

defendants § 916.107, FLA. STAT. such as NFETC or Seguin Unit defendants
 "MH" Department of Corrections Mental Health Treatment § 945.43, FLA. STAT.

DIVISION "R" "MH" Jimmy Ryce cases involving involuntary commitment of sexually violent predators §§394.910 - 394.930, FLA. STAT. (Assigned to felony criminal division judges pursuant to the procedures set forth for cases in the felony criminal division).

"MH" Sexual Predator petitions filed by the State Attorney to designate a person as a sexual predator pursuant to § 775.21(5)(a), FLA. STAT.

DIVISION "S" The following cases are assigned to this division:

"MH" Baker Act cases involving examination or placement. Ch. 394, FLA. STAT.

"MH" Marchman Act cases involving assessment or treatment. Ch. 397, FLA. STAT.

"MH" Adult Protection cases. See Ch. 415, FLA. STAT.

"MH" Medical/Psychiatric Treatment § 394.459(3)(c) and § 394.4598(6), FLA. STAT.

"MH" Medical Treatment cases. Fla. Prob. R. 5.900 and, § 765.105, FLA. STAT.

"MH" Tuberculosis Control cases. §§ 392.55, 392.56 and 392.57, FLA. STAT.

"MH" Developmental Disability Involuntary Admission cases. § 393.11, FLA. STAT.

"MH" Sexually Transmissible Diseases cases. § 384.287, FLA. STAT.

"MH" Involuntary HIV testing. § 381.004(3)(h)(10), FLA. STAT.

CRIMINAL: Uniform Case Numbering System "CF"

DIVISION I "CF" felony cases where the "A" defendant's last name falls between A - E.

DIVISION II "CF" felony cases where the "A" defendant's last name falls between F - K.

DIVISION III "CF" felony cases where the "A" defendant's last name falls between L - R.

DIVISION IV "CF" felony cases where the "A" defendant's last name falls between S - Z.

DIVISION V "CF" felony cases where the defendant has been found incompetent to proceed or not guilty by reason of insanity.

DIVISION VI "CF" felony cases in which a defendant initiates collateral proceedings as identified in Administrative Order 4.954.

Multiple Defendants: Where there is more than one defendant, each defendant shall be assigned to the division to which the "A" defendant is assigned.

Violation of Probation Cases: When a violation of probation affidavit has been filed, the case shall remain in the division to which it was assigned at the time of the initial sentencing.

JUVENILE: Uniform Case Numbering System - Delinquency "CJ"- Dependency "DP"

DELINQUENCY "CJ" All cases involving delinquent juveniles.

DEPENDENCY "DP" All cases involving: dependent juveniles; Waiver of Parental Notification of Termination of Pregnancy of Minors (§ 390.01114, FLA. STAT.); truancy (§ 984.151, FLA. STAT.); and, children in need of services (Ch. 984, FLA. STAT.).

APPEAL: Uniform Case Numbering System "AP"

DIVISION "AP" Appellate cases from the County Courts of Alachua, Baker, Bradford, Gilchrist, Levy and Union counties, as well as appeals from code enforcement boards.

COUNTY COURT

CIVIL: Uniform Case Numbering System "SC", "CC", "TR" and "IN"

DIVISION "T" Civil Traffic Infraction Hearing Officer.

"TR" – Traffic Infraction cases, unless the violator has requested in writing to have the case heard by a County Court Judge.

"IN" – Non-Criminal Infractions, specifically Parking Infraction cases, unless the violator has requested in writing to have the case heard by a County Court Judge.

DIVISION "IV" Small Claims "SC" cases assigned by a 50% blind draw to this division.

County Court "CC" cases assigned by a 50% blind draw to this division:

"TR" Traffic Infraction cases where the violator requested in writing to have the case heard by a County Court Judge, where the violator's last name falls between A-K.

"IN" - Non-Criminal Infractions, excluding traffic and parking infractions, where the violator requested in writing to have the case heard by a County Court Judge, where the violator's last name falls between A-K.

DIVISION "V" Small Claims "SC" cases assigned by a 50% blind draw to this division.

County Court "CC" cases assigned by a 50% blind draw to this division.

"TR" Traffic Infraction cases where the violator requested in writing to have the case heard by a County Court Judge, where the violator's last name falls between L-Z.

"IN" - Non-Criminal Infractions, excluding traffic and parking infractions, where the violator requested in writing to have the case heard by a County Court Judge, where the violator's last name falls between L-Z.

Post Judgment Proceedings for SC and CC cases other than appeals shall be assigned as follows:

If the case is already assigned to division "IV" or "V", it shall remain in that division, otherwise it shall be assigned by a 50% blind draw to division "IV" or "V".

CRIMINAL: Uniform Case Numbering System "MM", "MO", "CO", and "CT"

- DIVISION "I" Misdemeanor, Municipal Ordinance violations, County Ordinance violations, Traffic cases where the "A" defendant's last name falls between A - G.
- DIVISION "II" Misdemeanor, Municipal Ordinance violations, County Ordinance violations Traffic cases where the "A" defendant's last name falls between H - N.
- DIVISION "III" Misdemeanor, Municipal Ordinance violations, County Ordinance violations Traffic cases where the "A" defendant's last name falls between O - Z.

