be considered a contempt of Court if it contributes to a disruption of the Court's schedule.

DONE in quadruplicate this 21<sup>st</sup> day of February, 1979.

  
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CHIEF JUDGE