



DIVISION 62 **PROCEDURES AND GUIDELINES**

(Effective as of January 1, 2024)

Remote Appearances (Appearing by Zoom)

All court proceedings in Division 62 are noticed to occur in person at the Putnam County Courthouse, 410 St. Johns Avenue, Courtroom 316, Palatka, Florida. Any defendant wishing to appear by Zoom must submit the request in writing through the Clerk of Court. Attorneys are permitted to appear remotely for arraignments and pretrial conferences without the need to file a motion, unless otherwise ordered by the Court. Attorneys and their clients **MUST** appear in person for docket call, unless a motion is filed with the Court.

Scheduling Hearings

All hearings must be scheduled with the Court's Judicial Assistant, Kristy Lofton email at klofton@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.

Proposed Orders

All proposed orders should be emailed to the Court's Judicial Assistant, Krist Lofton at klofton@circuit7.org in an editable format such as Microsoft Word.

Docket Sounding

Docket sounding will be held on a Fridays, two weeks before the trial week unless it falls on a holiday, then It will be held on a Thursday. Attorneys and their clients **MUST** appear in person for docket call, unless a motion is filed with the Court.

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 Putnam 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/

State Attorney's Office (386) 329-0259

Public Defender's Office (386) 329-0301

****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 for options on how to file something with the Court.