

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

ADMINISTRATIVE ORDER 95 - 6

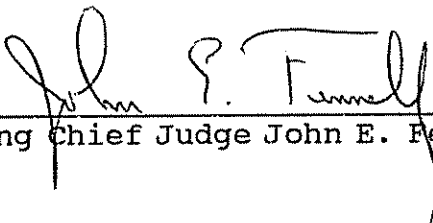
RE: TRANSCRIPTS OF HEARING REQUESTED BY STATE ATTORNEY'S OFFICE
OR PUBLIC DEFENDER'S OFFICE AND APPELLATE COURT

As Acting Chief Judge of the Nineteenth Judicial Circuit pursuant to Rule 2.050 of the Florida Rules of Judicial Procedure, the following steps shall be followed whenever either the State Attorney's Office or Public Defender's Office needs a transcription of a court hearing. Effective November 1, 1995, it is Ordered:

1. The Requesting Agency (State Attorney's Office or Public Defender's Office) shall forward a letter to the Court Administrator's Office advising of at least the following:
 - A. Date of hearing to be transcribed
 - B. Type of hearing to be transcribed
 - C. Number of copies required
 - D. Distribution of copies
2. A copy of said letter shall be forwarded to the Clerk of the Circuit Court who shall then pull the tapes and logs concerning such hearing without necessity of receiving a Court Order for said transcript.
3. The Court Administrator's Office shall pick up and sign for the tapes and logs and appoint a transcriber to prepare the transcript.
4. Upon receiving the transcripts, the requesting agency shall forward a copy of the letter of request, the transcriber's bill, and the certification of costs to the appropriate county finance office.

5. Upon receipt of a transcript request from an Appellate Court, the Clerk of the Court shall have the tapes and logs pulled without waiting for a Local Order. The Court Administrator's Office shall pick up and arrange for transcription. Upon receipt of the transcripts, the Court Administrator shall file the transcripts and prepare a payment order along with the bill to be sent to the appropriate county finance department for payment.
6. The Court Administrator's Office shall return all tapes to the appropriate clerk's office.
7. This Order only applies to the State Attorney, Public Defender, or Appellate Court requests. All other hearing transcript requests, including those by a specially appointed public defender or contract public defender shall require a specific Order of the Court.

DONE AND ORDERED in quadruplicate, at Stuart, Martin County, Florida this 9th day of October 1995.



Acting Chief Judge John E. Fennelly