

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

**ADMINISTRATIVE ORDER NO. 2021-16**

**IN RE: COVID-19 HEALTH AND SAFETY PROTOCOLS AND EMERGENCY  
OPERATIONAL MEASURES FOR THE FOURTH JUDICIAL CIRCUIT**

**WHEREAS**, on July 29, 2021, the Supreme Court of Florida entered Administrative Order No. AOSC21-17, Amendment 1, to modify and extend previously enacted temporary health and safety protocols and emergency operational measures relating to COVID-19;

**WHEREAS**, Administrative Order No. AOSC21-17, Amendment 1, authorizes the chief judge of each judicial circuit to determine to what extent certain health and safety protocols should be implemented in that circuit; and

**WHEREAS**, all courts in Florida must implement the new health and safety protocols by August 2, 2021.

**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) Starting August 2, 2021, anyone entering the courthouses in Clay, Duval, and Nassau Counties must wear a face mask in all public areas. Masks must also be worn in all courtrooms; however, a presiding judge has the discretion to allow individuals not to wear a mask in the interest of justice during all courtroom proceedings.
- 2) The Court will continue to closely monitor local health conditions and will update this policy as necessary.
- 3) This Administrative Order shall be recorded by the Clerk of the Court, in the Official Records of Clay, Duval, and Nassau Counties, in the State of Florida, and shall take effect on August 2, 2021, and remain in full force and effect unless and until otherwise ordered by the Court.

**DONE** in Chambers at Jacksonville, Duval County, Florida, this 2<sup>ND</sup> day of August, 2021.

  
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**MARK H. MAHON**  
**CHIEF JUDGE**

cc: All Judges in the Fourth Judicial Circuit  
The Honorable James Daniel, Administrative Judge, Nassau County  
The Honorable Don H. Lester, Administrative Judge, Clay County  
All Magistrates and Child Support Enforcement Hearing Officers  
The Honorable Jody Phillips, Clerk of the Courts, Duval County  
The Honorable John A. Crawford, Clerk of the Courts, Nassau County  
The Honorable Tara S. Green, Clerk of the Courts, Clay County  
The Honorable Charles G. Cofer, Esq., Public Defender  
The Honorable Melissa Nelson, Esq., State Attorney  
The Honorable Jason Gabriel, Esq., General Counsel  
The Honorable Mike Williams, Sheriff, Jacksonville Sheriff's Office  
The Honorable Michelle Cook, Sheriff, Clay County Sheriff's Office  
The Honorable Bill Leeper, Sheriff, Nassau County Sheriff's Office  
Joseph G. Stelma, Jr., Fourth Judicial Circuit Trial Court Administrator  
Eve Janocko, Chief Deputy Trial Court Administrator  
Jim Kowalski, Esq., Executive Director JALA  
James Gardner, Director of Alternative Dispute Resolutions  
Charles Bishop, Family Court Manager, Fourth Circuit  
Cecilia F. Birk, Esq., Court Counsel  
Stephen Siegel, Esq., Office of the State Attorney  
Judicial Staff Attorneys, Fourth Judicial Circuit  
Fourth Circuit Court Law Library, Duval County  
The Jacksonville Bar Association  
Clay County Bar Association  
Nassau County Bar Association