



SECOND JUDICIAL CIRCUIT OF FLORIDA
LEON COUNTY COURTHOUSE
301 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32301
(850) 606-4401 FAX (850) 606-4343

MEMORANDUM

TO: All Judicial Partners
FROM: Elizabeth Garber, Trial Court Administrator
DATE: June 6, 2023
SUBJECT: Second Judicial Circuit **Weekend and Court Holiday** Procedures: First Appearance and Injunction and Ex-Parte (Baker and Marchman Acts) Orders

First Appearance:

Beginning Saturday, June 10, 2023, **weekend and court holiday** first appearances will be conducted via Zoom, allowing greater public access to these proceedings. These proceedings will no longer be in person at the Leon County Courthouse.

Weekend and court holiday first appearance will begin at 8:30 am or immediately after any shelter or juvenile detention hearings¹. First appearance will commence with Leon County, followed by Franklin, Gadsden, Jefferson, Liberty, and Wakulla Counties, respectively.

The weekend and court holiday first appearance Zoom information is listed below. To appear by telephone, please dial one of the Zoom telephone numbers and follow the prompts using the Zoom information below.

Zoom Link: <https://zoom.us/j/abM63DA3sB>

Zoom Telephone Numbers: (786) 635-1003, (646) 518-9508, or (646) 558-8656

Meeting ID: 925 9716 7367

Passcode: 222222

Injunctions or Ex-Parte (Baker and Marchman Acts) Orders:

The process to file an injunction or ex-parte order on a court holiday or weekend will remain at the Leon County Courthouse. The petitioner must have a photo ID, arrive between 8:00 am to 10:00 am, and call 850-606-3260 for assistance from the Leon County Clerk of Court and Sheriff's Office staff.

For additional questions, please contact the Office of Court Administration at 850-606-4422.

¹ Please note there is no change to the Zoom information or any procedure for shelter and juvenile proceedings for weekend and court holidays.