



DIVISION 70 **PROCEDURES AND GUIDELINES**

Remote Appearances (Appearing by Zoom)

All court proceedings in Division 70 are noticed to occur in person at the Volusia County Courthouse, 101 N. Alabama Avenue, Courtroom 3C, Deland, Florida. Any person wishing to appear by Zoom must submit the request in writing through the Clerk of Court. Attorneys are permitted to appear remotely for arraignments and pretrial conferences without the need to file a motion, unless otherwise ordered by the Court.

Written Plea Forms

All pleas to criminal charges and violations of probation, including traffic offenses, require a fully executed plea form. Blank plea forms in English and Spanish are available on the Court's website.

Scheduling Hearings

All hearings must be scheduled with the Court's Judicial Assistant, Angela Bernal email at abernal@circuit7.org. Counsel and parties attempting to schedule a hearing must make *reasonable* efforts to coordinate the hearing date and time with the other side. Failure to do so may result in the Court cancelling the hearing without further notice.

Proposed Orders

All proposed orders should be emailed to Division70@circuit7.org in an editable format such as Microsoft Word.

Docket Sounding

Docket sounding will be held the Thursday immediately preceding the trial week scheduled for the case. The Court discourages negotiated pleas after docket sounding absent extraordinary circumstances.

Jury Trials

All parties and counsel for all cases scheduled for jury trials during a given trial week must appear on the first day of jury selection for a given trial week and must remain until excused by the Court. Counsel and parties are advised to be prepared to select a jury on any day of the assigned trial week.

Waiver of Appearance and Plea to Resolve the Criminal Case

If you have been charged with a crime in Volusia County, you may be able to resolve your case with a plea and waiver agreement without appearing in person. Contact your lawyer or the State Attorney's Office for more information. If you cannot afford a lawyer, the Court can appoint a lawyer to represent you. You can apply for the services of the Public Defender by filling out an affidavit of indigency available at the Clerk of Court's Office at the Courthouse, or online at www.pd7.org/applications/

State Attorney's Office (386) 822-6400

Public Defender's Office (386) 822-5770

****Please note** – you must still attend your scheduled court date even if you decide to pursue the plea and waiver option, unless you are excused by the Court. To be excused from your court date, you must file a request for more time in writing and file it with the Clerk of Court *before* your scheduled court appearance. **If you fail to appear for your scheduled court date without being excused by the Court, a warrant will likely be issued for your arrest.** You may submit any requests for more time (a continuance) through the Clerk of Court. Please see the Clerk's website at www.clerk.org for options on how to file something with the Court.