

JUDICIAL ASSISTANTS ASSOCIATION OF FLORIDA

CENTRAL FLORIDA JUDICIAL ASSISTANTS CHAPTER

presents the **2012 Edition** of the

Judicial Assistant/Legal Assistant Manual (CD)

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 on CD contains **2012** 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.

2012 Edition of the Judicial Assistant/Legal Assistant Manual

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In our efforts to continue to be environmentally conscientious, this year's JA manual is published in CD format only.

Please return this form with your check to: Melissa Goodwin, c/o Judge F. Rand Wallis, 425 N. Orange Ave. Room 835 Orlando, FL 32801, or Sheryl Sharp, c/o Judge Thomas W. Turner, 2000 E. Michigan St., Orlando, FL 32806 with the sum of \$45.00 per CD (manual). Checks should be made payable to Central Florida JA Association. The cost of the CD (manual) includes mailing.

For further information, please call Sheryl Sharp at 407-836-7595 or Melissa Goodwin at 407-836-2014 or email: Sheryl Sharp – ctjass2@ocnjcc.org, or Melissa Goodwin ctjamg1@ocnjcc.org