

**EIGHTEENTH JUDICIAL CIRCUIT
SEMINOLE COUNTY**

CRIMINAL COUNTY COURT PROCEDURES

**JUDGE JAMES J. DEKLEVA
DIVISION C**

JANUARY 2023

James J. Dekleva, County Court Judge
Criminal Justice Center
101 Eslinger Way
Sanford, Florida 32773
Courtroom 4D (unless noted otherwise)

CRIMINAL HEARINGS

Scheduling

Hearings are set by viewing the Judicial Automated Calendaring System (JACS) and searching for available dates. The time slots are 30 minutes each. If you need more than 30 minutes, then chose consecutive slots. If you need less than 30 minutes just let the JA know and she will adjust accordingly. The *motion* must be filed with the Clerk of Courts with a copy to opposing counsel prior to scheduling.

The scheduling attorney coordinates with opposing counsel. Judge does not allow telephonic or virtual appearances. Cindy Edwards is the State Attorney assistant for our docket. Her email is cedwards@sa18.org.

Email the JA to secure the time. The following information is needed:

- Date and time
- Confirm the date and time has been coordinated with opposing counsel (witnesses may need to be contacted before confirmation can be given).
- Case number and name of defendant
- **Please let the JA know if the defendant is in custody.**
- Name of Defense Attorney attending the hearing.
- Motion being heard
- Time needed for the hearing. All parties are required to give a good faith assessment of the time needed for the hearing.

To secure the date/time a copy of the hearing notice must be emailed to the JA. The hearing is not set until the JA receives the hearing notice.

If assistance is needed to set the hearing, please contact the JA.

Cancellations

To cancel a hearing please contact the JA with reason or submit a Motion to Continue with an order via the e-filing.

A hearing may not be cancelled without the consent of the judge.

SMALL CLAIMS

Please contact the judicial assistant to set all small claims hearings. All hearings are held at the Civil Courthouse, 301 N. Park Avenue, Sanford, Florida. Virtual appearances are not permitted for Small Claims Pre-trial Conferences.

CIVIL TRAFFIC HEARINGS

Please contact the judicial assistant to set all civil traffic hearings. Virtual appearances are not permitted.

MOTIONS/ORDERS

All motions and proposed orders must to be e-filed and not submitted via US Mail, fax or email unless requested by the Judge. [State of Florida E-Filing Portal \(myflcourtaccess.com\)](http://myflcourtaccess.com) for accessing the portal.

An order is what alerts the judge that a motion has been filed.

If the order is **AGREED**, then please make sure your order is titled AGREED ORDER or is stated in the motion.

Please see Attachment 1 for instruction on filing via the Clerk's portal.

Please allow for a 24-hour period for documents to appear in the Judge's queue. Documents do not appear immediately.

For Portal support use this link:

<https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>

If a Certificate of Service is preferred; the format is as follows:

DONE AND ORDERED in Chambers at Sanford, Seminole County, Florida, this DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via the Florida Courts E-Filing Portal on MMMM.

AAAA

CCCC

CONTACT INFORMATION

- Office: 407-665-4921 (Jane Damron, judicial assistant)
- JA email address: jane.damron@flcourts18.org