20040083061 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3155 PG: 755,
09/02/2004 at 12:39 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 91-12
AMENDMENT

IN RE: SCHEDULING A FIRST COURT APPEARANCE FOR ALL ARRESTED DEFENDANTS, WHETHER INCARCERATED OR RELEASED ON RECOGNIZANCE BOND, PRETRIAL RELEASE, OR NOTICE TO APPEAR.

FILED
SEP 15 PM 3:09
F. HARRIS FIELD
CIRCUIT COURT
LEON COUNTY, FLORIDA

WHEREAS, there is a desire on the part of the County Court Judges in the traffic and misdemeanor divisions to avoid unnecessary appearances in court by persons charged with violation of probation; and

WHEREAS, the Judges of these divisions will be greatly assisted by the input from probation officers who regularly appear at scheduled violation of probation hearings; it is therefore

ORDERED THAT Section B of the above-referenced Administrative Order is amended to add the following Sections:

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92 SEP 15 PM 3:09
F. HARRIS FIELD
CLERK OF CIRCUIT COURT
RECORDED IN THE PUBLIC
RECORDS OF LEON CO. FLA
IN THE COURT PAGE

4. Violation of Probation, Misdemeanor cases, are to be scheduled for Courtroom 2A at 8:30 a.m., on the next violation of probation hearing date that is at least seven days from the date of the arrest.

5. Violation of Probation, Traffic cases are to be scheduled for Courtroom 1B at 1:30 p.m., on the next violation of probation hearing date that is at least seven days from the date of the arrest.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 2nd day of September, 1992.

WILLIAM L. GARY, Chief Judge

Copies to:

All Circuit Judge
All County Judges
Clerk of the Court
Leon County Jail
Law Enforcement

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LEON COUNTY
GWEN MARSHALL
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COURT APPEARANCES FOR DEFENDANTS RELEASED ON RECOGNIZANCE, PRE-TRIAL, BOND, OR GIVEN NOTICE TO APPEAR

Type Arrest	Type Appearance	Location	Time	
Felony On-View	First	3A	8:30 a.m.	*Note 1
Felony FTA	Arraignment	3A / 3B	8:30 a.m.	*Note 1
Felony VOP	Arraignment	3A / 3B	8:30 a.m.	*Note 2
Misdemeanor On-View	Arraignment	2A		*Note 3
Misdemeanor FTA	Arraignment	2A		*Note 3
Misdemeanor VOP	Arraignment	2A		*Note 5
Traffic On-View	Arraignment	1B		*Note 4
Traffic FTA	Arraignment	1B		*Note 4
Traffic VOP	Arraignment	1B		*Note 6

Note 1: If defendant has not had a court appearance, schedule first appearance in courtroom 3A, 8:30 a.m. second business day. If defendant has had a court appearance, schedule arraignment in 3A (Gary) or 3B (Sauls), 8:30 a.m.

Note 2: Schedule arraignment second business day, 3A (Gary) or 3B (Sauls), 8:30 a.m.

Note 3:
8:30 a.m. **A - K**: Third Tuesday after date of arrest
1:00 p.m. **L - Z**: Third Tuesday after date of arrest
10:00 a.m. Public Defender Cases
1:00 p.m. **All Check Cases**: Third Thursday after date of arrest

Note 4:
8:30 a.m. **A - K**: Third Thursday after date of arrest
1:00 p.m. **L - Z**: Third Thursday after date of arrest
10:00 a.m. **Public Defender Cases**: Third Thursday after date of arrest

Note 5: 8:30 a.m. **Misdemeanor VOPs**. First VOP hearing date at least seven days after arrest in Courtroom 2A. (Held every other Thursday)

Note 6: 1:30 p.m. **Traffic VOPs**. First VOP hearing date at least seven days after arrest in Courtroom 1B. (Held every other Wednesday.)

JAIL ONLY

DEFENDANT RELEASED PRIOR TO A COURT APPEARANCE: Remove court dates on CJIS that you typed in at time of arrest. Print notices using the above guidelines and have defendant sign.
DEFENDANT RELEASED AFTER A COURT APPEARANCE: If a future court date shown, print notice and have defendant sign. If no court date shown, print contact and have defendant sign.

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COURT APPEARANCES FOR DEFENDANTS GIVEN A CITATION OR GIVEN NOTICE TO APPEAR

Type Arrest	Type Appearance	Location	Time	
Felony On-View	First	3A	8:30 a.m.	*Note 1
Felony FTA	Arraignment	3A / 3B	8:30 a.m.	*Note 1
Felony VOP	Arraignment	3A / 3B	8:30 a.m.	*Note 2
Misdemeanor On-View	Arraignment	2A	*Note 3	
Misdemeanor FTA	Arraignment	2A	*Note 3	
Misdemeanor VOP	Arraignment	2A	*Note 5	
Traffic On-View	Arraignment	1B	*Note 4	
Traffic FTA	Arraignment	1B	*Note 4	
Traffic VOP	Arraignment	1B	*Note 6	

Note 1: If defendant has not had a court appearance, schedule first appearance in courtroom 3A, 8:30 a.m. second business day. If defendant has had a court appearance, schedule arraignment in 3A (Gary) or 3B (Sauls), 8:30 a.m.

Note 2: Schedule arraignment second business day, 3A (Gary) or 3B (Sauls), 8:30 a.m.

Note 3:
8:30 a.m. **A – K**: Third Tuesday after date of arrest
1:00 p.m. **L – Z**: Third Tuesday after date of arrest
10:00 a.m. Public Defender Cases
1:00 p.m. **All Check Cases**: Third Thursday after date of arrest

Note 4:
8:30 a.m. **A – K**: Third Thursday after date of arrest
1:00 p.m. **L – Z**: Third Thursday after date of arrest
10:00 a.m. **Public Defender Cases**: Third Thursday after date of arrest

Note 5: 8:30 a.m. **Misdemeanor VOPs**. First VOP hearing date at least seven days after arrest in Courtroom 2A. (Held every other Thursday)

Note 6: 1:30 p.m. **Traffic VOPs**. First VOP hearing date at least seven days after arrest in Courtroom 1B. (Held every other Wednesday.)

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FIRST COURT APPEARANCES FOR INCARCERATED DEFENDANTS

Type Arrest	Type Appearance	Location	Time	
Felony On-View Felony FTA Felony VOP	First *Note 2 Arraignment	J1 J1	8:30 a.m. 8:30 a.m.	*Note 1 *Note 3
Misdemeanor On-View Misdemeanor FTA Misdemeanor VOP	First *Note 2 Arraignment	J1 J1	8:30 a.m. 8:35 a.m.	 *Note 3
Traffic On-View Traffic FTA Traffic VOP	First *Note 2 Arraignment	J1 J1	8:30 a.m. 8:40 a.m.	 *Note 3
Contempt/Injuctions	First	J1	8:30 a.m.	*Note 4

Note 1: The cut-off time for court appearances is 5:00 a.m. each day. Schedule all first appearances first day.

Note 2: If a defendant has not had a court appearance, schedule for first appearance. If defendant has had a court appearance, schedule:

Felony arraignment, second business day;

Misdemeanor and Traffic arraignment, first business day following arrest.

Note 3: Schedule felony for second business day, Misdemeanor and Traffic for first business day.

Note 4: All contempt cases, whether civil **(V)**, Misdemeanor **(C)**, or Felony **(R)**, are to be scheduled for first appearance on the first day. If a purge amount is specified, they do not qualify for a court appearance.

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