



State of Florida
Ninth Judicial Circuit of Florida

ORANGE COUNTY COURT BUILDING
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Judge
CHERISH R.
ADAMS

Judicial Assistant
PAMELA
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**Guidelines and Procedures
for
Circuit Criminal Division 18
Judge Cherish R. Adams**

In order to assist the parties, the following guidelines and procedures are adopted for Circuit Criminal Division 18 in Orange County, Florida when practicing before Judge Cherish R. Adams. Please note these are general guidelines/procedures. Each case is unique. The Court or applicable law may require different or additional procedures than referenced below.

SCHEDULE

1. Pretrial Detention Hearings

- a. Pretrial Detention hearings will be held every Tuesday and Friday aside from court holidays starting at 9:00am.
- b. The Court requests that the attorneys email the Judicial Assistant by 2:00 p.m. the day prior to the hearing to advise whether a Pretrial Detention motion has been filed and provide a copy of the motion if filed.

2. Pleas and Non-Evidentiary Hearings

- a. The Court will hear trial call pleas, in-custody pleas from all other criminal divisions, and short non-evidentiary hearings on Monday, Wednesday, and Thursday mornings starting at 9:00.
- b. To schedule your case for a plea hearing or short non-evidentiary hearing, see “How to Schedule a Hearing” below.

3. Evidentiary Hearings

- a. Attorneys may schedule evidentiary hearings during the assigned division’s one week (aka third week) trial docket. To schedule your case for an evidentiary hearing, see “How to Schedule a Hearing” below.
- b. There are generally two divisions each week that will qualify for hearing time. Divisions will be assigned to either the “A” track or the “B” track. If the assigned division judge is in trial, Judge Adams will conduct these hearings. If the assigned division judge is not in trial, the hearings scheduled for that division will be heard by the assigned division judge. Hearings may be scheduled simultaneously for the “A” and “B” tracks, with the understanding that if both divisions are in trial the “A” track will have priority. Divisions will alternate being “A” and “B” so that each division has an equal amount of backup hearing time.
- c. Larger blocks of time for longer hearings are typically available on Wednesdays and Thursdays.

HOW TO SCHEDULE A HEARING

1. To request a hearing, email the Judicial Assistant at 18orange@ninthcircuit.org with the following information:

Case Style:
Assigned Division:
Type of Hearing:
Title of Motion(s):
Total Number of Witnesses (from both sides):
Length of Hearing:
Is a Court Interpreter needed:

2. Coordinate the date and time with opposing counsel. Do not include the Judicial Assistant on coordination emails.

3. All motions must be filed with the Clerk's Office, scanned and viewable before requesting a hearing or sending proposed orders.
4. Once a date is coordinated, email the Judicial assistant with the agreed date and time and receive confirmation for your hearing. Hearings are not set until a confirmation email has been sent. Please allow up to 48 hours for confirmation. Leaving a voicemail for a hearing request will not be honored. Counsel for both sides need to be in all emails.
5. ALL ADD-ONS must be received, via email, no later than 12:00 p.m. on the workday before the requested hearing dates – No Exceptions.
6. File a Notice of Hearing with the clerk of court and properly notice all parties.

MISCELLANEOUS MATTERS

Interpreters - Counsel shall notify the Judicial Assistant at 18orange@ninthcircuit.org of requests for interpreters for defendants or witnesses for trial, hearings, or other proceedings as soon as the need for an interpreter or interpreters becomes known.

Transport Orders

- a. The Assistant State Attorney shall submit a proposed transport order when the presence of a defendant in the custody of another county is required for a proceeding.
- b. The Assistant State Attorney shall submit a proposed writ of habeas corpus ad prosequendum when the presence of a defendant in federal custody is required for a proceeding. The Assistant State Attorney shall make reasonable efforts to communicate with the Federal Bureau of Prisons, the Assistant United States Attorney, and/or any other appropriate personnel in the federal system to address issues that may preclude transport and to coordinate measures that may facilitate transport.
- c. Transport orders shall be submitted sufficiently far in advance to allow for transport, to permit the Court to address conflicts in other jurisdictions, and if necessary, to reschedule the proceeding for a time based on a transport issue or conflict. Failure to do so may result in the Court's inability to arrange for transport for the proceeding.

Videoconference Appearance

- a. Videoconference appearance is permitted at non-evidentiary proceedings without the need for a formal motion or order to the extent allowed by law, provided that the attorney, party, or other participant notifies the Judicial Assistant by email to 18orange@ninthcircuit.org of the remote appearance in advance.
- b. For evidentiary proceedings, counsel may appear by videoconference only upon filing a motion and obtaining an order allowing the remote appearance.
- c. Testimony by videoconference requires a motion and order in accordance with Florida Rule of Criminal Procedure 3.116(d). Counsel seeking to present remote witness testimony must make arrangements to ensure that an oath can properly be administered under Florida Rule of General Practice and Judicial Administration 2.530(b)(2)(B) and to coordinate a method by which witnesses can review any exhibits that will be addressed during their testimony.

Contact Information

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