

JUDICIAL ASSISTANTS ASSOCIATION OF FLORIDA

CENTRAL FLORIDA JUDICIAL ASSISTANTS CHAPTER

presents the **2009 Edition** of the

Judicial Assistant/Legal Assistant Manual

An effort by the Judicial Assistants to forge an information link between the law offices and the judiciary in the 9th Judicial Circuit.

This procedure manual contains **2009** information about the Ninth Judicial Circuit including division assignments, telephone numbers, location of Chambers, instructions for Judicial Automated Calendaring System (JACS), preferences for each judge and other helpful hints.

2009 Edition of the Judicial Assistant/Legal Assistant Manual

Name: _____ Firm: _____

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(see locations below)

Beginning on March 9, 2009 the Manuals will be available for pick-up or mailing- *please see the instructions below:*

Please return this form with your check to: Sherri Sharp, c/o Judge Thomas W. Turner, 425 N. Orange Ave. Room 810, Orlando, FL 32801, with the sum of \$45.00 per manual for *pick-up only*, and if you prefer to have it *mailed* the cost is \$55.00 per manual. Checks should be made payable to Central Florida JA Association. THIS APPLICATION MUST BE RECEIVED "PRIOR" to coming to pick up the manual or a mail request.

Manuals may be picked up at the following locations:

Orange County - Main Courthouse

Sherri Sharp (Judge Thomas Turner) Rm 810
(407)836-0441

Trish Legros (Judge Carolyn Freeman) Rm 440
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Juvenile Justice Courthouse 2000 E. Michigan Ave,

Peggy Messier (Judge Daniel Dawson) 407-836-7590

Pepper Nangle (Judge Tony Johnson) 407-836-7590

Osceola County Courthouse

Two Courthouse Square, Kissimmee

Dianne Iacone (Judge Marshall Kest) Rm 6410
(407)-742-2491

Kathleen Linnemeier (Judge N. James Turner) Rm 6460
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For further information, please call Sherri Sharp at 407-836-0441 or Peggy Messier at 407-836-7590

or email: Sherri Sharp - ctjass2@ocnjcc.org, Peggy Messier ctjapm1@ocnjcc.org