

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

ADMINISTRATIVE ORDER NO. 11.701-09/21\*

IN RE: CIVIL RIGHTS AND SEXUAL  
HARASSMENT COMPLAINT PROCEDURES

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These procedures are adopted pursuant to the following Administrative Orders issued by the Chief Justice of the Florida Supreme Court: *In Re: Amendments to the Florida Supreme Court Civil Rights Complaint Procedure*, Fla. Admin. Order No. AOSC 20-4 (February 10, 2020), and *In re: Sexual Harassment Policy and Procedures for Complaints Against Justices and Judges*, Fla. Admin. Order No. AOSC 18-6 (February 16, 2018). These procedures set forth the steps for investigating and resolving complaints of discrimination in employment decisions based on race, religion, sex (including pregnancy discrimination and sexual harassment), sexual orientation, national origin, age, disability, marital status or familial status, veteran status, gender identity or expression, or retaliation as well as claims of sexual harassment or sexual misconduct against judges.

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

**A. INTAKE OFFICER**

1. **The Fifteenth Judicial Circuit's Chief of Personnel Services** is hereby appointed as the intake officer who shall be responsible for receiving and documenting complaints of discrimination by and against Fifteenth Judicial Circuit employees. **The Chief of Personnel Services can be reached by writing to: Chief of Personnel Services, Fifteenth Judicial Circuit, 205 North Dixie Highway, West Palm Beach, Florida 33401, or by calling (561) 355-2154.**
2. **The Chief Judge is the intake officer who shall be responsible for receiving and documenting claims of sexual harassment or sexual misconduct against Fifteenth Judicial Circuit and Palm Beach County judges. The Chief Judge can be reached by writing to: Chief Judge, Fifteenth Judicial Circuit, 205 North Dixie Highway, West Palm Beach, Florida 33401, or by calling (561) 355-7814.**
3. If for any reason the intake officer cannot or should not perform his duties, the Chief Judge shall appoint an alternate.

## B. PROCEDURES

1. The procedures for investigating and resolving complaints of discrimination in employment decisions as set forth in *In Re: Amendments to the Florida Supreme Court Civil Rights Complaint Procedure*, Fla. Admin. Order No. AOSC 20-4 (February 10, 2020) (<https://www.floridasupremecourt.org/content/download/579399/file/AOSC20-4.pdf>), are hereby adopted for the Fifteenth Judicial Circuit and made part of this Administrative Order.
2. The procedures for investigating and resolving complaints of sexual harassment or misconduct against judges as set forth in *In re: Sexual Harassment Policy and Procedures for Complaints Against Justices and Judges*, Fla. Admin. Order No. AOSC 18-6 (February 16, 2018) (<https://www.floridasupremecourt.org/content/download/241434/file/AOSC18-6.pdf>) are hereby adopted for the Fifteenth Judicial Circuit and made part of this Administrative Order.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 15<sup>th</sup> day of September, 2021.



Glenn D. Kelley  
Chief Judge

\*supersedes admin. order no. 11.701-7/18