

COURT PROCEDURES
JUDGE KATIE JACOBUS, DIVISION 3

Please find below court procedures regarding matters set on Division 3 docket (Judge Katie Jacobus). Decisions are made often, and this is subject to change. It is the intention of this court to resume court proceedings as suggested by the Florida Supreme Court and the Eighteenth Judicial Circuit as soon as possible.

DOCKET SOUNDINGS AND APPEARANCES

- Defense attorneys may appear in person or remotely. The court strongly recommends waiving the client’s appearance if it is not essential for the client to be present. However, it is ultimately at the discretion of the attorneys whether it is necessary for their clients to be present for docket sounding. PRIVATE DOCKET SOUNDING WILL NOT BE STAGGERED. START TIME IS 9AM
- Remote appearances shall be facilitated using TEAMS. If the attorney opts to appear remotely, they must email my judicial assistant prior to Docket Sounding to obtain the TEAMS link. Please note that parties present in the courtroom will be addressed prior to the court addressing those appearing via TEAMS so the court may not be logged on to the TEAMS link right at 9am.
- **The Court will accept a paper docket.**

- **PUBLIC DEFENDER DOCKET SOUNDING** will be staggered according to the **DEFENDANT’S** last name.

<u>APPEARANCE TIME</u>	<u>DEFENDANT’S LAST NAME</u>
8:00 am	A,B,C,D,E,F
9:00 am	G,H,I,J,K,L
10:00 am	M,N,O,P,Q,R
11:00 am	S,T,U,V,W,X,Y,Z

The Public Defender may waive the client’s appearance so long as they’ve had good contact with their client. Defendants represented by the Office of the Public Defender, should contact their attorney’s office at (321-617-7373) with any questions regarding their appearance for Docket Sounding.

PLEAS

- Plea hearings are encouraged to proceed as set. The Court will accept open pleas to the court at any time. Pleas is Absentia are encouraged and will be accepted in all cases. Please see the guidelines below regarding Plea in Absentia hearings.

- Plea hearings can be held remotely or in person. When possible, executed plea forms shall be submitted to Ms. Tuttle prior to the plea. It is strongly encouraged that attorneys facilitate pleas by coordinating with their clients. Please contact Sherry Tuttle for more information on appearing remotely OR telephonically for a plea hearing.
- Plea in Absentia paperwork must be submitted to this office prior to the scheduled court date. Counsel may appear by phone or they may opt to waive their appearance completely. Counsel shall submit a fingerprint card (if required) with the original plea in absentia paperwork prior to the scheduled court date. If fingerprints are not accessible due to COVID-19, the case may be reset for a new plea date.

MOTIONS

- If social distancing guidelines can be adhered to and all parties are agreeable the hearings can be conducted in person. Motions can also be heard via Microsoft teams or telephonically. This is to include but not limited to motion to suppress, motion in limine and motion to dismiss. Evidence should be reviewed by both parties prior to the hearing and stipulations be forwarded to the court prior to the hearing. Witnesses can appear remotely, and our office can provide information to facilitate the hearings.

VIOLATION OF PROBATION

- Violation of probation arraignments and hearings will proceed. VOP arraignments and hearings can be addressed in person or remotely via TEAMS. Parties requesting to appear via TEAMS must email my judicial assistant for the link prior to the scheduled court date.

ARRAIGNMENTS/ TRAFFIC ARRAIGNMENTS

- Arraignments and Traffic arraignments will proceed. Arraignments can be addressed in person or remotely via TEAMS. Parties requesting to appear via TEAMS must email my judicial assistant for the link prior to the scheduled court date.

NON-JURY TRIALS AND ORDERS TO SHOW CAUSE

- These cases will be heard. Pro Se defendant must be present. These matters can be addressed in person or remotely via TEAMS. Parties requesting to appear via TEAMS must email my judicial assistant for the link prior to the scheduled court date.

IF YOU ARE A DEFENDANT APPEARING IN COURT:

- **DEFENDANTS MUST BRING A VALID PHOTO ID TO ENTER THE BUILDING. INFORMATION REGARDING ENTERING THE COURTHOUSE CAN BE OBTAINED BY CALLING 321-351-6255.**
- **UNTIL FURTHER ORDER MASKS MUST BE WORN IN THE COURTHOUSE. PLEASE SEE THE BELOW INSTRUCTIONS REGARDING CLEAR FACE MASKS**

CLEAR FACE MASKS

All county and circuit judges in the Eighteenth Judicial Circuit shall require the following persons to wear clear face masks and/or cloth face masks with clear plastic panels while inside courtrooms: a) all testifying witnesses; b) all named parties to a case during trial, including defendants in criminal cases; and c) venire members during voir dire. Otherwise, standard cloth face masks are permitted to be used by any other individual in a courthouse facility. Private counsel will be responsible for supplying their clients, witnesses, etc. with clear face masks when necessary.

Any questions or concerns regarding Division 3 procedures please contact my judicial assistant, Sherry Tuttle, at 321-617-7268 or via email at

sherry.tuttle@flcourts18.org