



Cassandra L. Denmark

JUDGE OF THE CIRCUIT COURT
STATE OF FLORIDA, COUNTY
WWW.JUD10.FLCOURTS.ORG

Polk County Courthouse
255 N. Broadway Ave.
Bartow, FL 33830

Breanna Dexter
Judicial Assistant
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Felony F3 Procedures and General Information

Mailing Address: P.O. Box 9000, Drawer J-132
Bartow, FL 33831-9000

Courtroom: **Motions/ JSEL/ Trial Courtroom:** 5A (Red Side)
Arraignment Courtroom: Main Courtroom
Pretrial Conference Courtroom: 4A (Red Side)

Administrative Orders: Copies of all Administrative Orders for the Circuit are available on our website at WWW.JUD10.FLCOURTS.ORG.

Court appearances:

ALL criminal proceedings will be conducted in-person unless otherwise notified by counsel and/or approved by the Judge.

- **IN-PERSON APPEARANCE:** all parties **MUST** appear in person for all hearings unless a waiver of appearance has been filed.
- **VIRTUAL APPEARANCE:** if a need arises, a written motion and order to appear virtually should be submitted to Judge Denmark's portal for the Court's ruling **no later than 5 days prior to the scheduled hearing** or the Motion will not be considered. However, the court will call the cases of the attorneys physically present in the courtroom **FIRST**.

Scheduling Motions/Hearings:

MEET AND CONFER: Counsel must meet and confer on all matters involved in the motion prior to setting the hearing on the motion. However, a meet and confer is not required with regard to Motions to Suppress. The phrase “meet and confer” means a substantive conversation in person or by telephone in a good faith effort to resolve the motion without the need to schedule a hearing. The “meet and confer” is not satisfied by exchange of e-mails, letters or fax. The notice of hearing must set forth that an attempt has been made to resolve this matter with opposing counsel prior to setting the hearing.

Email the Judicial Assistant at BDexter@jud10.flcourts.org to obtain hearing times for your motion. Such request must include the case numbers, Defendant’s name, copy of matter to be heard and time required. The party scheduling the hearing is responsible for contacting all parties.

All hearings **MUST** be coordinated with opposing counsel. **Please DO NOT include the Court/JA in any electronic communications with other parties relating to the coordination of the hearing.**

All hearing times provided are not being held while the attempt is being made to coordinate with opposing counsel. You must email our office back to confirm and reserve your court date prior to submitting your Notice of Hearing.

Upon confirmation from the Judicial Assistant, it is the scheduling party’s responsibility to file the Notice of Hearing with the clerk and all parties in a timely manner. Failure to do so will result in your case not being added to the docket, and therefore will have to be rescheduled.

Submission of Motions and Proposed orders:

ALL MOTIONS MUST CONTAIN OPPOSING COUNSEL’S POSITION OF THE MOTION.

Please refer to the below link for information related to submitting proposed orders to Florida Courts E-Filing Portal.

[10th Judicial Circuit’s Instructions for submitting Proposed Orders to Florida Courts E-Filing Portal | 10th Judicial Circuit Court \(flcourts.org\)](#)

Any Orders not submitted properly will be rejected.

Stipulated/Agreed Motions: Hearings are not required for Stipulated/Agreed Motion. Parties may submit the Stipulated/Agreed Motion and proposed order to the Court for review as required above.

Motions to Continue Pretrial/Arraignment: Agreed Motions to Continue and proposed orders **MUST** be submitted **no later than 1:00 p.m. five days proper to the scheduled hearing.** Otherwise, the hearing will remain on the docket and addressed in Court at the scheduled time.

PRO SE Motions/Letters to Modify and/or Terminate Probation

Defendants who wish to seek a modification and/or terminate their probation must submit the request in writing to the Felony Clerk's office at: P.O Box 9000, Drawer CC-9, Bartow FL 33831-900, for processing. The Clerk will notify the Court of the pending matter for review. Be advised, processing of the request can take up to 30 business days. You will receive the Court's ruling in writing to the mailing address listed in the court file.

If you are represented by Counsel, you are required to contact the attorney directly with any questions and/or concerns

Trials/Evidentiary and Motion Hearings:

Judge Denmark requires that any caselaw or jury instructions be submitted 48 hours in advance via email to our office at BDexter@jud10.flcourts.org and opposing counsel for review.

Pre-Trial Hearings:

Judge Denmark will allow any **First-time** continuances to be done at Pre-trials before she takes the bench on the mass pretrial dockets.