

IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT OFFICIAL RECORDS  
IN AND FOR DUVAL, CLAY AND NASSAU COUNTIES, FLORIDA

ADMINISTRATIVE ORDER NO. 93-2

**FILED**  
FEB 08 1993  
*Henry W. Cook*  
CLERK: CLAY COUNTY COURT

IN RE: AMERICANS WITH DISABILITIES ACT OF 1990

WHEREAS, the Americans With Disabilities Act of 1990 ("ADA") requires that the court's programs, services and activities be readily accessible to individuals with disabilities; and

WHEREAS, it is the intent of the Fourth Judicial Circuit to provide reasonable accommodations, where feasible, to allow individuals with disabilities to have ready access to its programs, services and activities; it is

ORDERED that all communications that give notice of court proceedings or activities, i.e., jury summons, notices of deposition, subpoenas, letters noticing court dates, etc., include the following language:

Individuals with disabilities needing a reasonable accommodation to participate in this proceeding should contact \_\_\_\_\_ not later than seven (7) days prior to the proceeding at \_\_\_\_\_. If notice to the individual of a deposition, court date, subpoena, etc., is less than seven (7) days, then the individual should contact \_\_\_\_\_ as soon as possible after receiving that notice. Telephone: \_\_\_\_\_; or, if hearing impaired, 1-800-955-8771 (TDD); or 1-800-955-8770 (V), via Florida Relay Service.

DONE AND ORDERED at Jacksonville, Duval County, Florida, this 3rd day of February, 1993.

*Henry J. Martin, Jr.*  
CHIEF JUDGE

**Copies:**

**All Judges**

**Henry W. Cook, Clerk of Courts**

**Harry L. Shorstein, State Attorney**

**Brian Davis, Assistant State Attorney**

**Louis O. Frost, Jr., Public Defender**

**James E. McMillan, Sheriff**

**Nathaniel Glover, Director, Police Services**

**The Financial News and Daily Record**

**Teresa Sopp, Editor, The Jacksonville Bar Bulletin**

**Sylvia Blythe, Assistant to the Clerk, Probate**

**Sara Schlessinger, Supervisor, Traffic Violations Bureau**

**Gwen Loadholtz, Assistant to the Clerk, Felony Department**

**Mike Riley, Assistant to the Clerk, Jury/Witness/Juvenile**

**Cathy Church, Supervisor, Misdemeanor Department**

**John Sutton, Official Reporters**

**Charles W. Arnold, Jr., General Counsel**

**Mary Roelke, Senior Law Clerk**

**Jack Sheng, Law Librarian**

**H. Britt Beasley, Court Administrator**

**Conni Lewis, Deputy Court Administrator**

**Nancy Brown, E.D.P. Coordinator**

**Mike Berg, Deputy Director, Jails and Prisons**

**Steve Platt, F.D.L.E.**

**Guardian Ad Litem Program**

**Family Mediation Unit**

**Lawyers' Lounge**