

**JUDGE DAWN K. HUDSON
COUNTY COURT DIVISION Q
DUVAL COUNTY COURTHOUSE
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**GENERAL SCHEDULING AND PROCEDURES
FOR CRIMINAL DIVISION CC-Q**
March, 2024

General information:

The morning criminal calendar starts at 9:30 a.m. each day unless otherwise specified.

The afternoon criminal calendar (if there is one) starts at 1:30 p.m. unless otherwise specified.

Case calling order:

The assigned ASA is generally responsible for calling cases on the calendar. In general, the ASA will call cases in this order: cases that are being dropped, followed by private counsel cases, out of custody Defendants and finally in custody defendants. Cases with unique circumstances or interpreters will be called out of order.

Private defense counsel should let the ASA know when counsel is ready to have their case called. Defense counsel should not interrupt or talk to the assigned ASA while they are actively involved in another case.

The Court gives priority to cases involving private counsel and cases involving the need for an interpreter. Court interpreters have multiple

courtrooms requiring their assistance, and they should not be left waiting for defense counsel in any one courtroom.

County courtrooms typically use digital court reporters, it is important for counsel to remain at the podium and speak into the microphone during calendar calls and hearings.

Courtroom Decorum:

There shall be NO TALKING in the courtroom while courtroom proceedings are in progress unless a recess has been called.

Conference rooms are available to conduct any discussions with opposing counsel, or discussions with out-of-custody defendants or witnesses.

Conversations between or amongst attorneys and/or defendants and victims must be conducted outside of the courtroom to minimize noise and maintain the required decorum.

Clothing should be appropriate for the circumstances. In general: no strapless or spaghetti strap tank tops, no visible undergarments, no revealing clothing, and no writing that is obscene or sexual.

Incarcerated Defendants:

If counsel has an incarcerated defendant, counsel should notify the uniformed bailiff of the name of the inmate and the need to have that inmate ready for his appearance before the case is called.

Electronic devices:

All cell phones, laptops, etc. must be on mute while in the courtroom.

Sidebars:

The court does allow sidebar conferences during calendar calls but asks that these be kept to a minimum. Acceptable reasons for a sidebar conference during calendar call would be to discuss mental or physical health issues of the Defendant or a witness that are of a sensitive nature, cooperation of the Defendant with law enforcement, and scheduling conflicts due to personal reasons of counsel.

Arraignments:

At arraignment, the State should be prepared to advise the Court of (a) the

State's offer, if one is to be made; (b) the speedy trial date; (c) the status of discovery.

Final Pre-Trial Conferences:

In the event the Court schedules a final pre-trial on a case, that date represents the deadline for plea negotiations between the parties. Absent unusual circumstances, no plea agreements will be accepted by the Court after the Final-PreTrial Conference. The Defendant must be physically present for the final pre-trial conference.

Ex Parte Motions:

Should defense counsel file any routine motions which can be resolved without the need for a hearing (i.e., modification of pre-trial release conditions, re-setting of a court date, request for depositions, etc.), the motion must indicate that the assigned ASA has been contacted regarding the motion and must state the ASA's position on the relief requested. If counsel is asking to pass a case for a date further than the current date, the motion needs to state the status of speedy trial.

Zoom requests:

Zoom appearances requests will be handled on a case by case/hearing by hearing basis. The request must be made via a motion for each individual date. If the request is granted, a written Order will be entered by the Court. Zoom appearance request may result in the time or day of the pretrial hearing being moved to accommodate the Court's calendar. The Zoom ID of the participant must list their full name in their Zoom ID, or they may not be admitted from the waiting room.