Multiple Defendants: Where there is more than one defendant, each defendant shall be assigned to the division to which the "A" defendant is assigned.

Violation of Probation Cases: When a violation of probation affidavit has been filed, the case shall remain in the division to which it was assigned at the time of the initial sentencing.

3. This order replaces Administrative Order 8.100(M), "General Assignment of Alachua County Circuit and County Court Cases to Divisions," dated December 23, 2009.

ORDERED on 28 day of May 2010.


Martha Ann Lott, Chief Judge

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 8.150 (B)

**ASSIGNMENT OF CIRCUIT AND COUNTY CASES BY CASE TYPES
IN BAKER, BRADFORD, LEVY, GILCHRIST AND UNION COUNTIES**

IN ORDER TO PROVIDE for the requirements of the Eighth Judicial Circuit for consistently defining, identifying, and assigning cases to divisions uniformly throughout the circuit and pursuant to the Florida Rules of Judicial Administration 2.245(b), the clerks of the circuit and county court shall use the uniform case numbering systems as developed by the Office of the State Courts Administrator; and

THEREFORE, it is hereby

ORDERED that:

1. The Clerks of Court shall use the Florida Supreme Court Uniform Case Numbering System. Case numbers include unique identifiers that easily distinguish the origin of a case, year of filing, and the numerical sequence of a case (Samples 042004MH234, 042004CF123A) being careful to use the complete 4-digit year designator.

<u>County</u>	<u>Year</u>	<u>Court Type</u>	<u>Sequential</u>	<u>Party/</u>	<u>Branch</u>
<u>Designator</u>	<u>Designator</u>		<u>Number</u>	<u>Defendant</u>	<u>Location</u>
01	2000	CF	000001	<u>Identifier</u>	A/N (2)
				A/N (4)	

BAKER 02 BRADFORD 04 GILCHRIST 21 LEVY 38 UNION 63

2. The Clerks of Court of Baker, Bradford, Gilchrist, Levy, and Union Counties shall assign cases as follows:

CIRCUIT COURT

CIVIL: Uniform Case Numbering System "CA"

Writ Petitions:

Prohibition petitions, Art. V, § 5, Fla. Const.
Habeas Corpus petitions, Ch. 79, Fla. Stat; and Art. V, § 5(b), Fla. Const.
Mandamus, Fla. R. App. P. 9.100
Certiorari petitions, Fla. R. App. P. 9.030(b)(2); Art. V, § 5(b), Fla. Const.
Administrative Agency Appeals
Other Extraordinary Writs

Cases involving:

Professional Malpractice	Condominium
Products Liability	Contract and Indebtedness
Auto Negligence	Real Property/Mortgage Foreclosure
Other Negligence	Eminent Domain

Declaratory Judgment
 Bond Estreature
 Replevin
 Interpleader
 Bond Validation
 Forfeiture § 932.704 & Ch. 372, FLA. STAT.
 Injunctions (other than domestic/repeat, etc.)
 Delinquent Tangible Tax § 197.413, FLA. STAT.
 Out of State Witness Ch. 942, FLA. STAT.
 Statute of Limitations § 766.104(2), FLA. STAT.
 Foreign Judgment § 55.604, FLA. STAT.
 Trust Action Ch. 737, FLA. STAT.
 Dissolve Corporation § 607.1431, FLA. STAT.
 Other Civil Filings

Contempt: Criminal and Civil

When the respondent/contemnor is someone other than a named party in an action, the case should be opened with the Order to Show Cause.

When an outside agency files a Petition to Enforce Subpoena.

When a juror fails to appear for jury service, the case should be opened when the Court enters an Order Imposing Fines/Costs.

PROBATE: Uniform Case Numbering System “CP” and “GA”

Probate “CP”: Estates and all estate matters relating to estate proceedings pursuant to Ch. 731, 732, 733, 734 and 735, FLA. STAT.
 Estate matters such as Deposit of Will
 Other Estate Filings
 Petitions to Amend Death Certificate pursuant to § 382.016, FLA. STAT.

Probate “GA”: Guardianship and all matters relating to
 Guardianship matters such as Professional Guardians and Pre-Need Guardians
 Petitions for Approval of Settlement of Minors Claim w/o guardianship
 Petition for Appointment of Guardian/Guardian Advocate pursuant to Ch. 744, FLA. STAT.
 Petition for Appointment of Guardian Advocate pursuant to § 393.12, FLA. STAT.
 Petition to Designate Custodian under Ch. 710, FLA. STAT. unless an estate is pending
 Petition to Appoint Conservator for an Absentee Ch. 747, FLA. STAT.

