

## MEMORANDUM

TO: ATTORNEY OF RECORD                      DATE:

FROM: ADMINISTRATIVE OFFICE              RE: PROCEDURES IN COURT  
OF THE COURTS                                      APPOINTED CASES

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All requests for interpreters other than sign language, must be made through the Administrative Office of the Courts= Interpreters Office at (305)548-5352. All requests for sign language interpreters must be made through the Administrative Office of the Courts= ADA office at (305)349-7010.

The attorney is to deliver all subpoenas for police officers to the Administrative Office of the Courts, room 7100, 1351 NW 12<sup>th</sup> Street Miami, FL 33125 for delivery to the police liaison offices. Please allow 5 working days for processing and service. An original plus two copies is necessary for service and a return. This procedure is not required for civilian witnesses, but may also be used.

Whenever possible, police officers should be scheduled for depositions during their working hours. To obtain police officer=s work schedules, and to reserve a room for taking depositions, call the Administrative Office of the Courts= at (305)548-5632.

Whenever scheduling school personnel for depositions, set them for after 3:00 P.M. or later.

Contract Court Reporters from the division where the case resides should be used to take depositions.

The attorney must provide the Court Reporter with a certified copy of the case file insert showing the proof of appointment.

All investigators are to be paid a maximum fee of \$30.00 per hour not to exceed \$500.00. In extraordinary cases, where additional fees are requested, a petition must be filed and heard by the presiding judge on a case by case basis.