

POLICIES, PROCEDURES AND EXPECTATIONS FOR CRIMINAL DIVISION F

Judge Shayla Lee

Effective: June 17, 2025

1) Court will start promptly at 9:30 a.m. (unless notified of a different time). All attorneys shall be available and prepared to handle their assigned cases as called by the Court.

2) Cases shall be called in the following order, with some exceptions.

1) Out-of-custody defendants

2) Female inmates

3) Male inmates

The courtroom bailiffs are aware of this procedure and shall have the inmates available and ready to be called in the proscribed order.

3) For private counsel and RCC, and cases requiring language interpreters, cases may be called out of order to accommodate the attorneys' and interpreters' presence in other courtrooms before other judges.

Those attorneys have the responsibility to timely notify the courtroom bailiffs of the needed presence of an inmate.

4) Defense counsel shall not waive the presence of any in-custody defendant, who has been transported to the courthouse from the jail, without prior approval of the Court or absent good cause.

There shall be no waiver of defendant's appearance at the initial Arraignment and Final Pre-Trial Conference.

5) Once a case is set for trial, this Court shall distribute a written Trial Order, by which all parties shall abide.

6) At the Final Pre-Trial Conference, the Defendant shall be present (there shall be no waiver of Defendant's appearance at FPT), as well as the attorney(s) who are to try the case.

7) If an attorney wishes to add, remove or pass a case to another scheduled date, that attorney shall notify the Court's judicial assistant VIA EMAIL at TLevine@coj.net (cc'ing

opposing counsel) NO LATER THAN 3:00 PM THE DAY PRIOR TO THE REQUESTED DATE. An attorney's filing of a waiver of a client's appearance DOES NOT alleviate the need for the attorney's presence in court unless previously agreed to by the Judge.

8) If an attorney or Defendant cannot appear in person for a pre-trial conference, the Court will allow appearance via Zoom, pursuant to Florida Rule of Criminal Procedure 3.116, "Use of Communication Technology."

9) The Final Pre-Trial Conference is the last day the Court will entertain any dispositions.