

**EIGHTEENTH JUDICIAL CIRCUIT  
SEMINOLE COUNTY**

**CRIMINAL COUNTY COURT PROCEDURES**

**JUDGE JAMES J. DEKLEVA  
DIVISION C**

**JANUARY 2024**

## **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 choose 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. The judge does not allow telephonic or virtual appearances. Ashley Pearce is the State Attorney assistant for our criminal docket. Her email is [apearce@sa18.org](mailto:apearce@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 to be heard
- Time needed for the hearing. All parties are required to give a good-faith assessment of the time needed for the hearing.

**Once the date and time is secured, please email a copy of the hearing notice 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 e-filing.

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

## **SMALL CLAIMS**

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

## **CIVIL TRAFFIC HEARINGS**

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

## **MOTIONS/ORDERS**

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

When motions are filed the Court is not notified. An order being filed following the filing of the motion alerts the Court that a motion has been filed.

If the opposing party agrees with the motion, please include that information. This should be stated in the order.

Please see Attachment for instructions 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.myflcourts.com/Common/UIPages/Contactus.aspx>

## **CONTACT INFORMATION**

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

**Examples of certificates of service.**

For criminal orders the Certificate of Service format is below.

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

JJJ

**CERTIFICATE OF SERVICE**

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

AAAA

CCCC

For civil orders the Certificate of Service format is below.

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

JJJ

**CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that copies have been furnished via the  
Florida Courts E-Filing Portal on MMMM. Moving party is responsible for  
service of all non-registered parties.

AAAA

CCCC