

Private Attorney Key Card Application

Per Administrative Order 2010-040 PI-CIR, private attorneys will now be allowed to access the County 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 \$25 dollar 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 6:30 am – 2:30 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 County Justice Center.

By completing and signing this form, I agree to all of the stipulations included in AO 2010-040 PI-CIR.

Attorney Information

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

Office Use Only – Do not write below

Background Completed	Date	FL Bar check Completed	Date	Approved/Denied
Court Security Approved/Denied	Date	Chief Judge Approved/Denied	Date	

Office Use Only – Do not write below

Attorney Contacted by	Date	\$25 Fee Collected by	Date
Key Card Issued by	Date		