

Out-of-County Plea Requirements Division 41

If you are requesting for your client to enter a plea on a case from another county within the 7th Circuit, you must do the following:

- **Give a minimum of 24-hour notice** by email to the Judicial Assistant of the Plea/Sentencing Judge: cbrick@circuit7.org **and** the Clerk's office in Volusia County: Volusiacrimal@clerk.org to request the out-of-county case(s) to be added to the docket.

In the email you **must include** the following:

1. Defendant's name and the VOLUSIA COUNTY case number.
2. The OUT-OF-COUNTY case number(s) along with the Charging Document(s). If the case is a Violation of Probation, please include the VOP Affidavit. (** Not all case numbers reflect the county in which the case resides, please include county of origin.)

This is a requirement throughout the Seventh Judicial Circuit. Please do not request for this Court to accept a plea from another county unless this procedure is followed.