

Private Attorney Key Card Application

Per Administrative Order 2008-002 PI-CIR, private attorneys will now be allowed to access the Criminal Justice Center via the Employee Entrance located at the South West corner of the facility, provided they follow the criteria as set forth in the Order and are approved by the Chief Judge. Any attorney wishing to use this entrance will need to complete this form so that their credentials can be checked with the Florida Bar and so a background investigation can be conducted. The form will then be routed to the Chief Judge for final approval. Once signed, the attorney will be contacted and an appointment will be made to obtain their ID Badge and pay the \$10 dollar ID Badge Fee. The ID Badge will only operate the ingress and egress doors from the employee hallway and main hallway. Access will only be granted during regular business hours when the Employee Entrance is staffed by a Deputy Sheriff (Monday through Friday 730 am - 4 pm). Attorneys will enter the building via the "West" Employee Entrance door where their property, to include briefcases and case files, will be screened. Attorneys will then be required to pass through a Magnetometer and or be scanned with "hand wands" prior to having access granted. No weapons will be allowed into the Criminal Justice Center.

By completing and signing this form, I agree to all of the stipulations included in AO 2008-002 PI-CIR.

Attorney Information

<u>Last Name</u>		<u>First Name</u>		<u>MI</u>	<u>Sex</u>	<u>Race</u>	<u>Date of birth</u>	
<u>Hair</u>	<u>Eyes</u>	<u>Ht</u>	<u>Wt</u>	<u>Home Address</u>		<u>City</u>	<u>Zip</u>	<u>Contact #</u>
<u>Business Name</u>		<u>Business Address</u>			<u>City</u>	<u>Zip</u>	<u>Bar Card #</u>	
<u>Printed Name</u>				<u>Signature</u>			<u>Date</u>	

Office Use Only - Do not write below

<u>Background Completed by</u>	<u>Date</u>	<u>FL Bar check Completed by</u>	<u>Date</u>	<u>Approved ?</u>	
<u>Court Security Supervisor Approval</u>		<u>Date</u>	<u>Chief Judge Approval</u>		<u>Date</u>

Office Use Only - Do not write below

<u>Attorney Contacted by</u>	<u>Date</u>	<u>\$10 ID Badge Fee Collected by</u>	<u>Date</u>
<u>Key Card Issued by</u>	<u>Date</u>		