

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

SECOND AMENDED ADMINISTRATIVE ORDER NO. S-2011-05

IN 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).

WHEREAS, the Fourth Judicial Circuit Pro Bono Committee adopted and implemented its comprehensive pro bono plan in Administrative Order No. S-2011-05 and updated the composition of the Committee in First Amended Administrative Order No. S-2011-05;

WHEREAS, the composition of the Committee must be updated to add The Honorable Lance M. Day as Chief Judge, to add a representative from the Jacksonville University College of Law and to remove a representative from the now closed Florida Coastal School of Law, to remove the Hispanic Bar Association from the list of voluntary bar associations as it is now a committee of the Jacksonville Bar Association, and to add the following voluntary bar associations: American Board of Trial Advocates, Catholic Lawyers Guild, Florida Association of Criminal Defense Lawyers, and Jacksonville Justice Association;

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

ORDERED:

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 Clay, Duval, and Nassau Counties.

2. **Committee Leadership**

The Chief Judge of the Fourth Judicial Circuit will appoint the Committee leadership that will include a Circuit Court Judge who will serve as Chairperson and two Circuit Court Judges who will serve as Vice Chairs 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 Office of the State Attorney;
- 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. American Board of Trial Advocates, Jacksonville Chapter;
 - ii. Asian American Bar Association;
 - iii. Bankruptcy Bar Association;
 - iv. Beaches Bar Association;
 - v. Catholic Lawyers Guild of the Diocese of St. Augustine;
 - vi. Christian Legal Society;
 - vii. Clay County Bar Association;
 - viii. D.W. Perkins Bar Association;
 - ix. Federal Bar Association;
 - x. Florida Association of Criminal Defense Lawyers, Jacksonville Chapter;
 - xi. Jacksonville Justice Association;
 - xii. Jacksonville Women Lawyers Association; and
 - xiii. Nassau County Bar Association.
- I. A representative of Jacksonville University College 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;
- M. The Chairperson of the Committee will appoint members to evaluate and update the Membership List of the Committee annually; and
- N. 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 that 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.

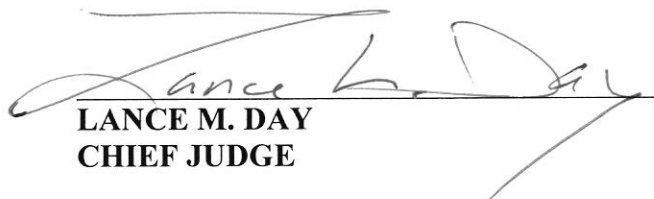
6. **Previous Administrative Orders Superseded**

This Second Amended Administrative Order No. S-2011-05 supersedes all previous Administrative Orders regarding *pro bono* services.

7. **Effective Date**

This Second Amended Administrative Order No. S-2011-05 shall be recorded by the Clerk of Court, in the Official Records of Clay, Duval, 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 in Chambers at Jacksonville, Duval County, Florida, on this 4th day of August, 2023.


LANCE M. DAY
CHIEF JUDGE

cc: All Judges in the Fourth Judicial Circuit
All Magistrates in the Fourth Judicial Circuit
The Honorable Tara S. Green, Clerk of the Circuit Court, Clay County
The Honorable Jody Phillips, Clerk of Courts, Duval 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 Robert M. Rhodes, Esq., Actin General Counsel, City of Jacksonville
The Honorable T.K. Waters, Sheriff, Jacksonville Sheriff's Office
Eve Janocko, Fourth Judicial Circuit Trial Court Administrator
Cecilia F. Birk, Esq., Court Counsel
Claude T. Colvin, Chief Deputy Trial Court Administrator
Mike Smith, Court Technology Officer
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
Major Jim L. Carney, III, Jacksonville Sheriff's Office, Courthouse Security
Judicial Staff Attorneys, Fourth Judicial Circuit
Fourth Circuit Court Law Library, Duval County
Jim Kowalski, Esq., Executive Director JALA
Christine Meyer, Guardian Ad Litem
Melissa Long, Three Rivers Legal Services
The Clay County Bar Association
The Jacksonville Bar Association
The Nassau County Bar Association
American Board of Trial Advocates, Jacksonville Chapter
Asian American Bar Association
Bankruptcy Bar Association
Beaches Bar Association
Catholic Lawyers Guild of the Diocese of St. Augustine
Christian Legal Society
D.W. Perkins Bar Association
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Florida Association of Criminal Defense Lawyers, Jacksonville Chapter
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Jacksonville Women Lawyers Association
Jacksonville University College of Law