FAMILY: Uniform Case Numbering System “DR”

Simplified Dissolution
 Dissolution of Marriage
 Annulment
 Support
 Support - UIFSA (Department of Revenue)
 Adoption
 Paternity

Change of Name
 Change of Custody
 Separate Maintenance
 Delayed Birth Certificates pursuant to § 382.0195, FLA. STAT.
 Expedited Affirmation of Parental Status pursuant to § 742.16, FLA. STAT.
 Termination of Parental Rights pursuant to § 63.067, FLA. STAT. (other than dependency)
 Domestic Violence, § 741.30, FLA. STAT., Repeat, Sexual or Dating Violence § 784.046, FLA. STAT.
 Foreign Judgments: Custody pursuant to § 61.528, FLA. STAT.
 Foreign Judgments: Support pursuant to § 88.6021, FLA. STAT.
 Other Domestic Relations Filings
 Removal of Disabilities of Non-Age of Minors § 743.015, FLA. STAT.

MENTAL HEALTH: Uniform Case Numbering System “MH”
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Treatment (medical procedures/forced medication) cases involving treatment of mentally deficient and mentally ill defendants pursuant to § 916.107, FLA. STAT. (Criminal defendants committed as not guilty by reason of insanity or incompetent to proceed)

Treatment (medical procedures/forced medication) cases pursuant to §§ 394.459(3)(c) and 394.4598(6), FLA. STAT. (Civily placed persons in facilities under involuntary/voluntary Baker Act)

Developmental Disability Involuntary Admission § 393.11, FLA. STAT.

Incapacities or restorations pursuant to Ch. 744, FLA. STAT.

Department of Corrections Mental Health Treatment “Baker Act” § 945.43, FLA. STAT.

Jimmy Ryce involving involuntary commitment of sexually violent predators §§ 394.910 - 394.930, FLA. STAT.

Sexual Predator Petitions filed by the State Attorney to designate a person as a sexual predator pursuant to § 775.21(5)(a), FLA. STAT.

Baker Act involving examination or placement. Ch. 394, FLA. STAT.

Marchman Act involving assessment or treatment. Ch. 397, FLA. STAT.

Adult Protective Services Ch. 415, FLA. STAT.

Medical Treatment (Health Care) Fla. Prob. R. 5.900 and, § 765.105, FLA. STAT.

Tuberculosis Control §§ 392.55, 392.56 and 392.57, FLA. STAT.

Sexually Transmissible Diseases § 384.287, FLA. STAT.

Other Mental Health Filings Not Already Identified in Other Case Types

Involuntary HIV Testing § 381.004(3)(h)(10), FLA. STAT.

JUVENILE: Uniform Case Numbering System - Delinquency “CJ”- Dependency “DP”
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“CJ” DELINQUENCY Cases involving children charged with a felony, misdemeanor, contempt of court or municipal/county ordinance, other than traffic.

“DP” DEPENDENCY All matters involving children pursuant to Ch. 39, FLA. STAT.
 All matters involving children/families in need of services pursuant to Ch. 984, FLA. STAT. (CINS FINS)
 Waiver of Parental Notification of Termination of Pregnancy of Minors

§ 390.01114, FLA. STAT.

CRIMINAL: Uniform Case Numbering System "CF"

All felony criminal offenses
Extraditions

APPEAL: Uniform Case Numbering System "AP"

All Appeal cases from the County Courts shall be transferred to the "AP" appeal division in Alachua County.

COUNTY COURT

CIVIL: Uniform Case Numbering System "SC", "CC", "TR" and "IN"

"TR" All uniform traffic infractions

"IN" All Non-Criminal Infractions, such as parking or no boat cushions infractions

"SC" Small Claims, all claims up to and including \$5,000

"CC" County Court, all claims from \$5,001 to \$15,000
All Eviction cases regardless of amount of rent due
Mortgage Foreclosures (less than \$15,000)
Replevin (less than \$15,000)
Injunctive Relief (less than \$15,000)
Declaratory Judgment (less than \$15,000)
Foreign Judgment (less than \$15,000) § 55.604, FLA. STAT.
Control of Animals
Interred Bodies

CRIMINAL: Uniform Case Numbering System "MM", "MO", "CO", and "CT"

"MM" All Criminal Misdemeanor Offenses
"MO" All Municipal Ordinance Offenses
"CO" All County Ordinance Offenses
"CT" All Criminal Traffic Offenses

This order replaces Administrative Order 8.150(A), "Assignment of Circuit and County Cases By Case Types in Baker, Bradford, Levy, Gilchrist and Union Counties," dated November 19, 2006.

ORDERED on this 31st day of December 2009.

_____/s_____
Martha Ann Lott, Chief Judge

CONTRACTUAL SERVICES AGREEMENT

September 1, 2010 – June 30, 2011

This Agreement is made between the **Eighth Judicial Circuit** (the "Circuit") and, Megan Wieland-Pulayya, Administrative Support, (the "Vendor"). The parties agree that:

A. Scope of Work

The Vendor will provide the following services for the Circuit as follows:

Description: The Vendor will provide administrative support services. The vendor will assist with tracking of Civil and Family Cases and provide administrative support services for the Foreclosure and Economic Recovery Program for the Eighth Judicial Circuit. This service is expected to result with required orders being entered, issued, and distributed. This timely administrative support and review and compliance with court procedures will insure access to the court.

