

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY

ADMINISTRATIVE ORDER NO. 2.304-4/10\*

IN RE: REQUEST FOR PUBLIC JUDICIAL RECORDS

---

Florida Rule of Judicial Administration 2.420 sets forth those records of the judicial branch of government to which the public shall have access.

Certain records of the judiciary are confidential and exempt and are therefore not deemed public records.

In order to ensure that those judicial records which are public are provided timely to the requestor it is

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. All public records request made to the Fifteenth Judicial Circuit must be made in writing.
2. The recipient of a request for public records of the Fifteenth Judicial Circuit is to forward the original request to the Office of General Counsel within 2 days of receipt. The recipient is to also retain a copy of the request.
3. The Office of General Counsel will immediately forward a response to the requestor acknowledging receipt of the public record's request with a copy to the original recipient of the request and to any court employee (including county employees under the supervision of the court), judicial assistant or judicial officer (if applicable) about whom the request was related.
4. Any court employee (including county employees under the supervision of the court), judicial assistant or judicial officer from whom the public records request is sought, will provide the requested public documents to the Office of General Counsel within a reasonable period of time. The Office of General Counsel will review the documents to ensure that confidential and/or exempt information is not included. The Office of General Counsel will forward to the court employee, judicial assistant or judicial officer for review the documents that have been compiled (or will make available the documents available for inspection should the response be too large to forward) and will notify the court employee, judicial

assistant or judicial officer of the time period available for review. After the time period for review has expired, the Office of General Counsel will forward the public records to the requestor with a copy of the letter to the court employee (including county employees under the supervision of the court), judicial assistant or judicial officer about whom the records were sought (if applicable).

5. Assistance is available to those court employees (including county employees under the supervision of the court), judicial assistants or judicial officers who need to retrieve technical information.
6. The cost of copies of public records is as follows:
  - a. \$.15 per one sided copy
  - b. \$.20 per one two sided copy
  - c. Mail, facsimile and scanning fees (if applicable)

Documents will not be released until the payment for the records has been received. **The requestor will be informed whether the payment is to be made by check or money order and whether it is to be payable to the State of Florida or the Board of County Commissioners.**

7. The cost of retrieval and copying of public records, which by their nature or volume require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the judiciary, or both, will incur a special service charge. The special service charge is a reasonable fee that will be imposed, in addition to the actual cost of duplication, which is based on the cost incurred for such extensive use of information technology recourses or the labor cost of the personnel providing the service that is actually incurred for the clerical and supervisory assistance required.
8. At the direction of the Chief Judge, fees can be waived in fairness to the public.

**DONE AND SIGNED** in Chambers in West Palm Beach, Palm Beach County, Florida, this 19 day of April 2010.



Peter D. Blanc  
Chief Judge

supersedes admin. order 2.304-3/09