



# Supreme Court of Florida

500 South Duval Street  
Tallahassee, Florida 32399-1925

CARLOS G. MUÑIZ  
CHIEF JUSTICE  
CHARLES T. CANADY  
JORGE LABARGA  
JOHN D. COURIEL  
JAMIE R. GROSSHANS  
RENATHA S. FRANCIS  
MEREDITH L. SASSO  
JUSTICES

JOHN A. TOMASINO  
CLERK OF COURT

WOODROW KERCE II  
INTERIM MARSHAL

September 30, 2024

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 2023-24 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 2023-24. Attachment I summarizes trust fund expenditures. Attachment II catalogues educational activities conducted. Attachment III details work on educational publications. I also highlight the following items.

In addition to overseeing trust fund expenditures, the Florida Court Education Council (Council) plans, develops, and implements court-related education programs and activities. Generally, these education programs and activities are directed and primarily taught by volunteer judges who have been trained to serve as faculty. The Office of Court Education provides a skilled staff of professionals who support the Council in accomplishing its goals by assisting in curriculum design, faculty training, content development, legal review, materials development, and program coordination. This collaborative effort among the Council, judges, and staff leads to an education framework that is recognized annually as one of the most comprehensive and innovative judicial education programs in the nation, with participants consistently providing outstanding program evaluations.

The Council successfully completed a full calendar of in-person education programming during this reporting period. This outcome is significant because hurricanes and the pandemic forced the postponement or cancellation of numerous programs during the previous five fiscal years. Court Education Trust Fund expenditures increased during the reporting period ending June 30, 2024, as a result.

The Office of Court Education continued 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. The Court approved changes to the Council's policies that allow more flexibility for judges to earn continuing judicial education credits when taking advantage of this expanded content.

The Cornerstone Learning Management System serves as a database to track continuing judicial education credits and provides a platform for our distance-learning modules. Building on progress from the last reporting period, the learning management system (LMS) is now accessible to all judicial assistants, in addition to the

The Honorable Kathleen Passidomo  
The Honorable Paul Renner  
September 30, 2024  
Page 3

judges and justices they serve. The final step in the implementation phase of this project is to provide LMS access to more than 3,000 additional state court system personnel.

The Council also continued to offer guidance and oversight to the Court Publications Committee. This Council subcommittee 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 bench books, bench cards, and other valuable resources.

The Court also strengthened the governance structure of various education programs. This reporting period included implementation of a substantially revised and enhanced nomination and selection process for program Deans and Associate Deans. The result will be a group of leaders well equipped to provide fresh perspectives and expertise to their respective programs over the next three years.

Finally, on behalf of the Court, I 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, and I am pleased to address any questions or provide further information.

Sincerely,



Carlos G. Muñiz

CGM:bjw

Attachments

The Honorable Kathleen Passidomo  
The Honorable Paul Renner  
September 30, 2024  
Page 4

cc: Justice Meredith L. Sasso, Chair, Florida Court Education  
Council  
Mr. Andrew Mackintosh, Chief of Staff, The Florida Senate  
Ms. Allison Carter, Chief of Staff, The Florida House of  
Representatives  
Mr. Eric W. Maclure, State Courts Administrator  
Ms. Tina White, Deputy State Courts Administrator  
Ms. Rose Patterson, Chief of Court Education

## Attachment I

# Summary of Trust Fund Expenditures for Fiscal Year 2023-24

## Attachment I

### Judicial Branch Court Education Trust Fund FY 2023-24 Financial Report

#### Cash Balance Summary

June 30, 2023, Ending Cash Balance	\$8,984,645.71
FY 23-24 Revenues	\$4,079,083.75
FY 23-24 Expenditures	(\$4,039,319.88)
June 30, 2024, Ending Cash Balance	\$9,024,409.58
FY 23-24 Estimated Certified Forward Payments	(\$140,000.00)
<b>FY 24-25 Estimated Beginning Cash Balance</b>	<b>\$8,884,409.58</b>

