

## Appointment to Registry Instructions

1. Complete the request to be added to the registry form, which can be found on the Fifth Judicial Circuit Court Administrator's website at [www.circuit5.org](http://www.circuit5.org). Click on "Registry Attorney's. Print "Registry Instructions" and "Add to Registry Form".
  
2. Mail the original completed form to:  
Stephanie Jennings  
20 North Main Street  
Brooksville, FL 34601

The request to be added to the registry form refers to an Administrative Order, #A2008~41-B (Expert Fee Guidelines), the fee structure and the contract with the Justice Administrative Commission. All of these can be located on this same location on the Court Administrator's website.

The form will be reviewed, and approved or disapproved by the Chief Judge or his designee. If approved, it will be forwarded to the Justice Administrative Commission (JAC). The JAC contract can be downloaded from the JAC website homepage at [www.justiceadmin.org](http://www.justiceadmin.org).

Payment for services rendered and all due process costs are processed through the Justice Administrative Commission. Your contact there is:

Justice Administrative Commission P.O. Box  
1654 227 N. Bronough Street Tallahassee, FL  
32302 (850) 488-2415 or (866) 355-7902

Temporary assignments to the registry by a judge require a different form. See "Sample Order for Temporary Assignment to Registry" (which is also on the Court Administrator's website) and follow the same procedures as above.

Please contact Stephanie Jennings if you have any questions concerning the forms. Phone (352) 754-4860 or email at [sjennings@circuit5.org](mailto:sjennings@circuit5.org)