

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2022-017 PA-CIR

**RE: CASE FILES IN PASCO COUNTY**

To achieve a comprehensive electronic documents system, the Court continues to transition to electronic case files. To ensure the integrity and efficient delivery of information to the judiciary, the Pasco County Clerk of the Circuit Court (“Clerk”) must continue to create and maintain paper case files in the cases specified herein.

In accordance with Article V, section 2, Florida Constitution, Rules of General Practice and Judicial Administration 2.215 and 2.525, and section 43.26, Florida Statutes,

**IT IS ORDERED:**

1. The Clerk is not required to create paper case files in new cases, except for the documents listed below for the initial court proceedings:
  - a. Dependency shelter hearing documents at the shelter hearings;
  - b. County and Circuit Criminal probable cause affidavits at the advisory hearings;
  - c. Civil and Criminal Traffic driver’s license records;
  - d. Delinquency detention hearing documents at the detention hearings;
  - e. Initial Domestic Violence petitions;
  - f. Initial petitions for Baker Act, Marchman Act, Preventing Exploitations of Vulnerable Adults, and Risk Protection Act cases.

In existing cases, the Clerk is not required to maintain the paper case file if it has been fully converted to an electronic case file that is maintained by the Clerk and available to the Court.

2. The Clerk is required to create and maintain paper case files in the following new and existing cases:
  - a. County to Circuit Criminal Appeals, and
  - b. Cases where the death penalty has been imposed.

The Court will continue to request paper case files for the above cases. The Clerk must deliver the paper case files to the Court within two business days of the request, unless a different time is specified by the Court. The Clerk will continue to deliver paper case files to the courtrooms for scheduled calendars in these cases in accordance with its current practices, unless directed otherwise.

3. The Clerk is no longer required to use File & Serve Xpress for e-filing as of April 4, 2022.
4. Florida Rule of General Practice and Judicial Administration 2.525 provides the official court file is a set of electronic documents filed by electronic transmission or converted to electronic form by the Clerk. The Clerk began accepting e-filed documents and converting paper filed documents to electronic documents in all case types in 2013, however, in certain case types, the Clerk maintains electronic documents earlier than 2013. Since 2013, the Clerk has maintained

electronic and paper case files. Maintaining a dual court case file system of paper and electronic case files is an inefficient process and is financially burdensome for the Clerk. Therefore, the Court and Clerk agree to move forward cooperatively and expeditiously to implement electronic court files. In certain circumstances, the Court, through the Pasco County Administrative Judge, may request the Clerk to print an electronic court file. Such requests will be limited to when paper case files are necessary for the efficient operation of the Court and specifically requested by the Court. The Clerk shall deliver the paper case file to the Court within two business days of the request, unless a different time is specified by the Court. If the Clerk is unable to comply with the Court's request, the Clerk shall seek resolution with the Pasco County Administrative Judge.

5. In cases where a portion of the case file is in paper format, the Clerk's Office will use its best efforts to convert the paper format to electronic if the Court requests the conversion. If back scanning the case file is determined to be too burdensome for the Clerk's Office, the Clerk's Office will seek clarification from the Court as to whether a paper file is an acceptable alternative.

6. In cases where the Court requests a case file that is entirely in paper format and was created prior to April 2013, the Clerk's Office will deliver the paper case file to the Court upon request or will provide the electronic case file if the paper case file has been converted by the Clerk to an electronic case file.

7. Given the exigent nature of juvenile (detention and shelter hearings) and criminal advisory hearings, electronic documents would impede the efficient operation of the Court. Therefore, the Clerk must continue to provide paper copies of charging documents to the Court in accordance with its current practices for these initial hearings.

8. To facilitate the Court's transition from paper case files to electronic case files, the Clerk must provide documents in electronic case files in a searchable PDF format whenever possible.

9. Nothing in this Administrative Order alters the Clerk's responsibility to retain court records as required by Rule of General Practice and Judicial Administration 2.430.

10. The Clerk, upon request, must make the court record available in an alternative method of access that complies with the Americans with Disabilities Act as provided in sections 282.602 and 282.603, Florida Statutes.

Administrative Order 2020-013 PA-CIR is hereby rescinded.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of March, 2022.

ORIGINAL SIGNED ON MARCH 28, 2022  
BY ANTHONY RONDOLINO, CHIEF JUDGE

cc: All Pasco Judges  
The Honorable Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Nikki Alvarez-Sowles, Clerk of the Circuit Court, Pasco County  
The Honorable Chris Nocco, Sheriff, Pasco County  
Gay Inskeep, Trial Courts Administrator  
Ita M. Neymotin, Regional Counsel, Second District  
Ngozi Acholonu, Assistant Regional Counsel  
Michele Emmerman, Director Administrative Services, Pasco County  
Kimberly Thompson, Chief Operations Officer, Pasco County Clerk's Office  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties