

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.107-4/25\*

IN RE: USE OF COURTHOUSE ROOMS FOR  
DEPOSITIONS AND NURSING MOTHERS

---

Security concerns might arise when taking depositions in private offices. Court Administration has designated specific rooms at the Main Judicial Center, South County Branch Courthouse and the North County Branch Courthouse to be used for criminal or civil depositions. Additionally, privacy is needed for nursing mothers. Court Administration has designated specific rooms at the Main Judicial Center, the South County Courthouse, **the North County Courthouse, and the West County Courthouse**, to be used by nursing mothers.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of **General Practice and** Judicial Administration 2.215, it is **ORDERED** as follows:

1. Main Judicial Center:
  - a. Rooms 4.2004, 4.2005, 4.2006, 4.2007, 4.2008, 4.2010 and 4.2011 may be used for depositions in criminal and civil matters on Wednesday and Thursday afternoons (1:00 p.m.-5:00 p.m.), and all day on Mondays and Fridays (8:00 a.m.-5:00 p.m.)
  - b. Rooms 4.2004, 4.2005, 4.2006, 4.2007, 4.2008, 4.2010 and 4.2011 are not available on Tuesdays (8:00 a.m.-5:00 p.m.), and on Wednesday and Thursday mornings (8:00 a.m.-12:00 p.m.) as they are permanently reserved for the Alternative Dispute Resolution Office.
  - c. Room 4.2003 is designated as a Nursing Mothers' Room. For access to the Nursing Mothers' Room contact Court Administration at 561-355-2431.
2. South County Branch Courthouse:
  - a. Rooms 2E-207, 2E-208 and 2E-209 may be used for depositions in criminal and civil matters during working hours on Mondays, Tuesdays, Thursdays and Fridays (8:00 a.m.-5:00 p.m.)
  - b. Rooms 2E-207, 2E-208 and 2E-209 are not available on Wednesdays (8:00 a.m.-5:00 p.m.) as they are permanently reserved for the Alternative Dispute Resolution Office.

- c. Rooms 2W-151 and 2W-152 are permanently reserved for the Alternative Dispute Resolution Office.
- d. Hearing Room A
  - 1) Hearing Room A will be available for depositions in Dependency/DCA, APD and ORCC criminal matters only and are set through the Witness Management Office via [cad-witnessmanagementoffice@pbcgov.org](mailto:cad-witnessmanagementoffice@pbcgov.org).
  - 2) Hearing Room A is equipped with digital recording equipment.
  - 3) The Witness Management Office will schedule depositions through a shared calendar with the Office of Court Reporting Services and the South County Law Library. Attorneys should contact the South County Law Librarian upon arrival at the South County Courthouse to obtain access to Hearing Room A and the South County Deposition Log.
  - 4) The South County Librarian will forward a copy of the completed Deposition log to Witness Management in order for Witness Management to invoice the proper agency.
- e. Room 2C114 is designated as a Nursing Mothers' Room. For access to the Nursing Mothers' Room contact the South County Law Library at 561-274-1440.

3. North County Branch Courthouse:

- a. Room 2.715 may be used for depositions in criminal and civil matters during working hours on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays (8:00 a.m.-5:00 p.m.)
- b. Room 2.716 may be used for depositions in criminal and civil matters during working hours on Mondays, Wednesdays, Thursdays and Fridays (8:00 a.m.-5:00 p.m.). It is not available on Tuesdays (8:00 a.m. - 5:00 p.m.) as it is permanently reserved for the Alternative Dispute Resolution Office.
- c. **A lactation pod for nursing mothers is located in the main hallway after the Clerk's Office, northwest side. For access to the nursing pod, contact the Law Library staff onsite (Monday-Wednesday) and Court Administration staff on Thursday-Friday by phone at 561-624-6516.**

4. West County Branch Courthouse:

- a. **A Nursing Mother's Room (Room Number N-111) is available to nursing mothers. For access to the room, please contact a Palm Beach County Sheriff Deputy at the security screening station.**

5. The deposition rooms are available on a first come/first serve basis. The Administrative Office of the Court does not schedule usage of the rooms for private depositions. In instances where all rooms are occupied or a conflict exists, the Administrative Office of the Court may be contacted for assistance in securing another appropriate location within the facility.
6. This Administrative Order does not apply to those depositions taken through the Witness Management Office in accordance with Administrative Order 2.501.

**DONE** and **ORDERED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 29<sup>th</sup> day of April, 2025.



---

Glenn D. Kelley  
Chief Judge

\*supersedes admin. order 2.107-2/19