B. Compensation (Consideration)

The Circuit will pay the Vendor \$ 10.00 per hour for work specified above. The Vendor may bill for services in increments of tenths of an hour.

Court Administration will initiate payment procedures upon receipt of a Uniform Invoice For Professional Services, submitted in detail sufficient for a proper pre-audit and post-Audit. Payment will be made pursuant to section 215.422, Florida Statutes, incorporated as Attachment A.

The Circuit acknowledges that in order to perform the contractual services, the Vendor will need to utilize electronic research services, a courier to transfer the work product, and access to the Circuit's case management data and Outlook e-mail. The Circuit agrees to provide these services to the Vendor. Vendor agrees that the electronic research services may not be used for purposes other than for performing services under this contract.

C. Travel

Travel expenses must be submitted in accordance with s. 112.061, Florida Statutes. All travel expenses must be submitted on the State of Florida Voucher for Reimbursement of Travel which is available at http://www.flcourts.org/courts/crtadmin/bin/travel_tips.pdf.

D. Agreement Terms and Conditions:

For the duration of this Agreement, the Vendor must not accept any other *Agreements* that would conflict with its obligations under this Agreement.

If, in the judgment of the court, the Vendor for any reason fails to fulfill its obligations under this Agreement in a timely manner, or if the Vendor violates any provision of this Agreement, the Court may terminate this Agreement on 15 days written notice by certified mail.

The Vendor shall maintain all records made or received by it in conjunction with its obligations under this Agreement in accordance with Rule 2.051, Florida Rules of Judicial Administration. Violation of this provision will be grounds for termination of this Agreement.

The Court may reproduce any written materials generated as a result of the Vendor's work.

The Court will monitor the contract for fiscal efficiency and if determined to no longer be financially efficient, may cancel this Agreement, upon written notice. The Vendor may cancel this Agreement upon written notice.

In providing, or contracting to provide, services, programs or activities, maintaining facilities, and otherwise performing obligations under this Agreement, the Vendor shall comply with the Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992 and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or handicap.

This Agreement is bound by the General Contract Conditions for Services of the Florida State Court System. The General Contract Condition for Services can be found at http://www.flcourts.org.courts.crtadmin/bin/general_contract_conditions.pdf.

E. The Vendor must perform the services for which it is retained to the best of its ability and at the direction and request of the Court.

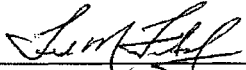
F. The Vendor shall maintain a file available for inspection by the Court containing documentation of all costs associated with this Agreement. The Vendor will maintain the file until otherwise notified by the Court, or for a period of 4 years following the conclusion of this Agreement, whichever occurs first.

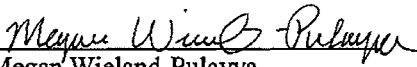
G. The Court's performance and obligation to pay under this Agreement are contingent upon the availability of funds lawfully appropriated to fulfill the requirements of this Agreement.

The terms of this Agreement are effective as of September 1, 2010. Either party may terminate the Agreement upon written notice. The term of this Agreement shall be until June 30, 2011.

This Agreement constitutes the entire understanding of the parties. Any modification to this Agreement must be in writing.

EIGHTH JUDICIAL CIRCUIT OF FLORIDA

BY: 
Ted McFetridge, Court Administrator
Family & Civil Justice Center
201 E. University Ave, Room 410
(352) 374-3648

BY: 
Megan Wieland-Pulayya
5400 NW 39th Avenue, Apt. C14
Gainesville, FL 32606
(904) 501-7108 Home
SS#478-08-0378

DATE: 8/24/10

DATE: 8/24/10

CONTRACTUAL SERVICES AGREEMENT

September 16, 2010 – December 31, 2010

This Agreement is made between the **Eighth Judicial Circuit** (the "Circuit") and, Donna Vincent, Administrative Support, (the "Vendor"). The parties agree that:

A. Scope of Work

The Vendor will provide the following services for the Circuit as follows:

Description: The Vendor will provide administrative support services. The vendor will provide administrative support services for the Foreclosure and Economic Recovery Program for the Eighth Judicial Circuit. This service is expected to result with required orders being entered, issued, and distributed. This timely administrative support and review and compliance with court procedures will insure access to the court.

B. Compensation (Consideration)

The Circuit will pay the Vendor \$ 10.00 per hour for work specified above. The Vendor may bill for services in increments of tenths of an hour.

Court Administration will initiate payment procedures upon receipt of a Uniform Invoice For Professional Services, submitted in detail sufficient for a proper pre-audit and post-Audit. Payment will be made pursuant to section 215.422, Florida Statutes, incorporated as Attachment A.

