

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.

RECORDED IN THE PUBLIC  
RECORDS OF LEON CO. FLA.  
IN THE BOOK & PAGE 174.  
FEB 23 11 PM 2:4  
THE CLERK OF THE COURT  
DAVE LANG  
LEON COUNTY COURT

WHEREAS, the Leon County Judges wish to have misdemeanor  
VOP arraignments scheduled with all other cases for better  
efficiency, it is therefore

ORDERED THAT Section B of the above-referenced  
Administrative Order is amended as follows:

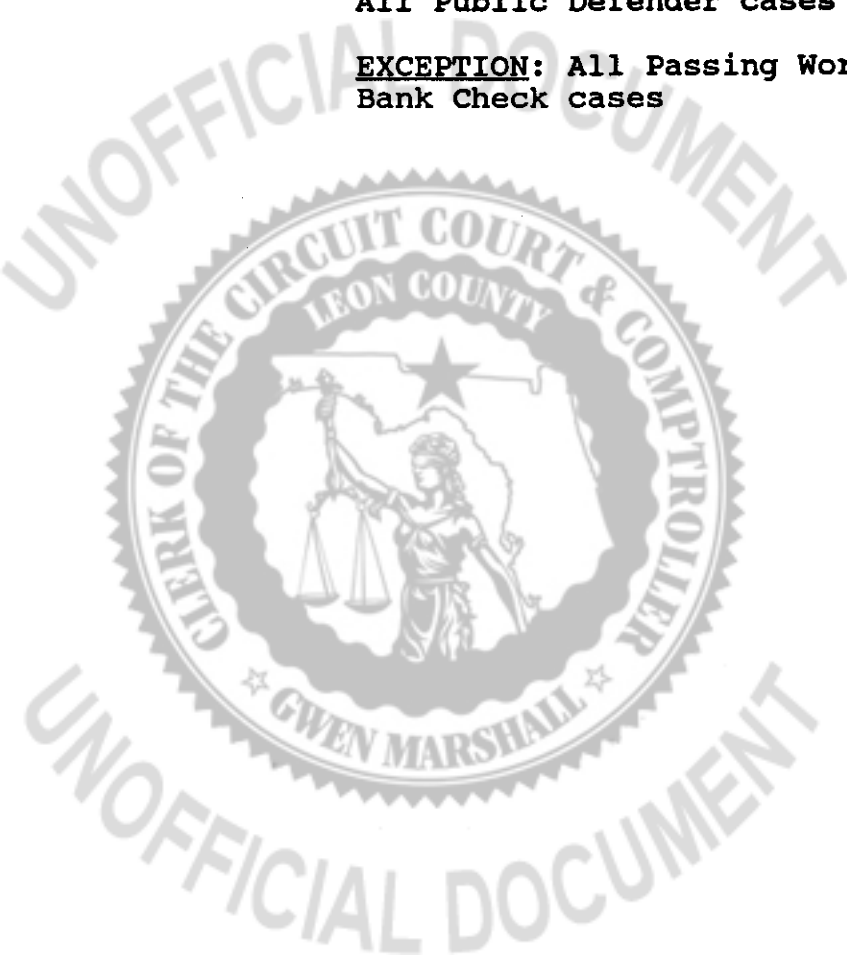
B. DEFENDANTS RELEASED ON RECOGNIZANCE, BOND,  
PRE-TRIAL RELEASE OR BY NOTICE TO APPEAR  
(INCLUDING TRAFFIC CITATION)

1. Felony cases whether on-view, failure to appear or  
violation of probation: Schedule for second regular business day  
(excluding weekends and holidays). If the defendant has not  
previously appeared before a judge in the case, schedule for first  
appearance in Courtroom 3A. If the defendant has previously  
appeared before the judge in the case, schedule for arraignment in  
either Courtroom 3A (Judge Gary) or Courtroom 3B (Judge Sauls).

2. Misdemeanor cases whether on-view, failure to appear  
or violation of probation, are to be scheduled for arraignment on  
the third TUESDAY after date of arrest in Courtroom 2A as follows:

|                           |            |
|---------------------------|------------|
| Defendant's last name A-K | 8:30 a.m.  |
| Defendant's last name L-Z | 1:00 p.m.  |
| All Public Defender cases | 10:00 a.m. |

|   |   |
|---|---|
| <u>EXCEPTION:</u> All Passing Worthless<br>Bank Check cases | 1:00 p.m. third<br>THURSDAY after date<br>of arrest |
|---|---|



3. Criminal traffic cases except violation of probation, are to be scheduled for arraignment on the third THURSDAY after arrest in Courtroom 1B.

4. 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 arrest.

A quick reference guide to the foregoing is attached. It is expected to be referred to often. It should be conspicuously posted at the jail booking desk and in the Felony, Misdemeanor and Traffic Divisions of the Clerks Office. It should be made readily available to clerks, booking officers, individual law enforcement officers and others who make arrests or issue notices to appear (including criminal traffic citations) or who otherwise must provide a defendant with a date and time to appear in court.

If there is any question or confusion concerning the scheduling of any person detained, contact the first appearance judge.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 18<sup>th</sup> day of February, 1993.

  
WILLIAM L. GARY, Chief Judge

Copies to:

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



**COURT APPEARANCES FOR DEFENDANTS RELEASED ( ) 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 3 |
| Traffic On-View     | Arraignment     | 1B       |           | *Note 4 |
| Traffic FTA         | Arraignment     | 1B       |           | *Note 4 |
| Traffic VOP         | Arraignment     | 1B       |           | *Note 5 |

- 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:** 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.

February 12, 1993 / Effective February 22, 1993

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315



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