

IN THE CIRCUIT COURT OF THE 16TH
JUDICIAL CIRCUIT OF THE STATE OF
FLORIDA IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 2.028

IN RE:

OPENING SEALED
COURT FILES

_____:

WHEREAS, the Court has found it necessary to require the sealing of files from time to time; and

WHEREAS, the Clerk has requested that he be authorized to open same for the purpose of photographically preserving the contents thereof and reducing documents for storage in accordance with applicable records retention schedules; and

WHEREAS, the judges collectively concur in the expediency of the request with the terms and conditions as enumerated below;

IT IS THEREFORE ORDERED that

1. The Clerk be and is hereby authorized to open court files, otherwise expressly required to be sealed, for the sole purpose of photographically recording the contents by microfilm, microfiche, or comparable process used in connection with document reduction for records retention, provided however that:

A. The Clerk and one (1) deputy, whom he shall designate, shall be the only individuals authorized to open sealed files;

B. The Clerk shall assure that the contents of opened sealed files be revealed to no one other than his designated deputy;

C. Upon completion of photographing, the original file shall be resealed with notation included thereon that the file was opened pursuant to this order no. 2.028, time and date of opening, signature of opening official, and time and date of resealing. This information shall appear on all files opened.

D. Duplicate files shall be sealed so that photographic documents of each file may be stored independently.

DONE AND ORDERED, at Plantation Key, Monroe County, Florida, this the 13 day of December, 1994.

J. Jefferson Overby
Chief Judge