

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

ADMINISTRATIVE ORDER NO.4.902-9/19*

IN RE: VEHICLE IMMOBILIZATION
_____:

Florida Statute 316.193(6)(d) requires the Court to order the immobilization/impoundment of the vehicle which was driven by, or in the actual physical control of the person convicted of violating the provisions of Florida Statutes 316.193. In order to ensure that immobilization entities operating in Palm Beach County are in compliance with all statutory requirements, the Administrative Office of the Fifteenth Judicial Circuit hereby establishes a vehicle immobilization/impoundment program.

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

1. A vehicle immobilization/impoundment program is permanently established within the Fifteenth Judicial Circuit.
2. Court Administration will maintain a list of the names and numbers of all immobilization agencies that meet the requirements of Florida Statute 316.193(13) and which operate and provide all the essential services associated with the immobilization/impoundment of vehicles pursuant to F.S. 316.193(6)(d) and in accordance with the directives of the Court.
3. Companies seeking to have their names placed on Court Administration's list, must submit an application showing proof that all of the requirements of Florida Statute 316.193(13) have been fulfilled along with a **nonrefundable** initial processing fee of \$500.00. Applications to be an approved Vehicle Immobilizer will be accepted from May 1-May 31 of each year.
5. Once it is confirmed that the requirements of Florida Statute 316.193(13) have been met, the application **will be submitted for approval by the Chief Judge. The Chief Judge, in his or her discretion, may deny an application based on the needs of the Circuit and/or upon determination that the applicant has engaged or is engaging in practices which would compromise the integrity of the court. Upon the Chief Judge's approval, an immobilization agency will be added to Court's List of Approved Vehicle Immobilizers.**
6. Immobilization agencies must provide notice to the Chief Judge of their intent to renew their active status on the circuit's immobilization list in accordance with the directions from Court Administration. At the time of the annual renewal, a **nonrefundable** renewal fee of \$500.00 is due from the immobilization agency to offset the administrative costs associated with the Vehicle Immobilization Program. A list of the vehicles immobilized during the preceding year must be

- submitted with the Notice of Intent to Renew.
7. Immobilization agencies have an ongoing responsibility to inform Court Administration of any new employees, agents or independent contractors working on the company's behalf who will be immobilizing vehicles in the Fifteenth Judicial Circuit as well as any other changes affecting their status as a qualified immobilization agency.
 - a. After a qualifying immobilization agency hires a new employee or retains a new independent contractor, it shall immediately submit proof that the person has no disqualifying criminal history.
 - b. No new employee, agent or independent contractors will be permitted to immobilize vehicles in the Fifteenth Judicial Circuit unless and until the company has received written notice from Court Administration that the employee has been approved.
 - c. A \$50.00 processing fee will be required for each new employee/independent contractor that Court Administration must confirm complies with the statutory requirements
 8. Immobilization agencies on the list maintained by the Fifteenth Judicial Circuit shall comply with all rules and statutes pertaining to vehicle immobilization and will be expected to keep up to date with any new provisions within said rules and statutes. **The Chief Judge, in his or her discretion, may remove an immobilizer from the Court's List of Approved Vehicle Immobilizers at any time upon determination that the immobilizer is engaging in practices which could compromise the integrity of the court.**
 9. Approved immobilization agencies will provide to the Director of Criminal Court Operations at the Clerk & Comptroller's Office an affidavit as required by Florida Statute 316.193(13)(a)1 (2017). The Clerk & Comptroller's Office will forward the affidavit to Court Administration for placement in the agency's file.
 10. The immobilization agency will also provide monthly a list of the cases in which a vehicle was impounded or immobilized along with the number of days the vehicle was impounded.
 11. The approved immobilizing agencies shall submit to the Administrative Office of the Court a proposed fee schedule for their immobilizations. The fee schedule shall be reviewed by Court Administration on an annual basis and must be approved by the Administrative Office of the Court prior to it being imposed.
 12. Attached to this administrative order are forms of Certificate of Completion and Notice of Non Completion to be used by the approved vehicle immobilization companies.

25 **DONE and SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida this day of September, 2019.


Krista Marx
Chief Judge

IN THE COUNTY COURT IN AND FOR PALM BEACH COUNTY, FLORIDA

Case Number: _____

STATE OF FLORIDA

v.

Defendant.
_____ /

VEHICLE IMMOBILIZATION CERTIFICATE OF COMPLETION

The undersigned authorized immobilizer of _____ hereby certifies that Defendant _____ in case number _____ has paid the required immobilization fee and the vehicle has been immobilized in accordance with the Court's Order of Immobilization and Administrative Order 4.902.

Received the sum of \$ _____ Dollars on _____
_____ Method of Payment: Cash Money Order Cashier's Check

REMARKS: _____

Odometer Reading at time immobilization device installed: _____			
Date: _____	Time: _____	Def./Owner Initials: _____	Immobilizer's Initials: _____
Odometer Reading at time immobilization device removed: _____			
Date: _____	Time: _____	Def./Owner Initials: _____	Immobilizer's Initials: _____

Signature of Immobilizer

Company Name

Printed Name of Immobilizer

Company Address

Date: _____

Company Address

cc: Court File
Defendant
Probation

Company Telephone Number

IN THE COUNTY COURT IN AND FOR PALM BEACH COUNTY, FLORIDA

Case Number: _____

STATE OF FLORIDA

v.

Defendant.
_____ /

VEHICLE IMMOBILIZATION NOTICE OF NON COMPLETION

The undersigned authorized immobilizer of _____ hereby certifies that Defendant _____ in case number _____ has NOT had the vehicle immobilized in accordance with the Court's Order and Administrative Order 4.902.

REMARKS: _____

Signature of Immobilizer

Company Name

Printed Name of Immobilizer

Company Address

Company Address

Date: _____

Company Telephone Number

cc: Court File Defendant Probation