

**IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**

**IN RE: Authorization for In-District Travel for
 Clerk of Court and Chief Probation Officer**

ADMINISTRATIVE ORDER

In accordance with the requirements of the travel regulations published by the Director of the Administrative Office, specifically Volume I, Chapter VI, Section B, subsection (1) of the Guide to Judiciary Policies and Procedures,

It is hereby ordered that the Clerk of Court and Chief Probation Officer, as court unit executives, are authorized to initiate travel and incur expenses in connection with the routine performance of their official duties within the boundaries of the Northern District of Florida. The Clerk of Court and Chief Probation Officer are also authorized to attend any Federal Judicial Center or Administrative Office of the U.S. Courts– sponsored training session where the cost of the travel and attendance at the training session is covered by the Federal Judicial Center or the Administrative Office. Expenses and claims for reimbursement shall comply with all the requirements and regulations in the Guide.

This Order shall be effective October 1, 2007 through September 30, 2008 and thereafter is subject to renewal by Order of this Court for consecutive periods not to exceed 12 months.

DONE AND ORDERED this 27th day of September, 2007.

s/Robert L. Hinkle
Chief United States District Judge