



# Supreme Court of Florida

500 South Duval Street  
Tallahassee, Florida 32399-1925

CARLOS G. MUÑIZ  
CHIEF JUSTICE  
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JUSTICES

JOHN A. TOMASINO  
CLERK OF COURT

SILVESTER DAWSON  
MARSHAL

September 29, 2023

The Honorable Kathleen Passidomo  
President, The Florida Senate  
Suite 409, The Capitol  
404 South Monroe Street  
Tallahassee, Florida 32399-1100

The Honorable Paul Renner  
Speaker, The Florida House of Representatives  
Suite 420, The Capitol  
402 South Monroe Street  
Tallahassee, Florida 32399-1300

RE: Fiscal Year 2022-23 Annual Report on Activities Sponsored  
through the Court Education Trust Fund

Dear President Passidomo and Speaker Renner:

In compliance with section 25.384, Florida Statutes, and on behalf of the Florida Supreme Court, I am submitting this report on activities sponsored, in whole or in part, through the Court Education Trust Fund during fiscal year 2022-23. Attachment I summarizes trust fund expenditures. Attachment II catalogues educational activities conducted. Attachment III details work on educational publications.

The Florida Court Education Council not only provides oversight of trust fund expenditures, but it also oversees the planning, development, and implementation of educational activities. A skilled staff of professionals provides assistance to the Council through curriculum design, faculty training, content development, legal review, materials development, and program coordination. These educational programs and courses are directed and primarily taught by volunteer judges who have been trained to serve as faculty. This collaborative effort between the Council, judges, and staff leads to an educational framework that is recognized annually as one of the most comprehensive and innovative judicial education programs in the nation, whose participants consistently provide outstanding evaluations.

The 2022-23 fiscal year was the first full-year of in-person programming since the outbreak of the Coronavirus Disease 2019 (COVID-19) pandemic. Although in-person learning remains the touchstone of Florida's judicial educational programming, the Office of Court Education continues to develop infrastructure to provide distance learning courses as a vital component and permanent option for the delivery of high-quality educational content to judges and court personnel.

Additionally, during this reporting period, the Cornerstone Learning Management System was fully deployed for all judges in Florida's 20 judicial circuits and six district courts of appeal. The system serves as a database to track continuing judicial education credits, in addition to serving as a platform to deploy on-demand learning modules. The next implementation phase of this project will be to incorporate access for judicial assistants and other court personnel. This step is important in our goal of expanding access to the system to the more than 3,500 court employees that serve our state.

Furthermore, the Council has continued to offer guidance and oversight to the Court Publications Committee, which is a

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subcommittee of the Council and is responsible for the creation and maintenance of various publications that are housed in an online resource library. The library is available on the court system intranet and is designed to provide judges and court staff immediate access to these resources. This reporting period focused on expanding the library through the creation of new publications.

I thank the Council for its continued commitment to the support of these efforts, even while facing challenges. During this reporting period, the 2022 College of Advanced Judicial Studies was cancelled due to Hurricane Ian, and property damage to the venue prevented the program from being rescheduled. The Council helped to ensure the continued availability of content to meet the educational needs of judges and court staff.

On behalf of the Court, I also thank the Florida Legislature for its continued support, without which our judicial education efforts would not be possible. I welcome any feedback on how the judicial branch can enhance its provision of programming to judges and court personnel. I would be pleased to address any questions or provide further information.

Sincerely,



Carlos G. Muñiz

CGM:rcp

Attachments

cc: Mr. Andrew Mackintosh, Chief of Staff, The Florida Senate  
Ms. Allison Carter, Chief of Staff, The Florida House of  
Representatives  
Mr. Eric W. Maclure, Interim State Courts Administrator

## Attachment I

# Summary of Trust Fund Expenditures for Fiscal Year 2022-23

## Attachment I

### Judicial Branch Court Education Trust Fund FY 2022-23 Financial Report

#### Cash Balance Summary

June 30, 2022, Ending Cash Balance	\$7,550,093.03
FY 22-23 Revenues	\$4,807,511.76
FY 22-23 Expenditures	<u>(\$3,372,959.07)</u>
June 30, 2023, Ending Cash Balance	\$8,984,645.72
FY 22-23 Estimated Certified Forward Payments	<u>(\$60,000.00)</u>
<b>FY 22-23 Estimated Beginning Cash Balance</b>	<b>\$8,924,645.72</b>

#### Summary of Expenditures

Salaries and Benefits	\$874,641.91
General Operating Expenses	\$29,849.10
Florida Court Education Council and Subcommittee Support	\$44,126.13
Publications/Distance Learning Projects	\$314,556.06
Nationally Sponsored Programs – Judges	\$0.00
In-State Court Education Programs	\$1,659,959.66
Human Resources Services Assessment	\$3,360.00
FY 21-22 Certified Forward Payments	\$124,368.21
Fla. Stat. 215.20 (8%) Service Charge to General Revenue	<u>\$322,098.00</u>
<b>Total Expenditures</b>	<b>\$3,372,959.07</b>