The Circuit acknowledges that in order to perform the contractual services, the Vendor will need to utilize electronic research services, a courier to transfer the work product, and access to the Circuit's case management data and Outlook e-mail. The Circuit agrees to provide these services to the Vendor. Vendor agrees that the electronic research services may not be used for purposes other than for performing services under this contract.

C. Travel

Travel expenses must be submitted in accordance with s. 112.061, Florida Statutes. All travel expenses must be submitted on the State of Florida Voucher for Reimbursement of Travel which is available at http://www.flcourts.org/courts/crtadmin/bin/travel_tips.pdf.

D. Agreement Terms and Conditions:

For the duration of this Agreement, the Vendor must not accept any other *Agreements* that would conflict with its obligations under this Agreement.

If, in the judgment of the court, the Vendor for any reason fails to fulfill its obligations under this Agreement in a timely manner, or if the Vendor violates any provision of this

Agreement, the Court may terminate this Agreement upon written notice by certified mail.

The Vendor shall maintain all records made or received by it in conjunction with its obligations under this Agreement in accordance with Rule 2.051, Florida Rules of Judicial Administration. Violation of this provision will be grounds for termination of this Agreement.

The Court may reproduce any written materials generated as a result of the Vendor's work.

The Court will monitor the contract for fiscal efficiency and if determined to no longer be financially efficient, may cancel this Agreement, upon written notice. The Vendor may cancel this Agreement upon written notice.

In providing, or contracting to provide, services, programs or activities, maintaining facilities, and otherwise performing obligations under this Agreement, the Vendor shall comply with the Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992 and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or handicap.

This Agreement is bound by the General Contract Conditions for Services of the Florida State Court System. The General Contract Condition for Services can be found at http://www.flcourts.org/courts.crtadmin/bin/general_contract_conditions.pdf.

E. The Vendor must perform the services for which it is retained to the best of its ability and at the direction and request of the Court.

F. The Vendor shall maintain a file available for inspection by the Court containing documentation of all costs associated with this Agreement. The Vendor will maintain the file until otherwise notified by the Court, or for a period of 4 years following the conclusion of this Agreement, whichever occurs first.

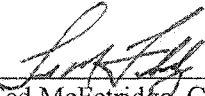
G. The Court's performance and obligation to pay under this Agreement are contingent upon the availability of funds lawfully appropriated to fulfill the requirements of this Agreement.

The terms of this Agreement are effective as of September 16, 2010. Either party may terminate the Agreement upon written notice. The term of this Agreement shall be until December 31, 2010.

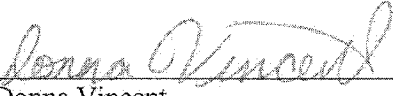
This Agreement constitutes the entire understanding of the parties. Any modification to this Agreement must be in writing.

EIGHTH JUDICIAL CIRCUIT OF FLORIDA

BY:


Ted McFetridge, Court Administrator
Family & Civil Justice Center
201 E. University Ave, Room 410
(352) 374-3648

BY:


Donna Vincent
3461 SW 2nd Ave. Apt. 333
Gainesville, FL 32607
(260) 901-9356 Cell
SS# 420-23-8310

DATE:

9/17/10

DATE:

9/16/2010

CONTRACTUAL SERVICES AGREEMENT

November 1, 2010 – June 30, 2011

This Agreement is made between the **Eighth Judicial Circuit** (the "Circuit") and, Katie Little, Administrative Support, (the "Vendor"). The parties agree that:

A. Scope of Work

The Vendor will provide the following services for the Circuit as follows:

Description: The Vendor will provide administrative support services. The vendor will provide administrative support services for the Foreclosure and Economic Recovery Program for the Eighth Judicial Circuit. This service is expected to result with required orders being entered, issued, and distributed. This timely administrative support and review and compliance with court procedures will insure access to the court.

B. Compensation (Consideration)

The Circuit will pay the Vendor \$ 10.00 per hour for work specified above. The Vendor may bill for services in increments of tenths of an hour.

Court Administration will initiate payment procedures upon receipt of a Uniform Invoice For Professional Services, submitted in detail sufficient for a proper pre-audit and post-Audit. Payment will be made pursuant to section 215.422, Florida Statutes, incorporated as Attachment A.

The Circuit acknowledges that in order to perform the contractual services, the Vendor will need to utilize electronic research services, a courier to transfer the work product, and access to the Circuit's case management data and Outlook e-mail. The Circuit agrees to provide these services to the Vendor. Vendor agrees that the electronic research services may not be used for purposes other than for performing services under this contract.

C. Travel

Travel expenses must be submitted in accordance with s. 112.061, Florida Statutes. All travel expenses must be submitted on the State of Florida Voucher for Reimbursement of Travel which is available at http://www.flcourts.org/courts/crtadmin/bin/travel_tips.pdf.

D. Agreement Terms and Conditions:

For the duration of this Agreement, the Vendor must not accept any other *Agreements* that would conflict with its obligations under this Agreement.