#### Summary of Expenditures

Salaries and Benefits	\$1,032,987.92
General Operating Expenses	\$84,752.40
Florida Court Education Council and Subcommittee Support	\$32,450.35
Publications/Distance Learning Projects	\$254,903.37
Nationally Sponsored Programs – Judges	\$0.00
In-State Court Education Programs	\$2,193,882.52
Human Resources Services Assessment	\$3,412.00
FY 22-23 Certified Forward Payments	\$59,100.66
Fla. Stat. 215.20 (8%) Service Charge to General Revenue	\$377,830.66
<b>Total Expenditures</b>	<b>\$4,039,319.88</b>

## Attachment II

### Educational Activities for Fiscal Year 2023-24

## Attachment II - Educational Activities July 1, 2023 - June 30, 2024

Program	Type	Number of Participants	Total Continuing Judicial Education Credits (CJE)
Institute for Court Management Course: Budget & Fiscal Management <i>July 17, 2023 - July 18, 2023 &amp; July 25, 2023 - July 26, 2023</i>	Virtual	42	14
2023 Annual Education Program of the Conference of County Court Judges of Florida <i>July 18, 2023 - July 20, 2023</i>	In Person	325	16.5
2023 Annual Business Meeting and Education Program of FCCJ <i>July 31, 2023 - August 2, 2023</i>	In Person	483	15.75
2023 Trial Court Administrator Education Program <i>July 31, 2023 - August 2, 2023</i>	In Person	20	15.75
Institute for Court Management Course: Operations Management <i>August 15, 2023 - August 16, 2023 &amp; August 22, 2023 - August 23, 2023</i>	Virtual	42	14
2023 Annual Education Program of the Florida Trial Court Staff Attorney Association <i>August 17, 2023 - August 18, 2023</i>	In Person	119	11
2023 Traffic Adjudication Lab <i>September 11, 2023 - September 15, 2023</i>	In Person	49	29.5
Handling Capital Cases Course <i>September 11, 2023 - September 14, 2023</i>	In Person	44	26
2023 Traffic Hearing Officers Program <i>September 12, 2023</i>	In Person	23	6
Florida Court Personnel Faculty Training <i>September 12, 2023 - September 13, 2023</i>	In Person	20	14.25
Judicial Faculty Training <i>September 14, 2023 - September 15, 2023</i>	In Person	13	14.25
2023 Florida Association of Family and Conciliation Courts (FLAFCC) Education Program <i>October 4, 2023 - October 6, 2023</i>	In Person	172	15
2023 College of Advanced Judicial Studies <i>October 23, 2023 - October 27, 2023</i>	In Person	319	18.5
Handling Capital Cases Refresher Course <i>October 27, 2023</i>	In Person	37	6
Trauma-Informed Courts Regional Training - Jacksonville <i>November 16, 2023</i>	In Person	44	6.5
Trauma-Informed Courts Regional Training - Gainesville <i>November 17, 2023</i>	In Person	44	6.5



Institute for Court Management Course: Modern Court Governance <i>December 5, 2023 - December 6, 2023 &amp; December 12, 2023 - December 13, 2023</i>	Virtual	35	14
Trauma-Informed Courts Regional Training - Kissimmee <i>December 13, 2023</i>	In Person	61	6.5
Trauma-Informed Courts Regional Training - Daytona Beach <i>December 14, 2023</i>	In Person	28	6.5
2024 Florida Judicial College Phase I <i>January 7, 2024 - January 12, 2024</i>	In Person	136	25.25
2024 Education Program of the Florida Conference of District Court of Appeal Judges <i>January 10, 2024 - January 12, 2024</i>	In Person	119	15
2024 Clerks Education Program <i>January 10, 2024 - January 12, 2024</i>	In Person	8	15.5
2024 Marshals Education Program <i>January 10, 2024 - January 12, 2024</i>	In Person	8	15.5
2024 Central Staff Education Program <i>January 10, 2024 - January 12, 2024</i>	In Person	6	15.5
2024 Florida Court Personnel Institute <i>February 12, 2024 - February 15, 2024</i>	In Person	342	16
2024 New Appellate Judges Program <i>March 5, 2024 - March 6, 2024</i>	In Person	20	9.5
2024 Florida Judicial College Phase II <i>March 10, 2024 - March 15, 2024</i>	In Person	89	15
2024 Fundamentals Program <i>March 12, 2024 - March 14, 2024</i>	In Person	87	23.25
Institute for Court Management Course: Purposes & Responsibilities <i>March 12, 2024 - March 13, 2024 &amp; March 19, 2024 - March 20, 2024</i>	Virtual	40	14
Trauma-Informed Courts Regional Training - Ft. Walton Beach <i>March 25, 2024</i>	In Person	52	6.5
Trauma-Informed Courts Regional Training - Tallahassee <i>March 27, 2024</i>	In Person	70	6.5
2024 Professionalism Conference: First Principles of Professionalism <i>April 5, 2024</i>	In Person	238	4.75
Institute for Court Management Course: Accountability & Court Performance <i>April 16, 2024 - April 17, 2024 &amp; April 23, 2024 - April 24, 2024</i>	Virtual	35	14

