

State of Florida
Ninth Judicial Circuit of Florida
www.ninthcircuit.org

Mike Murphy
Circuit Judge

Thomas S. Kirk Juvenile Justice Center
2000 E Michigan St.
Orlando, FL 32806
COURTROOM 3

Breean Greene
Judicial Assistant
ctjabg1@ocnjcc.org

POLICIES AND PROCEDURES FOR JUDGE MIKE MURPHY
JUVENILE DELINQUENCY DIVISION 8

In Order to assist Counsel, the Litigants and the Court, the following Policies and Procedures are hereby adopted for Juvenile Delinquency Division 8, in Orange County, Florida, when practicing before Judge Mike Murphy.

JUVENILE DELINQUENCY DIVISION 8:

1. SCHEDULING HEARINGS:

MOTION/PLEA HEARINGS

(A) Email the Judicial Assistant to request hearing time, including the amount of time needed. Available dates/times will then be provided.

(B) Coordinate the date/time with the State Attorney, and email the Judicial Assistant at ctjabg1@ocnjcc.org, with the State Attorney included, with the agreed-upon date/time. All emails must include the correct case number in the subject line.

(C) A Notice of Hearing must be filed by the requesting party, but should NOT be filed/sent out, unless/until you have received the email written confirmation from the Judicial Assistant.

****HEARING TIME IS NOT CONFIRMED UNTIL YOU RECEIVE A WRITTEN CONFIRMATION FROM THE JUDICIAL ASSISTANT.**

***HEARINGS ARE NOT SCHEDULED VIA TELEPHONE.**

***HEARINGS ARE NOT SCHEDULED BY SIMPLY FILING A NOTICE OF HEARING.**

***In addition to filing the Notice of Hearing with the Clerk of Court, an email copy of the Notice of Hearing must be furnished to the Judicial Assistant.

2. VIRTUAL APPEARANCES

Parties may appear virtually via Microsoft Teams. A Team's link will be provided to Attorneys prior to the hearing date.

3. CANCELLATIONS

PROMPTLY notify the Judicial Assistant of any cancellations.

4. INTERPRETERS

It is the responsibility of the Attorneys to inform the Judicial Assistant if an interpreter is needed for a proceeding, prior to the hearing date. Any non-Spanish interpreter requests should be made at least two weeks in advance, if possible.

5. ORDERS/RULINGS OF THE COURT

The Court will strive to issue Orders and rulings in a timely manner. Every effort will be made to rule the day of the hearing. If it is necessary to take an issue under advisement, the Court will attempt to set a date by which the Court will issue its ruling.

****Agreed-upon Orders:** For all agreed-upon orders submitted to chambers for signature, without a hearing, a cover letter must be included with all orders submitted, with the opposing party's position to the order. Orders will not be held, awaiting opposing party's position. **Orders will be accepted by email only.**

Typically, orders that are not agreed-upon by the parties will require a hearing.

*******NO ORIGINALS of ANY document should be submitted to the Judge's chambers. No hard copies of any document should be submitted to the Judge's chambers.**

6. MOTIONS FOR REHEARING. RECONSIDERATION OR NEW TRIAL

Once the motion has been filed with the Clerk's Office, submit a copy to the JA for the Judge's review. A hearing will not be scheduled, unless the Judge so directs. **A Notice of Hearing should NOT be filed/sent out, unless/until you have received the email written confirmation from the Judicial Assistant.**

7. CONTACT/QUESTIONS

Please email the Judicial Assistant with any questions regarding these policies and procedures. Email is always the most efficient way to communicate with this office.