

Out-of-County Plea Requirements

Division 43

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

- **Give a minimum of 24-hours notice** by email to the Judicial Assistant of the Plea/Sentencing Judge tsmith@circuit7.org **and** the Clerk's office in Volusia County VolusiaCriminal@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.