If, in the judgment of the court, the Vendor for any reason fails to fulfill its obligations under this Agreement in a timely manner, or if the Vendor violates any provision of this

Agreement, the Court may terminate this Agreement upon written notice by certified mail.

The Vendor shall maintain all records made or received by it in conjunction with its obligations under this Agreement in accordance with Rule 2.051, Florida Rules of Judicial Administration. Violation of this provision will be grounds for termination of this Agreement.

The Court may reproduce any written materials generated as a result of the Vendor's work.

The Court will monitor the contract for fiscal efficiency and if determined to no longer be financially efficient, may cancel this Agreement, upon written notice. The Vendor may cancel this Agreement upon written notice.

In providing, or contracting to provide, services, programs or activities, maintaining facilities, and otherwise performing obligations under this Agreement, the Vendor shall comply with the Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992 and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or handicap.

This Agreement is bound by the General Contract Conditions for Services of the Florida State Court System. The General Contract Condition for Services can be found at http://www.flcourts.org/courts.crtadmin/bin/general_contract_conditions.pdf.

E. The Vendor must perform the services for which it is retained to the best of its ability and at the direction and request of the Court.

F. The Vendor shall maintain a file available for inspection by the Court containing documentation of all costs associated with this Agreement. The Vendor will maintain the file until otherwise notified by the Court, or for a period of 4 years following the conclusion of this Agreement, whichever occurs first.

G. The Court's performance and obligation to pay under this Agreement are contingent upon the availability of funds lawfully appropriated to fulfill the requirements of this Agreement.

The terms of this Agreement are effective as of November 1, 2010. Either party may terminate the Agreement upon written notice. The term of this Agreement shall be until June 30, 2011.

This Agreement constitutes the entire understanding of the parties. Any modification to this Agreement must be in writing.

EIGHTH JUDICIAL CIRCUIT OF FLORIDA

BY: 
Ted McFetridge, Court Administrator
Family & Civil Justice Center
201 E. University Ave, Room 410
(352) 374-3648

BY: 
Katie Little
3322 NW 48th Terrace
Gainesville, FL 32606
(352) 283-9856 Home
SS# 591-13-0302

DATE: 10/27/10

DATE: 10/26/10

CONTRACTUAL SERVICES AGREEMENT
September 1, 2010 – October 31, 2010

This Agreement is made between the **Eighth Judicial Circuit** (the "Circuit") and, Katie Little, Administrative Support, (the "Vendor"). The parties agree that:

A. Scope of Work

The Vendor will provide the following services for the Circuit as follows:

Description: The Vendor will provide administrative support services. The vendor will provide administrative support services for the Foreclosure and Economic Recovery Program for the Eighth Judicial Circuit. This service is expected to result with required orders being entered, issued, and distributed. This timely administrative support and review and compliance with court procedures will insure access to the court.

B. Compensation (Consideration)

The Circuit will pay the Vendor \$ 10.00 per hour for work specified above. The Vendor may bill for services in increments of tenths of an hour.

Court Administration will initiate payment procedures upon receipt of a Uniform Invoice For Professional Services, submitted in detail sufficient for a proper pre-audit and post-Audit. Payment will be made pursuant to section 215.422, Florida Statutes, incorporated as Attachment A.

The Circuit acknowledges that in order to perform the contractual services, the Vendor will need to utilize electronic research services, a courier to transfer the work product, and access to the Circuit's case management data and Outlook e-mail. The Circuit agrees to provide these services to the Vendor. Vendor agrees that the electronic research services may not be used for purposes other than for performing services under this contract.

C. Travel

Travel expenses must be submitted in accordance with s. 112.061, Florida Statutes. All travel expenses must be submitted on the State of Florida Voucher for Reimbursement of Travel which is available at http://www.flcourts.org/courts/crtadmin/bin/travel_tips.pdf.

D. Agreement Terms and Conditions:

For the duration of this Agreement, the Vendor must not accept any other *Agreements* that would conflict with its obligations under this Agreement.

If, in the judgment of the court, the Vendor for any reason fails to fulfill its obligations under this Agreement in a timely manner, or if the Vendor violates any provision of this

Agreement, the Court may terminate this Agreement upon written notice by certified mail.

The Vendor shall maintain all records made or received by it in conjunction with its obligations under this Agreement in accordance with Rule 2.051, Florida Rules of Judicial Administration. Violation of this provision will be grounds for termination of this Agreement.

The Court may reproduce any written materials generated as a result of the Vendor's work.

The Court will monitor the contract for fiscal efficiency and if determined to no longer be financially efficient, may cancel this Agreement, upon written notice. The Vendor may cancel this Agreement upon written notice.

In providing, or contracting to provide, services, programs or activities, maintaining facilities, and otherwise performing obligations under this Agreement, the Vendor shall comply with the Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992 and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or handicap.

This Agreement is bound by the General Contract Conditions for Services of the Florida State Court System. The General Contract Condition for Services can be found at http://www.flcourts.org.courts.crtadmin/bin/general_contract_conditions.pdf.

E. The Vendor must perform the services for which it is retained to the best of its ability and at the direction and request of the Court.


