

**THE ELEVENTH JUDICIAL
CIRCUIT MIAMI-DADE COUNTY,
FLORIDA**

**CASE NO. 17-1
(Court Administration)**

**ADMINISTRATIVE
ORDER NO. 17-9
(Rescinding AO No. 08-06
Companion to AO No. 08-07)**

**IN RE: RE-ESTABLISHMENT OF
TRANSFER GUIDELINES RELATING
TO JUDICIAL RELOCATIONS
REGARDING FURNISHINGS AND
EQUIPMENT**

WHEREAS, pursuant to Administrative Order No. 02-12, the Court established uniformed guidelines relating to the reassignment of cases and the transfer of furnishings and equipment when judges are rotated from one division to another or relocated from one office to another within the same facility; and

WHEREAS, it has been determined that such Administrative Order should be modified to distinguish transfers regarding the reassignment of cases from the transfer of furnishings and equipment;

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida under Rule 2.215 of the Florida Rules of Judicial Administration, the following transfer guidelines relating to judicial rotations regarding furnishings and equipment are hereby re-established:

1. Upon receipt of the transfer order, the Administrative Office of the Courts will arrange the moving schedule and will hire the moving companies hereinafter referred to as "Mover". In order to arrange the move, the judge or his/her designee must provide the following information to the Administrative Office of the Court by completing a "Judicial Rotation Request for Information" form that contains the following:
 - a. Judge's name and office telephone number
 - b. Approximate number of boxes to be relocated
 - c. Chairs to be relocated for – Judge (Chamber and Courtroom), Judicial Assistant, Bailiff and the Property Tag number(s) of each chair
 - d. Refrigerator and/or microwave to be relocated

- e. Additional items to be relocated
 - f. Name and cell phone number of the person who will be present during the move
2. The following items in courthouse facilities as of the date of this Order, may be moved by the Movers, provided a release is executed absolving the Movers of any liability in connection with the moving of such items and when the items are properly packed and prepared to be moved:
 - a. Personal items (including, but not limited to pictures, art objects, diplomas, refrigerator, microwave, etc.)
 3. The following items must be moved:
 - a. Specially ordered chairs for judges, judicial assistants and bailiffs.
 - b. Desk name plates and presiding judge's name plate in courtroom
 - c. Signage – name and title inserts from chamber and courtroom
 - d. Books unrelated to judicial division.
 - e. Office supplies.
 4. The following items shall not be moved:
 - a. Books relevant to judicial division.
 - b. County and State owned office furniture (including, but, not limited to desks, chairs, conference tables, bookcases, file cabinets, end tables, couches, coat racks, lamps, and wardrobe cabinets).
 - c. County and State owned office equipment (including, but, not limited to water coolers, multifunction devices, air cleaners, and dehumidifiers.
 5. The A O C Court Information and Technology Services (CITeS) Department shall be responsible for:
 - a. Securing and moving desktop computers including keyboard and mouse.
 - b. Providing telephone equipment and transferring telephone numbers, as applicable.
 - c. Providing training for all applicable systems and software
 6. Judges' chambers, courtrooms, and offices shall only be painted, if deemed necessary, using approved standard building colors and budget permitting.
 7. Cable service will not be provided.
 8. Office furniture will not be removed from offices. Office furniture may be rearranged provided no expenditures will be incurred to change existing electrical outlets, telephone wiring, computer connections, or the location of duress alarm buttons or if there is a cost to dismantle the furniture in order to have it rearranged.

9. Henceforth, except as specified in paragraph 2 herein, and in existence in courthouse facilities on the date of this Order, no personal office furniture will be allowed in courthouse facilities.

This Order shall take effect immediately. Furthermore, Administrative Order No. 02-12 is hereby rescinded in its entirety and held for naught.

DONE AND ORDERED in Chambers at Miami-Dade, Florida, this 30th day of November, 2017.

**BERTILA SOTO, CHIEF JUDGE ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA**