

CIRCUIT CRIMINAL FELONY DIVISION F6 PROCEDURES AND INFORMATION

MOTIONS/JSEL/TRIAL COURTROOM: 7C Blue Side

ARRAIGNMENT COURTROOM: Main Courtroom

PRETRIAL CONFERENCE COURTROOM: Courtroom 4A-Red Side

ADMINISTRATIVE ORDERS: Copies of all Administrative Orders for the Tenth Judicial Circuit are available on our website at www.jud10.flcourts.org

COURT APPEARANCES

Pursuant to Administrative Order 1-60.0, (subject to change) effective June 21, 2021, 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.
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- **VIRTUAL APPEARANCE:** If a need arises, a written motion/order to appear virtually should be submitted to Judge Franklin'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.
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SCHEDULING MOTIONS/HEARINGS

- E-mail the Judicial Assistant at, atolley@Jud.10.FLCourts.org to obtain hearing times for your motion. Such Requests must include the case number, Defendant's name, matter(s) to be heard, and time required. The party scheduling the hearing is responsible for contacting all other parties.
- ALL hearings must be coordinated with opposing counsel. **Please DO NOT include the Court/Judicial Assistant in any electronic communications with other parties relating to the coordination of the hearing.**
- All hearing times provided are not held while the attempt is being made to coordinate with opposing counsel. You must e-mail this 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 to 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 following (3) documents for information related to submitting Proposed Orders to Florida Courts E-Filing Portal. Information can also be found on the 10th Judicial website:
- https://www.jud10.flcourts.org/sites/default/files/adminOrders/AO_1-61.0.pdf
- [https://www.jud10.flcourts.org/sites/default/files/docs/10th Judicial Circuit's Instructions for submitting Proposed Orders to Florida's E-Filing Portal.pdf](https://www.jud10.flcourts.org/sites/default/files/docs/10th_Judicial_Circuit's_Instructions_for_submitting_Proposed_Orders_to_Florida's_E-Filing_Portal.pdf)
- [https://www.jud10.flcourts.org/sites/default/files/docs/Quickparts and ePortal ICM S Proposed Orders.pdf](https://www.jud10.flcourts.org/sites/default/files/docs/Quickparts_and_ePortal_ICM_S_Proposed_Orders.pdf)
- Orders not submitted properly will be rejected.

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

Motions to Continue Pretrial Conference / Arraignments

- Agreed Motions to Continue and proposed Orders **must** be submitted **no later than 1:00 p.m. five days prior to 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

- Defendant's 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. 33831-9000, 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.