



**MARY CATHERINE GREEN**

JUDGE OF THE COUNTY COURT

STATE OF FLORIDA, COUNTY OF POLK

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**COUNTY CRIMINAL DIVISION M4 PROCEDURES AND GENERAL INFORMATION**

**Administrative Orders:** Copies of all Administrative Orders for the Tenth Judicial Circuit are available on our website at [www.jud10.flcourts.org](http://www.jud10.flcourts.org).

**SCHEDULING HEARINGS**

You may e-mail me to obtain hearing times. Please be sure to include the following information:

Case Number	
Defendant Name	
Hearing Type	
Amount of Time Requested	

- Please note that we cannot hold time open while you clear it with other offices/parties. Sometimes people never call us back or the need for a hearing may have gone away in the meantime.
- **Confirmation of Hearing/Notice of Hearing:** The parties or counsel for the parties will receive electronic confirmation from the Court of the hearing date and time once the agreed upon date has been cleared with the Court.
- **Agreed Motions:** If a matter is uncontested, you may submit the motion and proposed order to the Judge for review via e-mail. The order **MUST** be in Word format. The order should state "Agreed Order" in the heading and motion must include language that the order has been agreed upon by opposing counsel.
- **Cancellation of Hearings:** Please e-mail a Notice of Cancellation as soon as you learn that the hearing is to be cancelled. Only the party who set the hearing may cancel it, and it is that party's responsibility to notify everyone of the cancellation.

- **Changes to Amount of Time Needed for Hearing:** If the length of a hearing changes in any way (for example, a case settles, and you know that a long hearing will only take a few minutes rather than an hour) please let the judge's office know as soon as possible.

## PLEAS

**Due to the large Pretrial Conference dockets it is requested that pleas be scheduled on plea dates** which are located on the Fast Track Forms and can also be obtained from the Judge's office.

## VOICE MAIL

Our office only has one line for incoming calls. If you call our office during normal business hours and get our voice mail, it means that the Judicial Assistant is on another line with a customer or away from her desk. Accordingly, if you leave a voicemail message, you should expect to receive a return phone call in a timely fashion. Your patience in this matter is greatly appreciated.

## VIRTUAL APPEARANCE REQUESTS

All requests to appear virtually must be submitted via motion (after it has been e-filed) and proposed Order (in Word format) for the Judge's review. Requests must be submitted to the Judge's office by noon the day prior to the hearing.

Please mute your phone and turn off your camera until your case is called. Please be aware of the image you project into the public courtroom; consider using virtual backgrounds as opposed to showing the public the interior of your home.

Proper conduct and courtroom attire are required for all virtual appearances. **The virtual appearance will be Immediately terminated if the person, including counsel, is in a moving vehicle. The virtual appearance may also be terminated if the person appearing is dressed inappropriately, disruptive to the court proceedings, or behaving inappropriately (example: smoking a cigarette). If disconnected, it will be in the judge's discretion to hear the case later in the same docket or reset to another court date.**

**VIRTUAL HEARING LINKS (MICROSOFT TEAMS)**

**VOP**

[Click here to enter Polk Misdemeanor \(VOP\) Violation of Probation Virtual Courtroom](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 571 228 180#

**ARRAIGNMENT**

[Click here to enter Polk Misdemeanor Arraignments Virtual Courtroom](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#) , Conference ID: 103 716 874#

**PRETRIAL CONFERENCE**

[Click here to enter Polk Misdemeanor Pre-Trial Conference Virtual Courtroom](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 662 161 598#

**MANDATORY DOCKETING**

[Click here to enter Polk Misdemeanor Mandatory Docketing Virtual Courtroom](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 196 199 712#

**TBC/MOTION/DISPOSITION A**

[Click here to enter Polk Misdemeanor TBC; Motion; Disposition Virtual Courtroom A](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 879 306 48#

**TBC/MOTION/DISPOSITION B**

[Click here to enter Polk Misdemeanor TBC; Motion; Disposition Virtual Courtroom B](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 144 104 352#