Judicial Practices and Procedures
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A. Christian "Chris" Miller, Judge
Karen Lloyd, Judicial Assistant

Contact Information

Mailing Address: 251 N. Ridgewood Ave., Rm. 284, Daytona Beach, FL 32114
Physical Address:251 N. Ridgewood Ave., Rm. 284, Daytona Beach, FL 32114
Telephone: (386) 239-7793
Fax: (if applicable) (386) 239-7879
E-mail: klloyd@circuit7.org

Table of Contents

A. Communications with the Judicial Office 1
B. Scheduling Procedures 2
C. Remote Appearance 3
D. Submission of Orders and Judgments 4
E. Courtesy Copies of Case Law and Other Documents 4
F. Emergency and Other Urgent Matters 4
G. Exhibits for Evidentiary Proceedings 5
H. Pretrial Procedures and Conferences 5
I. Setting Case for Trial 5
J. Forms 6
K. Out of County Pleas 6
L. Other Division Procedures 6

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: klloyd@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. Arraignments and bond hearings are scheduled on Tuesday afternoons. Pretrial conferences are usually scheduled the first week of each month. Case management and docket soundings are usually scheduled on the third week of each month. Trials are usually scheduled the last week of each month. Violation of probation/community control hearings are usually scheduled the first Wednesday of each month (docket sounding in the morning, evidentiary hearings in the afternoon). 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 klloyd@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.

- **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 including 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. 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.

- **Materials Submission Deadlines:** The Court must receive all materials for the hearing no later than three business days before the hearing.

- **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, the scheduling party, 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 for an appearance must be made by motion.

- **Platform Used:** The court uses Zoom for remote appearances.

- **Platform Meeting ID#:** Meeting ID#: 386 239 7793

- **Requirements:** Participatory appearance by Zoom requires use of audio and video to allow proper administration of oaths, if necessary.

- **Other Remote Appearance Procedures:**

    - IF USING THE ZOOM APP:
        - Go to the downloaded App
        - Go to Join a Meeting
        - The meeting ID is: 386 239 7793
        - Type in your name to identify your phone number by name
        - Click “join the meeting”
        - Enable Video and Audio

- You should hear: "You are in the meeting"

- IF USING A COMPUTER:
  - Go to https://app.zoom.us/wc
  - Go to Join a Meeting
  - The meeting ID is: 386 239 7793
  - Enable Video and Audio if not automatically enabled
  - Type in your name to identify your phone number by name
  - You should hear: "You are in the meeting"

- Make certain your device is muted. 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 klloyd@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 may be submitted to the court for any evidentiary proceeding.

- **Format:** PDF/a format or Word document is preferred, if submitted electronically.

- **Submission Method:** E-mail, U.S. mail, or hand delivery of courtesy copies is acceptable. If the submissions exceed 25 pages in total, paper copies must be submitted, and electronic copies are not permitted.

- **Deadline for Submissions:** Courtesy copies must be delivered to the court no later than three business days before any evidentiary proceeding.

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 trials must be provided to the clerk in paper or electronic format in advance of the hearing or trial for marking, absent good cause shown. 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-defendant cases, 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.

- **Status Conference:** Any party may request a status conference when a case requires. Parties represented by counsel are not required to appear at a status conference, unless otherwise ordered by the Court.

- **Requirements:** Any request by a party for a CMC or status conference must articulate the reasons for the necessity of the conference.

- **Scheduling:** If the Court agrees that a CMC or status conference is required, the Court will schedule a CMC or status conference and provide the notice directly, or through the Clerk of Court.

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 klloyd@circuit7.org 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 Ave, Ste B-206, 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 125 E. Orange Ave., Suite 300, Daytona Beach, FL 32114; (386) 257-6096; SignLanguageRequests@circuit7.org