

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT,
IN AND FOR SUMTER COUNTY, FLORIDA**

ADMINISTRATIVE ORDER NO.: S-2024-53

**ADMINISTRATIVE ORDER ASSIGNING DUTY JUDGE ROTATION
FOR CALENDAR YEAR 2025**

WHEREAS, the undersigned having considered there are times that an assigned Judge is not available to handle matters that require immediate or emergency judicial attention or to sign orders, warrants, or other documents that require immediate action; and

WHEREAS, it is in the best interest of judicial efficiency that there be a Judge assigned on a rotating monthly basis to handle such unusual and extraordinary requests or proceedings which require immediate attention; and

WHEREAS, it would be unfair and inequitable to have one Judge permanently assigned to handle such matters, and that it would be in the best interest of fairness to rotate this duty among the various Judges of the County.

THEREFORE, being fully advised in the premises, it is hereby

ORDERED AND ADJUDGED as follows:

1. The names of all Circuit and County Judges in Sumter County shall be placed into a monthly rotation as Duty Judge for such duties as described herein during the calendar year 2025. A schedule of such rotation is attached hereto and incorporated herein. This duty shall be in addition to Tri-County Weekend and Holiday Duty as assigned by the Chief Judge of the Circuit.

2. The assigned Duty Judge shall be physically present in the Courthouse, except for lunch or unforeseen circumstances, Monday through Friday, during normal working hours when the Courthouse is open, to handle any matters necessary during their assigned month. A duty week begins at 8:00 a.m. on Monday and lasts until 5:00 p.m. on Friday, unless the Tri-County Weekend and Holiday Duty rotation schedule dictates otherwise, during the assigned month.

3. The Duty Judge shall be available to Sumter County after normal working hours during their duty month. Court Administration shall maintain an updated list of contact numbers for each Judge. These phone numbers shall be used and distributed for judicial duties only.

SHOULD ANY JUDGE HAVE SCHEDULING CONFLICTS FOR THEIR ASSIGNED DUTY MONTH ROTATION, IT SHALL BE THEIR RESPONSIBILITY TO CONTACT ANOTHER JUDGE TO ARRANGE FOR COVERAGE FOR THEIR ABSENCE. ANY SWITCHING OF SUCH DUTY JUDGE ASSIGNMENTS SHALL BE DONE IN WRITING WITH COPIES TO THE FOLLOWING SUMTER COUNTY OFFICES: ALL JUDGES, ALL JUDICIAL ASSISTANTS, THE CLERK OF COURT, THE STATE ATTORNEY, THE PUBLIC DEFENDER, THE SUMTER COUNTY SHERIFF'S OFFICE, THE FIFTH CIRCUIT GENERAL COUNSEL, AND THE FIFTH CIRCUIT HELPDESK.

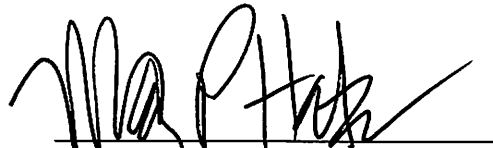
4. Nothing in this Order shall preclude Judges from trading duty assignments, or portions thereof, or accepting responsibility for another Judge's duties by agreement, in writing, in the manner set forth herein.

5. The Administrative Judge, local Court Administration and General Counsel shall at all times be kept advised, in writing, of all changes or modifications to the Duty Judge schedule so they may maintain a master list of which Judge is responsible for coverage.

6. Any County Court Judge who receives this duty is hereby assigned to act as a Judge of the Circuit Court of the Fifth Judicial Circuit should an emergency requiring the actions of a Circuit Judge arise during their duty. Likewise, any Circuit Court Judge who receives this duty is hereby assigned to act as a Judge of the County Court of Sumter County should an emergency requiring the actions of a County Judge arise during their duty.

It is **FURTHER ORDERED AND ADJUDGED** that this Order shall take effect on January 1, 2025, and shall expire on December 31, 2025 at 5:00 p.m.

19 ✓ **DONE AND ORDERED** in Bushnell, Sumter County, Florida, on this day of November 2024.



Mary P. Hatcher
Administrative Judge,
Sumter County

SUMTER COUNTY DUTY SCHEDULE FOR 2025

| MONTH: | JUDGE: |
|---------------|---------------|
| JANUARY | MILITELLO |
| FEBRUARY | DALY |
| MARCH | HATCHER |
| APRIL | MILITELLO |
| MAY | HATCHER |
| JUNE | DALY |
| JULY | MILITELLO |
| AUGUST | HATCHER |
| SEPTEMBER | DALY |
| OCTOBER | HATCHER |
| NOVEMBER | MILITELLO |
| DECEMBER | DALY |

This duty shall be in addition to Tri-County Weekend and Holiday Duty as assigned by the Chief Judge of the Circuit.