



## **DIVISION 72** **PROCEDURES AND GUIDELINES**

(Current as of 3/8/2022)

### **Remote Appearances (Appearing by Zoom)**

All court proceedings in Division 72 are currently noticed to occur in person at the Volusia County Courthouse, 101 N. Alabama Avenue, Courtroom 3A, Deland, Florida. However, the Court will permit anyone wishing to appear by Zoom for their in person court hearing to do so. You must contact the Court's Judicial Assistant, Karen Lloyd at [klloyd@circuit7.org](mailto:klloyd@circuit7.org) to receive the Zoom Meeting ID. *This does not apply to jury trials, which must still be attended in person by all parties, counsel, and witnesses, unless otherwise ordered by the Court.*

### **Written Plea Forms**

The Court requires use of a written plea form for in all cases. If you would like to review the form prior to your court date, a sample is available on the Court's website.

### **Scheduling Hearings**

All hearings must be scheduled with the Court's Judicial Assistant, Karen Lloyd email at [klloyd@circuit7.org](mailto:klloyd@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.

### **Docket Sounding**

Docket sounding will be held the Friday immediately preceding the trial week scheduled for the case. The Court will not accept negotiated pleas after docket sounding absent extraordinary circumstances. All parties and their counsel are required to attend docket sounding, regardless of whether the announcement at Pretrial Conference was "Ready for Trial" or "Pass to Plea."

## **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/](http://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](http://www.clerk.org) for options on how to file something with the Court.