

**Procedures for Court in Courtroom 3C – Judge Thomas Brown, County Court Judge – Division 6 at the Moore Justice Center in Viera**

Please find below court procedure for Courtroom 3C. It is the intention of this Court to follow the Eighteenth Judicial Circuit and the Florida Supreme Court Administrative Orders as the court system is affected by the Covid 19 pandemic.

Masks are a personal decision for all those entering Courtroom 3C. Social distancing procedures are being followed. Masks are available to the Moore Justice Center and the public may inquire when entering the courthouse for a mask if they do not have one and would like to wear one.

Pro Se Defendants must submit a written request to Judge Brown through his Judicial Assistant, Nancy at: [nancy.hickman@flcourts18.org](mailto:nancy.hickman@flcourts18.org) regarding any continuance requests or matters they believe the Court should be aware of regarding their case, i.e., failure to appear, late to a required court appearance, health issues due to Covid 19 etc., including their name and case number.

Private Attorney Docket Sounding

Private attorneys may appear in-person, telephonically or request Microsoft Teams appearance by sending an email to the Judicial Assistant at: [nancy.hickman@flcourts18.org](mailto:nancy.hickman@flcourts18.org) Telephonic appearances require a telephone number be provided for Judge Brown to call the attorney when the case is being addressed on the record at Docket Sounding. For Microsoft Teams appearances, please provide an email to the Judicial Assistant to set up the TEAMS appearance.

Defense counsel may submit a Motion to Continue prior to the Docket Sounding, if agreed to, the Court will grant it.

It is the discretion of the private attorneys whether it is necessary for defendants to be present for Docket Sounding.

Inmates will be transported for all required hearings.

Public Defender Docket Sounding

Clients of the Office of the Public Defender do not need to appear for Docket Sounding, unless instructed by their assigned Public Defender to do so.

All inmates will be transported to Court.

Pleas

The Court will accept open pleas to the Court at any time. Please contact the Judicial Assistant to provide plea dates via email or via phone. She can be reached at: (321) 617-7285. Once a plea date has been offered and accepted by both parties, a Notice of Hearing will need to be filed and a copy sent to the Judicial Assistant.

**Procedures for Judge Brown, County Court Judge/Courtroom 3C – Division 6/Moore Justice Center in  
Viera, Florida – Page 2**

Pleas in Absentia

These hearings can be held in-person, telephonically or by Microsoft Teams. Executed plea forms shall be submitted to the Judicial Assistant prior to the plea. Defense attorney may opt to waive their client's appearance completely. Defense counsel shall submit a fingerprint card (if required) with the plea in absentia.

Motions

Defense Counsel and the Assistant State Attorney may contact the Judicial Assistant via email requesting hearing time. Social distancing guidelines are being followed at the present time. Any party to the hearing may request to appear telephonically or appear remotely through the Judicial Assistant. Arrangements will be made, depending on the requests received if in-person appearances are not being held.

Mental Health Court

Judge Brown conducts Mental Health Court twice a month and is scheduled on his monthly court calendar. Participants in the Mental Health Court program should appear in-person and keep in contact with their Circles of Care Case Manager. Mental Health participants may request to appear telephonically with approval from the Circles of Care Manager.

Violation of Probation

Violation of Probation arraignments and hearing will proceed as scheduled on the Judge's court calendar. Pro Se defendants must be present. The Violation of Probation hearing can be addressed by defense counsel either in-person, telephonically or remotely.

Arraignments and Traffic Arraignments

Arraignments and Traffic Arraignments will proceed as scheduled on the Judge's court schedule. Pro Se defendants must appear. Defense counsel may appear in-person, telephonically, or remotely.

Non-Jury Trials and Order to Show Cause

These court matters will be heard and scheduled according to Judge Brown's monthly court calendar. Pro Se defendants must be present at their assigned court date and time. Defense counsel may appear in-person, telephonically, or remotely. Arrangements other than in-person will need to be coordinated with Judge Brown's Judicial Assistant.

Trials

Trials will commence as scheduled on Judge Brown's court calendar. Judge Brown's Judicial Assistant will communicate with defense counsel listed on the Order of Trials via email regarding information on appearances required for trial and if they will need to be on a 2-hour call for trial.

**Procedures for Judge Brown, County Court Judge/Courtroom 3C – Division 6/Moore Justice Center in  
Viera, Florida – Page 3**

If you should have any further question or concerns regarding Division 6, Courtroom 3C and Judge Brown's courtroom procedures, you may contact his Judicial Assistant, Nancy Hickman at (321) 617-7285 or via email at: [nancy.hickman@flcourts18.org](mailto:nancy.hickman@flcourts18.org)