

**Orange County Juvenile Division 8
Honorable Judge Reginald K. Whitehead**

Judicial Assistant: Natasha Edwards

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In Order to assist Counsel, the Litigants and the Court, the following Policies and Procedures¹ are hereby adopted for Juvenile Delinquency Division 8, in Orange County, Florida, when practicing before Judge Reginald Whitehead.²

1. SCHEDULING HEARINGS:

The following rules apply to the setting and handling of hearings. **Please refer to Administrative Order 2012-03 prior to scheduling any 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 ctjane1@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

¹The above standards, procedures, practices and guidelines are minimum standards. All counsel are presumed to be familiar with and are expected to abide by the *Rules Regulating The Florida Bar*, and the *Guidelines for Professional Conduct* promulgated by the Trial Lawyers Section of The Florida Bar and adopted by the Conference of Circuit Judges. Copies of each of these documents may be obtained from The Florida Bar and/or are available on-line on its website <http://www.floridabar.org>. In addition, counsel must be aware of the *Ninth Judicial Circuit Courtroom Decorum Policy* promulgated on February 11,

2003 and Amended September 2014. (See <http://www.ninthcircuit.org> for Attorneys/Information/Rules & Policies/Courtroom Decorum Policy) as well as the local administrative rules.

²This Court is held to the additional standards set forth in *Code of Judicial Conduct* and the *Principles of Professionalism for Judges*.

2. VIRTUAL APPEARANCES

Parties may appear virtually via Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDFIMmEwZTktN2YzNS00YWYxLTIhOTktYjI4ZDUyYTM2Yzg1%40thread.v2/0?context=%7b%22id%22%3a%225e9043ca-7ea5-4184-925f-f787a8dd7482%22%2c%22oid%22%3a%22f8b8e42f-0fe7-497c-9722-ce7be7109251%22%7d

Virtual/Video Conference Notes:

You will be entering a virtual waiting room before the hearing. The judge will admit you to the hearing when the hearing begins.

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. **INFORMATION NOT COVERED**

If any matters concerning the conduct of the pre-trial or trial procedures of Orange Juvenile Division 8 are not covered herein, counsel is free to contact the Court. The Court appreciates counsels' efforts to understand and comply with this Court's procedures. 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.

Effective: May 8, 2023