

Out-of-County Plea Requirements

Division 08

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 mwestfall@circuit7.org **and** the Clerk's office in Volusia County Volusiacrime@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. 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.