

IOP 3.3 | THE CLERK

3.3.1 Appointment

The court shall appoint a clerk who shall hold office at the pleasure of the court and perform such duties as the court directs. Florida Rule of General Practice and Judicial Administration 2.210(b) and section 35.22, Florida Statutes, provide details concerning the appointment and general duties of the clerk. The clerk's office shall be at the headquarters of the court. The clerk shall devote full time to the duties of the office and shall not engage in the practice of law or any other business while occupying the office of clerk.

3.3.2 Court Files and Records

The clerk of the court shall keep an official docket for each case invoking the court's jurisdiction and shall retain the docket and filings as required by rule 2.430. In accordance with the requirements of rule 2.210(b)(2), the official files shall remain in the custody of the clerk. Physical exhibits that are part of a case file may not be removed from the courthouse. But to facilitate the review of cases by remote access, the clerk or a judge may authorize court personnel to upload video clips and other suitable exhibits to a secure file.

The clerk also shall retain correspondence related to cases. Letters and other documents submitted to the court or any of the judges or their staff from an organization or person outside the court that relate to a case shall be retained in the correspondence file in accordance with rule 2.430 and shall be available for inspection by the public except those exempted by statute, rule or court order.

3.3.3 Internal Operating Procedures

The clerk maintains a copy of the Internal Operating Procedures Manual as a court record. This record is available in the clerk's office for inspection by any interested person during business hours, or on the court's website at any time. The clerk reviews these procedures annually to ensure their accuracy and informs the court when there is a need to change these procedures to conform to any policy or practice.



3.3.4 Orders

The clerk shall issue unpublished orders of the Court under his or her signature unless otherwise directed by the judge or judges who approved the order.