## Attachment II

### Educational Activities for Fiscal Year 2022-23

## Attachment II - Educational Activities Fiscal Year 2022-23

Program	Type	Number of Participants	Total Continuing Judicial Education Credits (CJE)
2022 Annual Education Program of the Conference of County Court Judges of Florida <i>July 12, 2022 - July 14, 2022</i>	In Person	308	18.50
2022 Annual Education Program of the Florida Conference of Circuit Judges <i>August 1, 2022 - August 3, 2022</i>	In Person	484	15.75
2022 Trial Court Administrator Education Program <i>August 1, 2022 - August 3, 2022</i>	In Person	39	15.75
Judicial Faculty Training <i>August 1, 2022 - August 3, 2022</i>	In Person	15	14.50
2022 Fall Education Program of the Florida Conference of District Court of Appeal Judges <i>September 7, 2022 - September 9, 2022</i>	In Person	79	17.75
2022 Clerks Education Program <i>September 7, 2022 - September 9, 2022</i>	In Person	6	17.75
2022 Marshals Education Program <i>September 7, 2022 - September 9, 2022</i>	In Person	6	17.75
2022 Traffic Adjudication Lab <i>September 12, 2022 - September 16, 2022</i>	In Person	44	30.50
2022 Traffic Hearing Officers Education Program <i>September 13, 2022</i>	In Person	25	7.50
Florida Court Personnel Faculty Training <i>September 13, 2022 - September 14, 2022</i>	In Person	25	14.50
Judicial Faculty Training <i>September 15, 2022 - September 16, 2022</i>	In Person	12	14.50
2022 Florida Association of Family and Conciliation Courts Advanced Education Program <i>September 21, 2022 - September 23, 2022</i>	In Person	149	18.50
Judicial Faculty Training <i>November 28, 2022 - November 29, 2022</i>	In Person	27	14.50
Florida Court Personnel Faculty Training <i>December 12, 2022 - December 13, 2022</i>	In Person	25	14.50
2023 Florida Judicial College Phase I <i>January 9, 2023 - January 13, 2023</i>	In Person	139	38.25
2023 Handling Capital Cases Refresher <i>January 13, 2023</i>	In Person	66	7.50
2023 Florida Court Personnel Institute <i>February 13, 2023 - February 17, 2023</i>	In Person	319	24.50
2023 Florida Judicial College Phase II <i>March 6, 2023 - March 10, 2023</i>	In Person	129	38.25

**Attachment II - Educational Activities July 1, 2022 - June 30, 2023**

Program	Type	Number of Participants	Total Continuing Judicial Education Credits (CJE)
2023 Florida Judicial College Fundamentals Program <i>March 7, 2023 - March 9, 2023</i>	In Person	46	25.25
2023 New Appellate Judges Program <i>March 7, 2023 - March 10, 2023</i>	In Person	25	21.25
Magistrate and Hearing Officer Education Program <i>March 10, 2023</i>	In Person	61	8.00
ICM: Casflow and Workflow Management <i>May 2, 2023 - May 3, 2023</i> <i>May 9, 2023 - May 10, 2023</i>	Webinar	36	18.00
ICM: Purposes and Responsibilities of Courts <i>May 18, 2023 - May 19, 2023</i> <i>May 25, 2023 - May 26, 2023</i>	Webinar	34	18.00
ICM: Project Management for Courts <i>June 6, 2023 - June 7, 2023</i> <i>June 13, 2023 - June 14, 2023</i>	Webinar	42	18.00
2023 Florida Judicial College Faculty Education and Planning Program <i>June 14, 2023</i>	In Person	46	5.25
Judicial Faculty Training <i>June 15, 2023 - June 16, 2023</i>	In Person	25	14.50
<b>TOTALS</b>		<b>2,212</b>	<b>469.00</b>



# Attachment III

Educational Publications  
Fiscal Year 2022-23

Attachment III  
Publications Committee Report  
Fiscal Year 2022-23

**1. Publications produced or updated in Fiscal Year 2022-23 under the direction of the Florida Court Education Council's Publications Committee**

- *Costs & Fines Bench Card* (July 2022)
- *Guardianship Bench Cards* (June 2023)
- *Judicial Ethics Advisory Committee Opinions Topical Index* (November 2022 – Webpage created with search feature)
- *Pandemic Influenza Benchguide* (February 2023)
- *Small Claims Rules Annotated* (August 2022)

**2. Status of the committee's various publications and other activities**

- *A Judge's Guide to the Practices, Procedures, and Appropriate Use of General Magistrates, Child Support Enforcement Hearing Officers, and Special Magistrates Serving Within the Florida State Courts System* (November 2018)  
This guide was first posted on the state courts system intranet site on December 17, 2012. It was updated by publications staff in 2015 and 2018 and reviewed by former magistrate Robert Jones, author of the guide. Publications staff is reviewing options for creating an updated version.
- *Acting as a Bar Referee Course Outline* (June 2021)  
This outline is updated regularly by Chief Judge Diana Moreland, and a potential 2023 version is under review.
- *An Aid to Understanding Canon 7* (October 2021)  
Posted on the state courts system internet and intranet sites. The manual, regarding the proscription on inappropriate political activity by judges and judicial candidates, is updated frequently. This manual is hyperlinked to the Westlaw database and has been hyperlinked to the Judicial Ethics Advisory Committee (JEAC) opinions index website.
- *Baker Act Benchguide* (November 2016)  
The Publications Committee is actively considering updating this publication and including a Marchman Act section.

