

INFORMATION AND PROCEDURES FOR COUNTY CRIMINAL, DIVISION A, AUGUST 2020 DOCKETS

Pursuant to Florida Supreme Court Administrative Order AOSC20-23 all hearing in August, while we are in Phase 1 will be conducted through remote technology through the ZOOM platform. The Clerk of Court will be issuing Notices with the Zoom login information contained in the Notice. The Courts login information can be accessed as well on this webpage:

Join URL: <https://zoom.us/j/99510683326>

The meeting ID is **995-1068-3326**

When logging in to join a hearing, please type the defendant's name and case number you are appearing on. No in person hearing will be permitted until the 13th Judicial Circuit enters Phase 2 of the court's operation plan as determined by the Chief Judge of this circuit. Once Phase 2 commences, there will be *limited* in person hearings in accordance with the provisions of AOSC20-23. No litigants or attorneys should appear in person without prior approval of the court.

For dockets larger than 25 defendants the hearing times will be staggered to reduce the wait time each defendant and attorney will have in the virtual lobby. Every effort will be made to call parties in the order they log in to the docket on the zoom platform. For those who do not have the ability to participate through Zoom, please contact my office at crimdiva@fljud13.org and arrangements will be made to reschedule the case for an in person hearing once the court enters Phase 2.

Specific Docket Instructions:

Arraignments: If a Notice of Appearance is filed containing a written plea of not guilty and a waiver of Arraignment you will not need to appear for arraignment and the case will be set for disposition if a waiver of speedy trial is included in the pleading. If no waiver of speedy trial is included the matter will be scheduled for pretrial and jury trial for a future date when the Court enters Phase 2. For a defendant wishing to enter a plea of Guilty or No Contest the Plea forms and Plea in Absentia forms are available on my webpage in the forms sections. All pleas to enhanceable offenses as well as a plea to any offense where the defendant will be placed on probation will require fingerprints to be submitted prior to the Court accepting the plea. The plea in absentia form allows the defendant to self-print in the presence of a notary public. The completed plea form as well as fingerprint cards must be emailed to crimdiva@fljud13.org and opposing counsel 2 business days prior to the hearing. Completed probation profile sheets for

defendants going on probation must be completed and submitted to probation@hcsotampa.fl.us prior to the court taking the plea. The probation profile form can also be found in the form section of the court's webpage.

Obtaining the Defendant's Fingerprints: T

he Defendant can report to one of the following substations of the Hillsborough County Sheriff's Office to have his/her fingerprints rolled on a court-supplied card; Monday-Friday from 8:00 am to 5:00 pm:

District 1	District 2	District 3
14102 North 20th St Tampa, FL.	2310 North Falkenburg Rd Tampa, FL.	7202 Gunn Hwy Tampa, FL.
District 4	District 5	Identification Section
508 33rd St. SE Ruskin, FL.	10128 Windhorst Rd. Tampa, FL.	2306 N. Falkenburg Rd. Tampa, FL.

The fingerprint card form may be downloaded from the 13th Judicial Circuit Website by going to the link below or the HCSO will have copies there to use.

There is no charge for Hillsborough County residents and a \$10.00 charge (cash only) for non-Hillsborough County residents.

<https://www.fljud13.org/Portals/0/Forms/pdfs/CirCriminal/13THCIRFINGERPRINT.pdf?ver=2020-07-01-110841-303>

Jail Cases: It is anticipated that Zoom rooms will, at some point, be available in each of the jails for pretrial detainees to appear. However, until these rooms become available, pleas on jail cases will be added to the consolidated jail docket being heard each Wednesday in Video Courtroom 17.

Dispositions: If you are requesting a new disposition date and have not had 3 prior dispositions than the request for new disposition or request to set case for trial can be submitted to crimdiva@fljud13.org in advance of the hearing date and the case will be rescheduled for either a new disposition date or set for trial as requested. If the form is submitted, appearance at the Zoom docket is not required. If a plea of no contest or guilty is to be entered at a disposition date the procedures as set forth in the Arraignments section of this memo for entry of pleas of guilty or no contest must be adhered to. Jail cases will be handled in the same manner as previously stated.

Jury Trials and Pretrial Conference: All jury trials and pretrial conferences previously scheduled in August will be reset for either October or November. It is anticipated that the court will not be in Phase 2 in sufficient time to provide for Jury Trials in August.

Motions: Motions including evidentiary motions will be scheduled and heard through Zoom. It is each parties responsibility to be sure that witnesses are properly instructed on how to log into the Court's Zoom hearing. All exhibits to be used at hearing must be uploaded and emailed to crimdiva@fljud13.org and opposing counsel no later than 2 business days prior to the scheduled hearing date. Audio and Video files must be uploaded as well. A witness and exhibit list must be provided with the exhibits. All cases, statutes, rules or other citations of authority a party wishes the Court to consider should be provided to the Court at least two business days prior to the hearing on the motion. The Court will not consider cases provided for the first time at the hearing absent a showing of good cause.

Non Jury Trials: Non jury trials will be set for a Zoom docket, however, in accordance with AOSC20-23 if either party objects to the trial be conducted through remote technology please immediately notify the court and the matter will be reset for an in person non- jury trial once the Court enters into Phase 2 of Court Operations. Prior to Phase 2, jail cases set for non- jury will have to be specially set in Video Courtroom 17. A set of fingerprints must be submitted to crimdiva@fljud13.org in the event the defendant is found guilty of an enhanceable offense or is placed on probation. The prints must be provided in advance of the non -jury trial. All exhibits as well as an exhibit list and witness list must be uploaded and provided to the court and opposing counsel at least 2 business days prior to trial.

VOP's: VOP hearings will be conducted by Zoom. When a defendant receives a jail sentence, they will be given a turn in date at the conclusion of the hearing. Jail defendants can have their cases added on the joint misdemeanor docket held each Wednesday in Video Courtroom 17 should they wish to admit the violation. If a hearing with witnesses is requested for a jail defendant, the matter will be specially set.

Please contact my office with any questions or concerns.

Jack N. Gutman,
County Judge