

**IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT,  
IN AND FOR DUVAL, CLAY AND NASSAU COUNTY, FLORIDA**

**FIRST AMENDED ADMINISTRATIVE ORDER NO. S-2011-05**

**RE: PRO BONO SERVICE**

**WHEREAS**, in 1990, the Florida Supreme Court held that “every lawyer of this state who is a member of The Florida Bar has an obligation to represent the poor when called upon by the courts and that each lawyer has agreed to that commitment when admitted to practice law in this state.” *In Re: Amendments to Rules Regulating The Florida Bar – 1-3.1(a) and Rules of Judicial Administration – 2.065 (Legal Aid)*, 573 So.2d 800, 806 (Fla. 1990). Three years later, the Florida Supreme Court promulgated Rule 4-6.5(c) of the Rules Regulating The Florida Bar providing for the establishment of a pro bono committee in each judicial circuit. *In Re: Amendments to Rules Regulating The Florida Bar – 1-3.1(a) and Rules of Judicial Administration – 2.065 (Legal Aid)*, 630 So.2d 501 (Fla. 1993). The Fourth Judicial Circuit Pro Bono Committee has adopted and implemented its comprehensive pro bono plan. Because the number of Bar committees, divisions, and sections and independent legal organizations has increased since its inception, it is necessary to update the composition of the Fourth Judicial Circuit Pro Bono Committee.

**NOW THEREFORE**, by the authority vested in me as the Chief Judge of the Fourth Judicial Circuit and pursuant to the Florida Rules of Judicial Administration, it is hereby

**ORDERED AND ADJUDGED** that:

1. **Pro Bono Committee**

The Fourth Judicial Circuit Pro Bono Committee (“Committee”) will continue to provide oversight and direction of *pro bono* legal services for the indigent in Duval, Clay and Nassau Counties.

2. **Committee Leadership**

The Honorable Mark H. Mahon, Fourth Judicial Circuit Chief Judge, appointed the Committee Leadership. The Honorable Steven Fahlgren, Circuit Court Judge, is appointed Committee Chairperson. The Honorable John I. Guy, Circuit Court Judge, is appointed Vice-Chair of the Committee. The Honorable Virginia B. Norton, Circuit Court Judge, is appointed Vice-Chair of the Committee.

**3. Composition of Pro Bono Committee**

The Committee will be comprised of the following members:

- A. The Chief Judge of the Fourth Judicial Circuit or the Judge's designee;
- B. Four representatives of The Jacksonville Bar Association including: a member of the Board of Governors; the Chairperson of the Pro Bono Committee; the Chairperson of the Professionalism Committee; and a member of the Young Lawyers' Section;
- C. One representative from Jacksonville Area Legal Aid;
- D. One representative from Guardian Ad Litem;
- E. One representative from the Office of the Public Defender;
- F. One representative from the State Attorney's Office;
- G. One representative from Three Rivers Legal Services;
- H. One representative from each of the voluntary bar associations within the Fourth Judicial Circuit, including but not limited to, the following
  - i. Asian American Bar Association
  - ii. Beaches Bar Association
  - iii. Clay County Bar Association
  - iv. Christian Legal Society
  - v. D.W. Perkins Bar Association
  - vi. Federal Bar Association
  - vii. Hispanic Bar Association
  - viii. Jacksonville Women Lawyers Association
  - ix. Nassau County Bar Association
  - x. Bankruptcy Bar Association
- I. A representative of Florida Coastal School of Law;
- J. A representative from the Office of General Counsel;
- K. A client representative from a legal services organization;
- L. One representative from each of the large law firms, and law departments of all interested corporations and governmental entities. The Chairperson of the Committee will appoint members to evaluate and update the Membership List of the Committee annually.
- M. Additional representatives may be appointed at the discretion of the Chief Judge.

4. **Annual Report**

The Chairperson will submit an annual report to the Florida Bar Standing Committee on Pro Bono Legal Services which will include an assessment of attorney participation in the *pro bono* program during the preceding year and a plan for carrying out the *pro bono* program in the coming year.

5. **Committee Responsibilities**

In meeting its responsibilities under Rule 4-6.5(c)(2) of the Rules Regulating The Florida Bar, the Committee will meet periodically during the year to consider and review the Committee's work and progress toward completing the Committee's annual plan, to oversee and allocate funding, and to make recommendations on the community's needs, the possible resources available to meet those needs, and a long-term plan to fulfill the legal profession's obligation to its community. A subcommittee, designated by the Chairperson, will present the annual plan to the Committee.

6. **Previous Administrative Orders Superseded**

This Administrative Order supersedes all previous Administrative Orders regarding *pro bono* services.

7. **Effective Date**

This First Amended Administrative Order No. S-2011-05 shall be recorded by the Clerk of Court, in the Official Records of Duval, Clay and Nassau Counties, in the State of Florida, and shall take effect immediately and remain in full force and effect unless and until otherwise ordered by the Court.

**DONE AND ORDERED** in Chambers at Jacksonville, Duval County, Florida, this

7<sup>th</sup> day of November, 2018.

  
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MARK H. MAHON  
CHIEF JUDGE

- cc: All Judges in the Fourth Judicial Circuit
- All Magistrates in the Fourth Judicial Circuit
- The Honorable Ronnie Fussell, Clerk of Courts, Duval County
- The Honorable Tara S. Green, Clerk of the Circuit Court, Clay County
- The Honorable John A. Crawford, Clerk of the Circuit Court, Nassau County
- The Honorable Charles G. Cofer, Esq, Public Defender
- The Honorable Melissa W. Nelson, Esq., State Attorney
- The Honorable Jason R. Gabriel, Esq., General Counsel
- The Honorable Mike Williams, Sheriff, Jacksonville Sheriff's Office
- Major Steve Weintraub, Jacksonville Sheriff's Office, Courthouse Security
- Joseph G. Stelma, Fourth Judicial Circuit Trial Court Administrator
- Eve Janocko, Chief Deputy Trial Court Administrator
- Mike Smith, Court Technology Officer
- Julie K. Taylor, Court Counsel
- Stephen Siegel, Esq., Office of the State Attorney
- Charles Bishop, Family Court Manager, Fourth Circuit
- Janet Abel, Circuit Director, Office of Criminal Conflict and Civil Regional Counsel
- Fourth Circuit Court Law Library, Duval County
- Judicial Staff Attorneys, Fourth Judicial Circuit
- Dean Scott DeVito, Florida Coastal School of Law
- Jim Kowalski, Esq., Executive Director JALA
- Christine Meyer, Guardian Ad Litem
- Melissa Long, Three Rivers Legal Services
- Blake Johnson, Esq., President, FACDL (Local Chapter)
- The Jacksonville Bar Association
- The Clay County Bar Association
- The Nassau County Bar Association
- Asian American Bar Association
- Beaches Bar Association
- Christian Legal Society
- D.W. Perkins Bar Association
- Federal Bar Association
- Hispanic Bar Association
- Jacksonville Women Lawyers Association
- Bankruptcy Bar Association

STATE OF FLORIDA  
DUVAL COUNTY

I, THE UNDERSIGNED Clerk of the Circuit Court, Duval County, Florida, DO HEREBY CERTIFY the within and foregoing is a true and correct copy of the original as it appears on record and is in the office of the Clerk of Circuit of Duval County, Florida, and the same is in full force and effect.

WITNESS my hand and seal of the Clerk of Circuit Court at Jacksonville, Florida, this the 19 day of Nov, A.D. 2018

RONNIE FUSSELL  
Clerk, Circuit and County Courts  
Duval County, Florida

By Melissa W. Nelson  
Deputy Clerk

