

Division 41 Judicial Practices and Procedures
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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to the Court's Judicial Assistant at: cbrick@circuit7.org. The subject line must contain the case number, case name, and relevant matter (e.g., 2025 102800 CFDB – State v. Smith - 2-Hour Suppression Hearing Requested).
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding,

unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **Response to Inquiries:** The Court's Judicial Assistant is not authorized to provide legal advice. If the Court's Judicial Assistant is out of the office, you will receive an automated response to your email directing you how to proceed in her absence. Responses to e-mails will be given in the order in which the e-mails are received.

B. Scheduling Procedures

- **Court Schedule:** The Court uses a traditional criminal court calendar cycle, which includes regular arraignments, pretrial conferences, case management hearings, docket soundings, and a monthly jury trial week. **Division 41** Arraignments/Bond/plea hearings and other short matters are scheduled at 8:30 a.m. on the second and fourth Tuesday of each month. Pretrial conferences are scheduled at 8:30 a.m. the first and third Thursday of the month. Case management conferences are scheduled the first Monday of the month at 1:30 p.m. Violation of Probation hearings are scheduled the third Wednesday of the month at 8:30 a.m. Docket Sounding is scheduled the first Wednesday of the month at 1:30 p.m. and Trials are scheduled the second week of the month. Other hearings are scheduled on an as needed basis.
- **Scheduling Hearings:** Hearings must be requested by e-mail to the Court's Judicial Assistant at cbrick@circuit7.org . The subject line must contain the case number, case name, and relevant matter (e.g., 2025 102800 CFDB – State v. Smith - 2-Hour Suppression Hearing Requested). All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law. The lawyers must agree on the amount of time to be reserved for the hearing
- **Notice of Hearing:** A notice of hearing must be filed and served by the party scheduling the hearing immediately after reserving hearing time. A notice of hearing must include the following minimum information: the case style including case number; the date, time, and location of the hearing; the matter(s) to be heard including docket number or filing date of each motion; the judge presiding over the hearing; and the amount of time reserved for the hearing. The Notice of Hearing must be provided to the Judicial Assistant by email. A notice of hearing involving any remote

appearance must list the Zoom meeting information. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

- **Order of Proceedings:** Matters will be heard in the order they are scheduled to occur, or as otherwise determined by the Court. Parties represented by attorneys will generally be heard first. Matters in which the parties are appearing in person will generally be heard before matters in which the parties are appearing by remote technology.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon a showing of good cause.
- **Cancelling Hearings:** Hearings noticed by the Court may only be cancelled by the Court. Hearings noticed by one or more parties may only be cancelled by the Court or by agreement of all parties involved in the hearing. You must cancel hearings by notifying the Judicial Assistant immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

C. Remote Appearance

- **Remote Appearance Procedure:** The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology can be made by contacting the Judge's office.
- **Platform Used:** The court uses Zoom for remote appearances.

Platform Meeting ID#: Meeting ID#: <https://zoom.us/j/3862397792>

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- **Requirements:** While attending remote proceedings you must be in appropriate attire. You must be in a quiet area without distractions. You must not appear in a moving vehicle.
- **Other Remote Appearance Procedures:**
 - IF USING THE ZOOM APP:
 - o Go to the downloaded App
 - o Go to Join a Meeting

- o The meeting ID is: 386 239 7792
 - o Type in your name to identify your phone number by name
 - o Click “join the meeting”
 - o Enable Video and Audio
 - o You should hear: “You are in the meeting”
- IF USING A COMPUTER:
 - o Go to <https://app.zoom.us/jc>
 - o Go to Join a Meeting
 - o The meeting ID is: 386 239 7792
 - o Enable Video and Audio if not automatically enabled
 - o Type in your name to identify your phone number by name
 - o You should hear: “You are in the meeting”
- Make certain your device is on mute. Do not speak until your case is called.

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted in Word format by email to the Court’s Judicial Assistant at Division41@circuit7.org. The email must indicate whether all parties are in agreement as to the form of the order.
- **Deadline for Submissions:** Proposed orders must be submitted within 5 days after any hearing.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law and other documents may be submitted to the court 3 days prior to the proceeding. **If there is a large amount of material you want the judge to read prior to the hearing, please consider the judge may need more than 3 business days to read it all. A hard copy (no emailed copies) to be delivered to Judge’s office**

F. Emergency and Other Urgent Matters

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) the reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party’s presentation.

- **Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties must make themselves available for the emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

- **Submission Method:** All exhibits for evidentiary hearings or trial must be provided to the clerk in paper format in advance of the hearing or trial for marking. Marked exhibits will be assigned a letter for identification and will receive a numerical designation if admitted as evidence.

H. Pretrial Procedures and Conferences

- **Case Management Conference:** Any party may request a case management conference (CMC) when a case requires. The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might benefit from court intervention. Unless excused by the court in advance, attendance at all CMCs is mandatory for all parties and attorneys.
- **Requirements:** Any request by a party for a CMC or status conference must articulate the reasons for the necessity of the conference.

I. Setting Case for Trial

- **Procedure:** The Court will schedule cases for trial at the pretrial conference or CMC.
- **Notice Period:** After Docket Sounding, the Court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, parties, and witnesses are expected to be available during the entire trial period.
- **Other Procedures for Setting Case for Trial:** Transport orders must be provided timely. Extraditions require at least 10 days to transport an incarcerated person from other facilities or jurisdictions.

J. Forms

- Division forms are available by clicking on the links below:
 - [Plea form](#)

- [Plea form \(Spanish\)](#)
- [VOP Admission form](#)
- [VOP Admission form \(Spanish\)](#)

K. Out of County Pleas

- **Procedure:** In order for a Defendant to enter a plea in a case pending in Flagler, Putnam, or St. Johns counties, you must notify the Clerk's office at VolusiaCriminal@clerk.org and the Court's Judicial Assistant at cbrick@circuit7.org at least 24 hours prior to the plea hearing. You **must include** in your email the county and case number, and you must attach the charging affidavit or the VOP affidavit.

L. Other Division Procedures

- **ADA Accommodations:** If you need an ADA accommodation, please contact Court Administration, 101 N. Alabama Avenue, Suite B206, DeLand, FL 32724; (386) 257-6096.
- **Interpreter Requests:** If a spoken language court interpreter is needed for a hearing or trial, please [click here](#). For more information, please email interpreter@circuit7.org or call (386) 626-6566. If a sign language interpreter or accommodation is needed for a hearing or trial, please contact Court Administration at 101 N. Alabama Avenue, Suite B206, DeLand, FL 32724; (386) 257-6096; SignLanguageRequests@circuit7.org.
- It is Defense Counsel's obligation to arrange for Interpreter Services needed for all court proceedings.