



Eighth Judicial Circuit of Florida

Alachua, Baker, Bradford, Gilchrist, Levy and Union Counties

Martha Ann Lott
Chief Judge

Alachua County Family and Civil Justice Center
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Gainesville, FL 32601
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Priscilla Holloway
Judicial Assistant

TO: All Judges of the Eighth Judicial Circuit
All Clerks of the Eighth Judicial Circuit
Honorable William Cervone, State Attorney
Stacy Scott, Public Defender
All Sheriffs of the Eighth Judicial Circuit
Department of Juvenile Justice
Department of Children and Families
Jim Santangelo, Alachua County Court Services

FROM: Judge Martha Ann Lott, Chief Judge

DATE: November 17, 2010

SUBJECT: Revised Regional First Appearance Weekend and Holiday Schedule

We appreciate everyone's collaboration and assistance as we continue to improve our week-end and holiday first appearance process.

Effective November 20, 2010, Bradford County will join the circuit week-end and holiday first appearance schedule. First appearance for all regional counties will begin at 9:00 AM. There is no change to the current Alachua County schedule. Alachua County first appearance will begin at 9:30 AM. Juvenile Detention Hearings and Shelter Hearings will be held after first appearance for both Regional and Alachua Counties. Alachua County Clerk of Court staff and Court Services pretrial staff are expected to be in the courtroom by 9:30 AM for the Alachua cases. Staff members from the Department of Juvenile Justice and Department of Children and Families are to report to the courtroom at 10:30 A.M.

All Regional County jail booking departments will continue to e-mail, CAO-First App, or fax the arrest reports and criminal histories with summary to **352-384-3014**, a secure fax number, no later than 7:00 AM on weekends and holidays. The fax is also to include a first appearance docket/worksheet as well as a first appearance order including the defendant's name and charges. The revised first appearance docket/worksheet and order are attached.

Copies of all Regional County first appearance orders will be e-mailed or faxed to the jails and the clerks' offices immediately following first appearance. The original orders will be mailed to the clerks' offices the next business day.

The revised schedule is listed below.

Regional First Appearance Schedule

County	Judge	Weekend / Holiday Location	Weekend / Holiday Time
Regional First Appearance	Duty Judge	Alachua County Criminal Justice Center Courtroom 1A	9:00 a.m.*
Alachua First Appearance	Duty Judge	Alachua County Criminal Justice Center Courtroom 1A	9:30 a.m.
Juv. Det Shelter	Duty Judge	Alachua County Criminal Justice Center Courtroom 1A	10:30 a.m.

* Court reporting mic check with regional county jails at 8:00 A.M.

If the audio or video connection is not working properly, Suncom Telephone Conferencing will be the backup. One number will be used for all counties during the week-end and holiday first appearance.

The Suncom conferencing number for week-ends and holidays is listed below.

First dial: (888) 808-6959

County	Conference Number
Alachua, Levy, Gilchrist, Bradford, Baker, and Union	2391404852 #

Electronic copies to:

Ted McFetridge, Court Administrator
 Jan Chesser, Court Operations Manager
 Mary Lou Gardner, Director of Court Reporting
 Fred Buhl, Director of Court Technology