Trauma-Informed Courts Regional Training - Palm Beach <i>April 16, 2024</i>	In Person	70	6.5
Trauma-Informed Courts Regional Training - Ft. Lauderdale <i>April 17, 2024</i>	In Person	101	6.5
Trauma-Informed Courts Regional Training - Miami <i>April 18, 2024</i>	In Person	84	6.5
2024 College of Advanced Judicial Studies Planning Meeting and Advanced Faculty Training <i>May 10, 2024</i>	In Person	28	12
Institute for Court Management Course: Workforce Management <i>May 14, 2024 - May 15, 2024 &amp; May 21, 2024 - May 22, 2024</i>	Virtual	38	14
2024 Administrative Training <i>May 15, 2024 - May 17, 2024</i>	In Person	159	12.5
Handling Capital Cases Course <i>May 20, 2024 - May 23, 2024</i>	In Person	52	25
2024 Educational Institute for Magistrates & Hearing Officers <i>May 23, 2024 - May 24, 2024</i>	In Person	88	10.75
Judicial Faculty Training <i>May 30, 2024 - May 31, 2024</i>	In Person	14	12
Florida Court Personnel Faculty Training <i>May 30, 2024 - May 31, 2024</i>	In Person	18	12
Institute for Court Management Course: Caseflow & Workflow Management <i>June 4, 2024 - June 5, 2024 &amp; June 11, 2024 - June 12, 2024</i>	Virtual	33	14
Trauma-Informed Courts Regional Training - Tampa <i>June 5, 2024</i>	In Person	123	6.5
Trauma-Informed Courts Regional Training - Ft. Myers <i>June 7, 2024</i>	In Person	102	6.5
<b>TOTALS</b>		<b>4080</b>	<b>597.5</b>

# Attachment III

Educational Publications  
Fiscal Year 2023-24

## **Attachment III**

### **Publications Committee Report Fiscal Year 2023-24**

#### **1. Publications produced, updated, or curated in Fiscal Year 2023-24 under the direction of the Florida Court Education Council's Publications Committee:**

- *Contempt Benchguide* (updated January 2024)
- *Mentor Manual* (updated September 2023)
- *OSCA Employee Manual* (updated February 2024)

#### **2. Current 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). Authored by Magistrate Robert Jones (retired). Publications staff are reviewing options for creating an updated version.
- *An Aid to Understanding Canon 7* (October 2021). Publications staff have secured a subject matter expert to update the document.
- *Baker Act Benchcard* (September 2024). This new publication was created based on materials prepared by Judge Leifman and Alvan Balent, Jr. to highlight 2024 legislative changes to the Baker Act. The publication will be updated and expanded in 2025.
- *Baker Act Benchguide* (November 2016). The Publications Committee is actively considering whether to update this publication to include recent and anticipated legislative changes and to include a section on the Marchman Act.
- *Bar Referee Course Outline* (July 2021). The Publications Committee is reviewing Chief Judge Moreland's update.
- *Bar Referee Manual* (updated September 2024). Publication of The Florida Bar.
- *Canvassing Board Benchcard*. Publications staff are drafting a benchcard to be reviewed by subject matter experts. The Publications Committee is considering the creation of an on-

demand learning module.

