

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.

WHEREAS, there is a desire on the part of the County
Court Judges in the traffic and misdemeanor divisions, as to
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:

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
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

FILED
 SEP 15 1992
 15:09:09
 CLERK OF THE COURT
 LEON COUNTY, FLORIDA
 RECORDED IN THE PUBLIC
 RECORDS OF LEON CO. FLA.
 IN THE PUBLIC PAGE # 114



**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 | First | J1 | 8:30 a.m. | *Note 1 |
| Felony FTA | *Note 2 | | | |
| Felony VOP | Arraignment | J1 | 8:30 a.m. | *Note 3 |
| Misdemeanor On-View | First | J1 | 8:30 a.m. | |
| Misdemeanor FTA | *Note 2 | | | |
| Misdemeanor VOP | Arraignment | J1 | 8:35 a.m. | *Note 3 |
| Traffic On-View | First | J1 | 8:30 a.m. | |
| Traffic FTA | *Note 2 | | | |
| Traffic VOP | Arraignment | J1 | 8:40 a.m. | *Note 3 |
| Contempt/Injunctions | 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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