F. The Vendor shall maintain a file available for inspection by the Court containing documentation of all costs associated with this Agreement. The Vendor will maintain the file until otherwise notified by the Court, or for a period of 4 years following the conclusion of this Agreement, whichever occurs first.

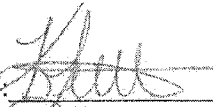
G. The Court's performance and obligation to pay under this Agreement are contingent upon the availability of funds lawfully appropriated to fulfill the requirements of this Agreement.

The terms of this Agreement are effective as of September 1, 2010. Either party may terminate the Agreement upon written notice. The term of this Agreement shall be until October 31, 2010.

This Agreement constitutes the entire understanding of the parties. Any modification to this Agreement must be in writing.

EIGHTH JUDICIAL CIRCUIT OF FLORIDA

BY: 
Ted McFetridge, Court Administrator
Family & Civil Justice Center
201 E. University Ave, Room 410
(352) 374-3648

BY: 
Katie Little
3322 NW 48th Terrace
Gainesville, FL 32606
(352) 283-9856 Home
SS# 591-13-0302

DATE: 9/1/10

DATE: 9/1/10

STATE COURTS SYSTEM

OPS EMPLOYMENT AUTHORIZATION AND RENEWAL FORM

Employee's Name: KRB Janous ID#: _____ SSN#: _____
 Date of Birth: 11-6-46 Gender: M F

- ① Hire Date: July 16, 2010 ② Renewal Date: June 30, 2011
- ③ OPS Projected End Date: Jan 16, 2011 (no more than 6 months past hire/renewal date or the end of the fiscal year, whichever is sooner) ④ OPS Class Title: Court Pro Specialist II (foreclosure case mgr)
- ⑥ Court: 8th Judicial Circuit ⑦ Section: Court Admin (Family Court)
- ⑧ Hourly Rate of Pay: \$ 17.36 (Should be at least the minimum for the class) ⑨ Approved Hours per Week: 40

I understand that this employee is covered by the Fair Labor Standards Act and shall be compensated at the hourly rate for all hours worked up to 40 in a workweek and one and one-half the hourly rate for all hours worked in excess of 40 in a workweek. I also certify that there are sufficient funds in the organizational code listed below to pay this employee for hours worked.

⑩ Funding Source/RCC: 22-20-08-00-375
 Supervisor's Name: ARLENE HUSZAR
 Supervisor's Signature: Arlene Huszar

⑪ Authorization: (SCA/Deputy SCA/SC Marshal/SC Librarian/SC Clerk/DCA Marshal/TCA)
 Name: Mary Bon Gardner
 Title: Administrative Services Manager
 Signature: Mary Bon Gardner
 Date: 07/16/10

FOR OSCA USE ONLY
 Required by OSCA Personnel Office (for new employees only)

W-4 Card	<input checked="" type="checkbox"/>	Worker's Comp. Employee Handbook	<input checked="" type="checkbox"/>
I-9 Form	<input checked="" type="checkbox"/>	Drug Free Workplace Policy	<input checked="" type="checkbox"/>
Social Security Card	<input checked="" type="checkbox"/>	EEO Policy	<input checked="" type="checkbox"/>
Driver's License	<input checked="" type="checkbox"/>	Selective Service	<input checked="" type="checkbox"/>
Oath of Loyalty	<input checked="" type="checkbox"/>	Public Record Exemption	<input checked="" type="checkbox"/>
Application	<input checked="" type="checkbox"/>	Direct Deposit Form	<input checked="" type="checkbox"/>

 BUDGET SERVICES APPROVAL (REQUIRED) DATE

Revised 06/09

CONTRACT FOR GENERAL MAGISTRATE

This Contract is entered into this 10 day of August, 2010, by and between the Eighth Judicial Circuit of Florida (hereinafter "Court") and Paul R. Silverman, Esq..

The Chief Judge of the Eighth Judicial Circuit Court has appointed and designated Paul R. Silverman, Esq., as contractual services part-time General Magistrate for foreclosure (hereinafter "General Magistrate") in the Eighth Judicial Circuit.

In consideration of the mutual covenants and provisions contained herein, the General Magistrate agrees as follows:

1. TERM OF CONTRACT:

This Contract becomes effective the date of acceptance by the Chief Judge for the Eighth Judicial Circuit, and terminates on June 30, 2011.

2. INDEPENDENT CONTRACTOR:

The General Magistrate shall perform under this Contract as an independent contractor. Nothing contained herein shall in any way be construed to constitute the General Magistrate as an agent or employee of the Eighth Judicial Circuit or the State of Florida. No partner relationship between the Court and General Magistrate is created or intended by this Contract. The directors, officers, principals, or partners of the General Magistrate are not employees of the Eighth Judicial Circuit Court of the State of Florida for any purpose whatsoever.

