

Out-of-County Plea Requirements

Division 56

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 tdavis@circuit7.org **and** the Clerk's office in St. Johns County CriminalCourt@stjohnsclerk.com 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 St. Johns county case number.
2. Charging Document(s) with Statutes and Case numbers for the Out-of-County case(s). If the case is a Violation of Probation, please include the VOP Affidavit.

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.