

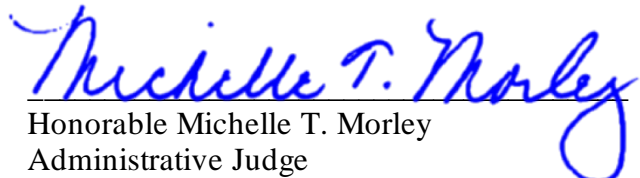
IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR SUMTER COUNTY, FLORIDA
ADMINISTRATIVE ORDER NO: S-2024- 04

**ADMINISTRATIVE ORDER REGARDING JURY MANAGEMENT
FOR SUMTER COUNTY**

Pursuant to Florida Statute Chapter 40, it is ORDERED AND ADJUDGED as follows:

1. This shall not apply to **capital** cases when there is a separate and individual venire and the Judge presiding in such a case shall have sole authority to examine and excuse Jurors.
2. All Jurors reporting for duty in Sumter County shall be pooled and subsequently, randomly selected and directed to a particular court for jury selection purposes.
3. Beginning January 7, 2024, and each month thereafter, civil jury trials shall not be scheduled during the same week that any criminal case jurors are being selected.
4. At least 6 weeks prior to any scheduled trial date, the County Judge shall provide the Clerk of Court with a single written notice detailing the number of jurors needed and the trial date for both felony and misdemeanor, and the judge trying civil cases shall provide a separate notice.
5. The Felony Judge shall be responsible for considering and approving requests submitted to be excused from criminal Jury duty. In the absence of the Felony Judge, the County Judge shall consider and approve requests for excuse from jury duty. The judge(s) trying the civil cases will be responsible for reviewing and approving requests to be excused from jury service on the civil trials.
6. The Sheriff of Sumter County is ordered to provide seated Jurors with meals and lodging, the expense to be paid by the Clerk of Court, Sumter County, for all jury proceedings.
7. The Court Operations Manager shall ensure that bottled water is available for jurors in the deliberation rooms, and that bailiffs are provided with notebooks and pencils to give seated jurors in the courtrooms.
8. Bailiffs are responsible for collecting and securing the jurors' notebooks during recesses, and for destroying juror notes in each case once a verdict has been rendered. Destruction of juror notes must be witnessed by the Presiding Judge.

DONE AND ORDERED in Chambers at Bushnell, Sumter County, Florida this 4th day of January 2024.


Honorable Michelle T. Morley
Administrative Judge