The General Magistrate shall pay any and all applicable sales, consumer, use, and similar taxes required by law. The General Magistrate is responsible for reviewing and

complying with all state and federal laws including, but not limited to, state sales tax, the Fair Labor Standards Act, the Americans with Disabilities Act, the Civil Rights Act 1964, as amended, the Florida Civil Rights Act of 1992, and all other applicable state and federal employment laws that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or handicap. The General Magistrate is responsible for reviewing and complying with all county and city ordinances.

If the Court is assessed fees, costs or damages as a result of the General Magistrate's violation of any law, the General Magistrate agrees to reimburse the Court for such costs, fees, and/or damages.

3. SCOPE OF SERVICES

The General Magistrate shall:

- a. serve part-time at the pleasure of the Chief Judge;
- b. hear and consider foreclosure matters in the Eighth Judicial Circuit;
- c. on a timely basis, review and complete all documents, including, but not limited to, proposed orders and correspondence related to foreclosure proceedings;
- d. perform these services to the best of his or her ability and at the direction and request of the Court;
- e. immediately notify the Court if the General Magistrate is arrested for any crime or if a grievance is filed against him or her with The Florida Bar.

4. QUALIFICATIONS FOR THE GENERAL MAGISTRATE:

The General Magistrate must:

- a. be a member in good standing of The Florida Bar;

b. possess any other qualifications the Court deems appropriate.

5. CONFLICT OF INTEREST:

The General Magistrate shall avoid practices or occupations that would be a conflict of interest or give the appearance of impropriety. For the duration of this Contract, the General Magistrate must not accept employment that would conflict with his/her obligations under this Contract or provide legal services that would violate the Code of Judicial Conduct as it pertains to general magistrates. The General Magistrate is specifically prohibited from representing clients in any real property matters in the Eighth Judicial Circuit.

6. COMPENSATION:

The General Magistrate agrees to accept as compensation a fee in the amount of fifty dollars (\$50.00) per hour of service. Payment shall be rendered only at the conclusion of services provided. Payment for services rendered shall be made in accordance with Florida Statutes 218.70 – 218.79, the Florida Prompt Payment Act, on a case by case basis and only after appropriate invoice and documentation of each service date/activity.

7. TRAVEL:

Travel expenses must be submitted in accordance with Fla Statute 112.061. All travel expenses must be submitted on the State of Florida Voucher for Reimbursement of Travel which is available at http://www.flcourts.org/courts/crtadmin/bin/travel_tips.pdg.

7. BILLING/PAYMENT:

Invoices must be submitted at least once a month using the State Courts System Uniform Invoice form and shall include any supporting documentation necessary. These

forms will be due to, Dan Priscott, Finance and Accounting, Court Administration, Alachua County Family/Civil Justice Center, 201 East University Avenue, Room 410, Gainesville, FL 32601, by the 10th of the month for services provided during the preceding month. Any required reports shall be accompanied by supporting documentation and will be maintained at the circuit. Payment for services pursuant to this Agreement will be made from public funds appropriated for this purpose and shall concur with the compensation fee schedule agreed to by the parties. No additional fees will be paid. Payment for services rendered shall be made in accordance with the Florida Prompt Payment Act under section 215.22, Florida Statutes, as stated in Attachment A to this contract, on a case by case basis and only after appropriate invoice and documentation of each service is delivered to Court Administration. The Court's performance and obligation to pay under this Contract are contingent upon the availability of funds lawfully appropriated to fulfill the requirements of this Contract.

8. CODE OF JUDICIAL CONDUCT:

The General Magistrate is subject to the Code of Judicial Conduct in the same manner as part-time judges, except that the General Magistrate shall be exempt from Canon 6B and 6C and the first portion of provision A(2) of the compliance section of the Code.

9. NONCOMPLIANCE:

The General Magistrate may be in noncompliance of this Contract if he fails to adequately meet the Contract's requirements. Upon noncompliance with this Contract, the Court may take any or all of the following actions:

- a. Reduction of the fifty dollar (\$50.00) per hour fee in an amount up

to 100 percent;

- b. No additional work assigned to the General Magistrate until he/she demonstrates to the Court's satisfaction, his ability to comply with the Contract's terms;
- c. Termination of this Contract;
- d. Other Court sanctions.

10. RECORD STORAGE:

The Clerk of Court is the official custodian of court records. The General Magistrate shall comply with Florida Rules of Judicial Administration 2.051, 2.075, 2.076, the State of Florida-Judicial Branch Records Retention Schedule for Administrative Records, and with the procedures set by the Court Administrator and the Clerk of Court.

11. NON-ASSIGNABILITY/SUBCONTRACTORS:

No interest under this Contract may be assigned nor duties hereunder subcontracted without prior written consent of the Chief Judge.

12. NOTICE:

Any notice required or permitted under this Contract shall be sufficient if it is in Writing and sent certified or registered mail, return receipt requested, to the other party at the address provided beneath the party's signature on the execution page.

13. FISCAL NON-FUNDING CLAUSE:

If the State of Florida does not appropriate sufficient funds to sustain either the General Magistrate Foreclosure Program or services for the remainder of this Contract,