- *Child Support Benchbook* (May 2016). Office of Family Courts publication.
- *Civil Jury Trial Benchbook* (April 2020). A workgroup of subject matter experts is revising/reviewing the text with a goal of having an updated version by late 2025.
- *Collections of Fines and Costs Benchcard* (June 2022).
- *Consumer Law Benchbook* (May 2022). This benchbook is a project of The Florida Bar Consumer Protection Law Committee.
- *Court Interpreting Benchcard* (2017).
- *Court Interpreting Benchguide* (2017).
- *Court Interpreting – Excerpts from Benchguide. In re: Interpreting for Persons Who are Deaf or Hard of Hearing* (2017).
- *Criminal Benchguide for Circuit Judges* (August 2016). Publications staff are reviewing the formation of a committee for possible updates.
- *Criminal Benchguide for County Judges* (March 2021).
- *Delinquency Benchbook* (updated July 2024). Office of Family Courts publication.
- *Dependency Benchbook* (updated May 2020). Office of Family Courts publication.
- *Domestic Relations Benchbook and Resource Compendium* (September 2024). New publication.
- *Domestic Violence Benchbook* (June 2023).
- *Duty Judge Manual* (July 2018). Updates are underway to address changes in law and are anticipated to be completed by the end of 2024.
- *Fundamentals for Civil Traffic Infraction Hearing Officers Manual* (January 2020). Subject matter experts are working on the creation of an updated version with a December 2025 projected publication date. Additionally, the subject matter experts are reviewing the *Model Curriculum (Instructors Version) Fundamentals for Civil Traffic Infractions Hearing Officers*. The manual was originally distributed at the May 2014 Pilot Program for Initial

Traffic Hearing Officer Training. It was most recently updated in 2020.

- *Fundamentals for Family Court Judges Online Education Program*. This online program 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.
- *Guardianship Benchcards* (June 2023). New publication. This set of benchcards was created by a committee of subject matter experts to provide complete and easy-to-access information about all pertinent aspects of guardianship law for judges. The same committee of experts is currently creating *Florida Probate Administration Checklists* for publication by late 2024.
- *Guide to Disqualification Motions and Recusal and Checklist for Preliminary Motions for Disqualification & Renewal* (May 2021). These titles were created by Judge Gary Flower and Judge Kimberly Bonner for the 2022 Florida Judicial College.
- *Handling Capital Cases*. New publication. A subject matter expert workgroup is finalizing topics and assignments. The publication is scheduled for completion by December 2024.
- *Handling Florida Cases Involving Self-Represented Litigants: A Manual for Florida Courts* (September 2018).
- *Judicial Administration Benchguide* (November 2018).
- *Judicial Ethics Benchguide* (June 2020). A new version is under consideration by the Publications Committee and is scheduled to be completed by February 2025.
- *Marchman Act Benchcard* (September 2024). This new publication was created based on materials prepared by Judge Leifman and Alvan Balent, Jr. to highlight 2024 legislative changes to the Marchman Act. The publication will be updated and expanded in 2025.
- *Marchman Act Benchguide*. This new title is being considered as a supplement to the *Baker Act Benchguide*.
- *Marjorie Stoneman Douglas High School Public Safety Act - Risk Protection Order - Staff Manual* (December 2018).
- *Pandemic Influenza Benchguide* (updated February 2023).
- *Probate Benchcards*, now titled: *Florida Probate Administration Checklists*. The Probate and Guardianship Workgroup is editing

final drafts. The target completion date is the end of 2024.

- *Residential Foreclosure Benchbook* (January 2020). Originally written by Judge Jennifer Bailey and Ms. Bermudez-Goodrich, this publication was updated by Ms. Bermudez-Goodrich in 2020.
- *Residential Foreclosure Complaint Checklist*. Publications staff are evaluating the creation of a checklist that can be combined with the *Residential Foreclosure Benchbook*.
- *Sham and Vexatious Litigation Sanctions Benchcards and Checklists*. A subject matter expert workgroup is working to create benchcards and checklists.
- *Small Claim Survival Guide* (March 2020).
- *Small Claims Rules Annotated* (August 2022).
- *Voir Dire Outline* (June 2021).