




**Office of the State Courts Administrator**

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**M E M O R A N D U M**

**TO:** Chief Judges of the District Courts of Appeal  
Chief Judges of the Circuit Courts  
Chairs of Supreme Court Committees  
Clerks and Marshals of the District Courts of Appeal  
Trial Court Administrators  
Supreme Court Managers  
OSCA Managers

**FROM:** Lisa Kiel 

**DATE:** May 14, 2020

**SUBJECT:** Travel Guidance During the COVID-19 Pandemic

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In consultation with Chief Justice Canady, and as directed in *In re: Response of the Florida State Courts System to Coronavirus Disease 2019 (COVID-19)*, Fla. Admin. Order No. AOSC20-12 (March 11, 2020), I am writing to provide updated guidance on court-system travel during the COVID-19 pandemic. This guidance supplements the budget and pay administration memoranda issued for Fiscal Year 2019-20 and my memorandums of March 11, March 26, and April 8, 2020. We will continue to monitor the situation closely on an ongoing basis and issue additional travel guidance as needed.

All non-essential in-state and out-of-state business travel should be discontinued through September 30, 2020. Essential intra-circuit travel shall be determined by each chief judge or designee, depending upon that court's unique operations and needs.

All new non-essential travel requests should continue to be held in abeyance through September 30, 2020.

Judicial officers and staff are urged to stay alert for updates from trusted sources such as the Centers for Disease Control and Prevention. Additionally, updated information is available on the Florida Courts website ([flcourts.org](http://flcourts.org)).

Thank you for your diligent efforts in these unprecedented times.

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cc: Supreme Court Justices