



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
Toll Free (866) 355-7902  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

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**MEMORANDUM #010---14HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Deadline for Property Schedule Updates for FY2014-15

**DATE:** April 8, 2014

As you know, the end of the fiscal year is fast approaching. In order to provide the best service possible, Risk Management is recommending that changes or updates to your property schedule for insurance coverage be submitted to their office no later than **May 15, 2014**.

If you need to update your *property locations*, the Property Section of Risk Management asks that all coverage requests be completed online. Accordingly, I have included the link <https://apps.fldfs.com/RiskManagement/CoverageRequest.aspx> for the online version of the Coverage Request Form. You are asked to complete the form but please **do not hit the "submit" button**. Instead, once you complete the form, please print it and send it to Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org). Upon receipt, Andy will bundle the forms into one form and submit it to Risk Management. To meet the deadline requested by Risk Management, please have your updates sent to Andy by the close of business on **May 12, 2014**.

If you only need to update the *current content amounts* for your properties, then please use your Property Schedule to make the necessary updates. Please let us know if you need us to send you a copy of your current Property Schedule to assist with your updates. Forward these updates to us as well and we will forward them to Risk Management.

Once your information has been submitted to Risk Management, they will provide us with a copy of the updated Property Schedule, which we will then forward to the appropriate circuit/agency. Upon receipt of your updated Property Schedule, please review it as soon as possible so that any errors can be corrected prior to your premiums being calculated for the

upcoming fiscal year. Any changes received by Risk Management after May 15, 2014 will be processed after July 1, 2014.

If you have any questions, please contact Andy Snuggs at 850.488.2415, ext. 291, or at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).

Thank you.