- *Bar Referee Manual*  
Project of The Florida Bar. Posted in August 2021.
- *Bar Referee Course Outline* (July 2021)  
Chief Judge Moreland's update is under review.
- *Civil Jury Trial Benchbook* (May 2020)  
Originally written by Judge Lowell Bray. A workgroup of subject-matter experts is revising/reviewing the text with a goal of having an updated version by early 2024.
- *Consumer Law Bench Book* (May 2022)  
This bench book is a project of The Florida Bar Consumer Protection Law Section.
- *Contempt Benchguide* (April 2022)  
Posted on the state courts system intranet site. This benchguide currently is being updated with a December 2023 completion date. It is hyperlinked to the Westlaw database.
- *Criminal Benchguide for Circuit Judges* (August 2016)  
Publications team reviewing formation of committee for possible updates.
- *Criminal Bench Guide for County Judges* (March 2021)  
Publications team reviewing formation of committee for possible updates.
- *Delinquency Benchbook* (June 2021)  
Office of Family Courts publication.
- *Dependency Benchbook* (May 2020)  
Office of Family Courts publication.
- *Domestic Relations Bench Book and Resource Compendium*  
This is a new title. Staff is working with a subject-matter expert group of the Steering Committee on Families and Children in the Court in accordance with Fla. Admin. Order No. AOSC22-28. A final draft is nearly complete, and a publication goal is set for March 2024.
- *Duty Judge Manual* (July 2018)  
Publications Committee members are reviewing/revising each chapter with a December 2023 completion date.
- *Fundamentals for Civil Traffic Infraction Hearing Officers Manual* (January 2020)

Subject matter experts are working on creating an updated version with an early 2024 projected publication date.

- *Fundamentals for Family Court Judges Online Education Program*  
This online course provides required training for judges assigned to family court who have not taken family training within a specified period before assignment. It is continually updated.
- *Guide to Disqualification Motions and Recusal; Checklist for Preliminary Motions for Disqualification & Renewal* (May 2021)  
These are new titles, created by Judge Gary Flower and Judge Kimberly Bonner for the 2022 Florida Judicial College. The materials continue to be updated in advance of the 2024 Florida Judicial College, replacing *Disqualification and Recusal* (Judge Terry Lewis, April 2016).
- *Handling Florida Cases Involving Self-Represented Litigants: A Manual for Florida Courts* (September 2018)  
Posted on the state courts system intranet site. Staff updated and reposted the revised manual in 2014 and 2018. The Publications Committee continues to review pertinent materials on remote self-representation in consideration of updating the manual.
- *Judicial Administration Benchguide* (November 2018)  
Posted on the state courts system intranet site. Publications staff updated this benchguide. It is hyperlinked to the Westlaw database.
- *Judicial Ethics Benchguide* (July 2020)  
Posted on the state courts system internet and intranet sites. Publications staff updated this benchguide and posted it in July 2020. It is hyperlinked to the Westlaw database. An updated version is under consideration by the Publications Committee.
- *Marchman Act Benchguide*  
This new title is being considered as an addition to the Baker Act Benchguide.
- *Model Curriculum Fundamentals for Civil Traffic Infractions Hearing Officers (Instructor Version)* (May 2017)  
The manual was originally utilized at the May 2014 Pilot Program for Initial Traffic Hearing Officer Training. It was most recently updated in 2017 and is under review for updating in 2024.
- *Model Curriculum Fundamentals for Civil Traffic Infractions Hearing*

*Officers (Participant Version) (May 2017)*

The manual was originally distributed at the May 2014 Pilot Program for Initial Traffic Hearing Officer Training. It was most recently updated in 2017 and is under review for updating in 2024.

- *Probate Bench Cards (2024)*  
The committee of experts that created the Guardianship Bench Cards is currently creating these bench cards for publication in early 2024.
- *Residential Foreclosure Benchbook (January 2020)*  
The benchbook is hyperlinked to the Westlaw database. It was originally written by Judge Jennifer Bailey and Ms. Bermudez-Goodrich, and it was updated by Ms. Bermudez-Goodrich in 2020. It is being considered for updating.
- *Residential Foreclosure Complaint Checklist*  
Publications team evaluating the creation and possible combining with the Residential Foreclosure Benchbook.
- *Sham and Vexatious Litigation Sanctions Bench Cards and Checklists (Newly created)*  
A workgroup has been created to create bench cards and checklists in response to a referral from the Florida Supreme Court.
- *Small Claim Survival Guide (March 2020)*  
Originally authored by Judge Peter Evans (retired). Judge Giuseppina Miranda authored the 2020 update. The guide is scheduled for review in late 2024 for possible updates.