

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT

IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES

ADMINISTRATIVE ORDER NO. 1-16.3

IN RE: TENTH CIRCUIT PRO BONO COMMITTEE

WHEREAS, the Florida Supreme Court has issued an opinion that adopts Rules 4-6.1, 4-6.2 and 4-6.5 of the Rules Regulating the Florida Bar and which effectively aspires to provide pro bono legal services to the poor; and

WHEREAS, Rule 4-6.5 (c) requires the Chief Judge of the Circuit, or the Chief Judge's designee, to appoint and convene the initial Circuit Pro Bono Committee which shall appoint the Chair of the committee; and

WHEREAS, Rule 4-6.5 (1) mandates the composition of the Circuit Court Pro Bono Committee; and

WHEREAS it has become necessary to update the membership of the Tenth Circuit Pro Bono Committee;

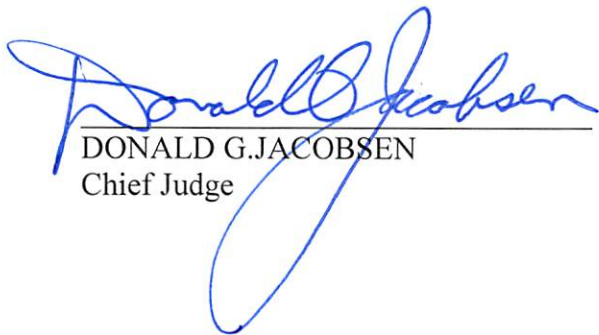
Now therefore, it is Ordered and Adjudged that:

1. There is hereby established a Pro Bono committee of the Tenth Judicial Circuit (Circuit Pro Bono Committee) which shall be comprised of the following persons:
 - a. The Chief Judge of the circuit or the Chief Judge's designee;
 - b. The President of the Highlands County Bar Association or designee;
 - c. The Director of The Guardian Ad Litem Office or designee;
 - d. The Pro Bono Coordinator of Florida Rural Legal Services, Inc. or designee;
 - e. The President of the Lakeland Bar Association or designee;
 - f. The President of the Hardee County Bar Association or designee;
 - g. The managing attorney of Florida Rural Legal Services, Inc. or designee;
 - h. Amanda Traweck, Esquire;
 - i. The President of the Willson American Inn of Court or designee;
 - j. The President of the Virgil Hawkins Bar Association or designee;

- k. The Executive Director of the Heart of Florida Legal Aid Society, Inc. or designee;
 - l. Stephen Senn, Esquire;
 - m. Nick Sudzina, Trial Court Administrator of the Tenth Judicial Circuit Court;
 - n. The President of the Polk County Criminal Defense Attorneys or designee;
 - o. The President of the Polk County Trial Lawyers Bar Association or designee;
 - p. The Regional Counsel of the Offices of Criminal Conflict and Civil Regional Counsel or designee;
 - q. Amanda Horton, Law Librarian;
 - r. Family Court Manager, Pro Se Division; and
 - s. at least one public member and at least one client-eligible member, each of whom shall be nominated by the other members of the Circuit Pro Bono Committee.
2. The governance and terms of service shall be determined by the Circuit Pro Bono Committee in accordance with Rule 4-6.5 of the Rules Regulating the Florida Bar;
3. The responsibilities of the Circuit Pro Bono Committee shall be to:
- a. prepare in written form a circuit pro bono plan after evaluating the needs of the circuit and making a determination of present available pro bono services;
 - b. implement the plan and monitor its results;
 - c. submit an annual report to the Florida Bar standing committee;
 - d. utilize current legal assistance and pro bono programs in the circuit to the extent possible and operate the circuit pro bono plan and provide the necessary coordination and administrative support for the Circuit Pro Bono Committee; and
 - e. encourage more lawyers to participate in pro bono activities by providing various support and educational services for participating pro bono attorneys, which to the extent possible, should include:
 - i. providing intake, screening, and referral of prospective clients;
 - ii. matching cases with individual attorney expertise, including the establishment of specialized panels;

- iii. providing information regarding resources for litigation and out-of-pocket expenses for pro bono cases;
 - iv. providing legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono legal service;
 - v. providing the availability of consultation with attorneys who have expertise in areas of law with respect to which a volunteer lawyer is providing pro bono service;
 - vi. providing information regarding malpractice insurance for volunteer pro bono lawyers with respect to their pro bono legal service;
 - vii. establishing procedures to ensure adequate monitoring and follow-up for assigned cases and to measure client satisfaction; and
 - viii. recognition of pro bono legal service by lawyers.
- 4. The Circuit Pro Bono Committee shall also consider in its plan the pro bono service opportunities listed in Rule 4-6.5 (d) of the Rules Governing the Florida Bar;
 - 5. The Circuit Pro Bono Committee, in coordinating and administering the Circuit Pro Bono Plan, may develop any policy necessary to implement and maintain the Plan.
 - 6. Administrative Order No. 1-16.2 is hereby VACATED.

DONE AND ORDERED on this 28th day of November, 2017.


DONALD G. JACOBSEN
Chief Judge

Copies:
All Judges
Trial Court Administrator
Polk County Clerk of Courts
Hardee County Clerk of Courts
Highlands County Clerk of Courts
Each Representative Agency
Office of the State Attorney
Office of the Public Defender
Office of Criminal Conflict and Civil Regional Counsel (Second District)
Electronic Bar Mailing