

Judge Charles C. Crawford
Criminal Court ~ Division N
Policies and Procedures
Karenina Milad, Judicial Assistant
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HEARINGS PROCEDURE:

- When scheduling a hearing, please contact the Judicial Assistant *via email* for available hearing dates and times. When requesting a hearing, please provide e-filed Motion and amount of time needed for the requested hearing. If the Assistant State Attorney is not cc'd in your email, the Judicial Assistant will cc them so a hearing date and time can be coordinated between the State and the Defense. Once the Judicial Assistant confirms that date and time, a Notice of Hearing needs to be filed by the requesting party within 24 hours.
- If a scheduled hearing is being cancelled, you must email the Judicial Assistant the Notice of Cancellation prior to the hearing date and time. Ideally, 48 hours notice is preferred when cancelling a hearing. If you are needing a new hearing date and time, please make that request when emailing the Notice of Cancellation and the Judicial Assistant will provide available dates and times.
- All scheduled hearings are being done in person or via Microsoft Teams. If a TEAMS link is required for any witness or expert testimony or for victim input, an email must be sent to the

Judicial Assistant at least 24 hours in advanced of the date of the hearing.

TRIAL PROCEDURE:

- Calendar Call may be done remotely via TEAMS or in person. The Judicial Assistant will send out the TEAMS link no later than noon the day before Calendar Call is scheduled.
- You will receive the Order of Trials if you have a case scheduled on the trial docket. All attorneys and defendants must be present on the first day of trial. The cases on the Order of Trials may or may not be tried in the order presented. The Court may call up any case for trial during the trial period, generally with a 2-hour notice at minimum.

DOCKET SOUNDING PROCEDURE:

- Docket Sounding may be done remotely via TEAMS or in person. The Judicial Assistant will send out the TEAMS link no later than noon the day before Docket Sounding is scheduled.

ORDERS TO APPROVE COSTS/JAC:

- Please email a copy of the motion after it has been e-filed and processed, JAC response, any other necessary attachments, and proposed order to the Judicial Assistant. Be sure the amounts are filled in the order where needed. If required information is missing, the Judicial Assistant will

follow up with a request and the signing of the order may be delayed until all requested information is received.

ORDER ON MOTION TO DETERMINE COMPETENCY:

- Please email a copy of your motion with a proposed order to the Judicial Assistant, and cc the opposing counsel to ensure there is no objection. Be sure to complete the proposed order, including the desired Mental Health Expert that will conduct the evaluation, before submitting to the Judicial Assistant. The Judge will include the competency evaluation due date and the next hearing date when the order is signed.

MOTIONS FOR EARLY TERMINATION OF PROBATION:

- You should first check with the State to see if they object to your motion. If there is no objection, please e-mail a copy of the motion, the State's response, and a proposed order to the Judicial Assistant for review. If the State objects, then the Judicial Assistant will provide available hearing dates and times for the State and Defense to coordinate.