

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER NO. 93-28

IN RE:

**SWING SECRETARY
ASSIGNMENT POLICY**

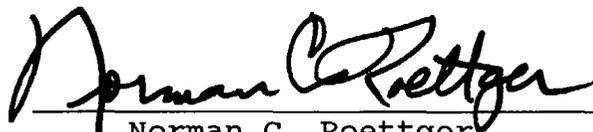
Heretofore, swing secretary assignments were based primarily on two priority levels:

1. The District Judge is in chambers and his or her secretary is on annual or sick leave.
2. The Magistrate Judge is in chambers and his or her secretary is on annual or sick leave.

Consistent with the growth of the district's judicial complement, contention for assignment of the two swing secretaries has increased as well. Effective immediately, in order to further clarify the policy and mitigate any potential for conflict, swing secretaries will be assigned to chambers, according to the priority established above, but within the following preemptive order of precedence:

1. Active District Judges
2. Senior District Judges
3. Active Magistrate Judges
4. Recalled Magistrate Judges

DONE and ORDERED in chambers at the United States Federal Building and Courthouse, 299 East Broward Boulevard, Fort Lauderdale, Florida, this 1st day of April, 1993.


Norman C. Roettger
Chief Judge

cc: All Southern District Judges
All Southern District Magistrate Judges
Keenan G. Casady, District Executive
T.G. Cheleotis, Clerk of Court
All Swing Secretaries
Linda Datko, Assistant Circuit Librarian