

JUDGE NICHOLS' PROCEDURES

DIVISION 50 - CRIMINAL

Kim C. Hammond Justice Center, 1769 E. Moody Blvd., Bldg. 1, Courtroom 401,
Bunnell, FL 32110

1. **ALL HEARINGS** must be coordinated with opposing counsel. Requests for hearing time are to be submitted via e-mail to the judge's JA., Michele Westfall at mwestfall@circuit7.org. When requesting available hearing dates/times, the e-mail is to include the style of the case in the subject line and the body of the email shall include the title(s) of the motion(s) to be scheduled and how much total time is needed (including amount of time needed for State and Defense). When coordinating, please do not include the JA in the e-mail thread. Once a date/time is coordinated, please email JA with the selected date and time. Additionally, please advise if additional dates and times are needed.
2. **INTERPRETER:** If an Interpreter is required for a criminal proceeding, it is the responsibility of counsel to arrange for an interpreter. Please contact Interpreter@circuit7.org.
3. **MOTIONS must be e-filed** with the Clerk before a hearing will be scheduled. **STATE IN YOUR MOTION THE POSITION OF OPPOSING COUNSEL - WHETHER THEY OBJECT OR NOT TO THE MOTION.**
4. **NOTICE OF HEARING:** Location must be in the Notice of Hearing (courtroom number); and name of the motion you are calling up for hearing. A copy of the Notice of Hearing shall be sent to the Judicial Assistant via email. Once the Notice of Hearing is received, the case will be scheduled on the court's calendar.

5. **CANCELLATION OF HEARING:** A hearing can only be cancelled by the party who scheduled the hearing. A Notice of Cancellation **MUST** be e-filed with the Clerk's Office and e-mailed to the JA immediately. Any hearing scheduled by the court can only be cancelled by the court.
6. **PROPOSED ORDERS** are to be sent through the Clerk's eportal, unless otherwise instructed by the court. Please be sure that any motions, stipulations, etc. are e-filed with the Clerk's Office prior to, or along with, the proposed order.
7. **COMMUNICATION WITH COURT:** The quickest method of communication with this office is by email. Emails are handled in the order they are received. If your email is an emergent matter, please indicate your email with "High Importance" (indicated by "!" under "Tags" on the taskbar) when composing an email.
8. **EMAILS** please be sure to copy all parties on e-mails when it is appropriate to contact the Judicial Assistant. Additionally, when responding to an e-mail, be sure to "**REPLY ALL**" with your response.
9. **ZOOM APPEARANCES** will be permitted pursuant to the procedures set forth in Rule 3.116 Fla. R. Crim. P. and Rule 2.530 Fla. R. Gen. Prac. & Jud. Admin.