

FOURTH JUDICIAL CIRCUIT OF FLORIDA

FAMILY COURT SERVICES

DIRECTOR

DUVAL COUNTY COURTHOUSE 330 EAST BAY STREET JACKSONVILLE, FLORIDA 32202 (904) 630-2111 FAX (904) 630-2979

January 17, 1995

Ms. Joanna R. Cason Chief Assistant to the Clerk 416 Centre Street Post Office Box 456 Fernandina Beach, Florida 32035-0458

RE: Summary of GAL Services to Nassau County

Dear Joanna:

Enclosed please find a summary of services provided to Nassau County by the Guardian Ad Litem Program from October 1, 1995 through december 31, 1995. Also provided is an itemized list of postage and supplies provided from Duval County Court funds to the Nassau County Guardian Ad Litem office. I have not included the cost of the supplies listed, however, if you need this information I will be happy to provide it.

I hope this summary meets your accounting needs. Please let me know if you have any questions or concerns about this summary. My direct telephone number is 630-7682.

Sincerely,

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Mia Heiney Sr. Deputy Court Administrator

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cc: H. Britt Beasley, Court Administrator Conni Lewis, Sr. Deputy Court Administrator

SUMMARY OF GUARDIAN AD LITEM SERVICES AND SUPPLIES <u>TO NASSAU COUNTY, FLORIDA</u> <u>OCTOBER 1, 1995 THROUGH DECEMBER 31, 1995</u>

STAFF ASSIGNED TO NASSAU COUNTY

Volunteer Coordinator (20 hours per week)\$ 14,937.70OTHER DUVAL COUNTY STAFF PROVIDING ASSISTANCE TO NASSAU COUNTYRecruitment Specialist (6 hours)\$ 76.95Clerical support (8 hours)\$ 114.37SUPPLIES PROVIDED TO NASSAU COUNTY GAL OFFICE

postage stamps(\$50.00) 1 postal scale 1 electric pencil sharpener reams white 8½ x 11 copy paper 3 1 ream yellow 8½ x 11 copy paper 1 box pencils box Bic Micro Metal pens/blue ink 1 12 AccuPad legal pads 8½ x 11 box file folders/partition legal size 1 box Laser Jet Avery address labels 1 1 box (500 sheets) printed letterhead stationary 250 printed envelopes set Florida Statutes 1

ADDITIONAL STAFF SUPPORT FROM STATE EMPLOYEES

Arlene Friedman - Administrative (24 hours) Lisa March - Family Law (17 hours) Cynthia Glazier - Attorney (16 hours) Sonia Holley - Clerical/Training (32 hours)

ADDITIONAL STAFF SUPPORT FROM GRANT SUPPORTED PROGRAM STAFF

Cindy Rogers - Criminal Law (5 hours)

****** salary figures include cost of benefits

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