

*State of Florida*  
*Ninth Judicial Circuit of Florida*

COUNTIES OF OSCEOLA AND ORANGE  
ORANGE COUNTY COURTHOUSE  
425 NORTH ORANGE AVENUE  
ORLANDO, FLORIDA 32801

LETICIA J. MARQUES  
CIRCUIT JUDGE

TRINA BRYANT  
Judicial Assistant

**Guidelines and Procedures for  
Circuit Criminal Division 19  
Judge Leticia Marques**

In order to assist counsel and the parties, the following guidelines and procedures are adopted for Circuit Criminal Division 19 in Orange County, Florida when practicing before Judge Leticia Marques. These are general guidelines/procedures as each case is unique. In an effort to achieve the most efficient use of limited trial resources, the Court or applicable law may require different or additional procedures than what are referenced below.

Criminal Division 19 is a trial division that offers assistance to the Orange County Circuit Criminal Divisions when the referring division is in session. On occasion, Criminal Division 19 will schedule plea dates for the circuit criminal divisions to refer cases in order to assist with reducing caseloads. Unless informed otherwise, court starts promptly at 9:00 a.m. in Courtroom 19D each day. Counsel and all parties must be in the courtroom ready to go. **The Defendant and counsel are required to appear in person at trial case management and trial** and the defendant's presence may not be waived absent court order.

Communication is primarily through email to [19Orange@ninthcircuit.org](mailto:19Orange@ninthcircuit.org) as that email is monitored even if the judicial assistant is away. All communication to this division must copy all parties. Unless the judge directs otherwise, it is the parties' responsibility to copy the Court electronically with all motions and any other filing you intend to rely upon for a hearing or trial. Do not assume it is known something has been filed as there is no notification from the clerk a filing has been received, and it may take time for an image to be pulled from the ePortal and made available for viewing by the Court. You may not email or communicate with the judge directly unless given permission.

Criminal Division 19's monthly schedule is one week of hearing (set aside for cases assigned to this division for any motions to be heard, case management for scheduling trials and scheduled pleas for the criminal divisions) followed by three weeks of trial.

Additionally, the division, as the Circuit Criminal Administrative Division:

1. Enters orders administratively transferring cases from one subdivision to another when a defendant has another pending, companion case in another division with a lower case number. A courtesy copy of the motion and proposed order must be submitted in Word format to [19Orange@ninthcircuit.com](mailto:19Orange@ninthcircuit.com).

2. Hears fugitive warrant cases
3. Reviews and enters order on requests to restore voting rights.
4. Holds material witness hearings when an Orange County resident is required to be in another jurisdiction to testify.

The docket is posted on the circuit's Judicial Automated Calendaring System (JACS) located on the circuit's website and the name of the calendar is Criminal Division 19 from the drop down menu. Trials are set for Mondays of trial weeks on the date/time designated by the Court. Should a trial or trials resolved, the division will take case referrals from the other circuit criminal divisions. If your case requires a hearing, see the section "how to schedule a hearing" below.

### HOW TO SCHEDULE A HEARING

1. To request hearing time, email the judicial assistant (copying counsel or any pro se party on the other side), at [19Orange@ninthcircuit.org](mailto:19Orange@ninthcircuit.org) with the following information:

Case style  
Type of hearing  
Title of motion(s)  
Total number of witnesses (from both sides)  
Length of hearing  
Any interpreter or special needs required

The judicial assistant will provide a list of potential dates/times for hearing. It is the requesting party's responsibility to coordinate hearing time with opposing counsel. Do not include the judicial assistant on coordination emails.

2. Once a date/time has been selected and coordinated, email [19Orange@ninthcircuit.org](mailto:19Orange@ninthcircuit.org) copying opposing counsel with the date/time selected. A confirmation that the case has been placed on the docket will be sent to all parties on the final coordination email. **Hearings are not set on the docket unless a confirmation email has been sent.** Allow up to 48 hours for confirmation. Leaving a voicemail or calling to schedule hearing time is not honored.
3. All motions must be filed with the Clerk's Office and a Notice of Hearing filed, properly noticing all parties.

### MATTERS TO ASSIST WITH SCHEDULING

**Interpreters:** Counsel must notify the judicial assistant of a request for an interpreter or interpreters for defendants or any witness for hearing or trial as soon as the need for an interpreter or interpreters becomes known.

**Transport Orders:**

- a. It is the responsibility of the State to electronically submit a proposed transport order when the presence of a defendant in the custody of another jurisdiction is required for proceeding.
- b. If a witness will testify in a proceeding and is in custody in another jurisdiction, either the State or Defense relying upon that witness to provide that testimony shall electronically submit a transport order for the witness to be transported.
- c. If a defendant is in federal custody and is required for a proceeding, the State shall submit a proposed writ of habeas corpus ad prosequendum. The State 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 to facilitate transport.
- d. Transport orders are to be submitted far in advance to permit the Court to address conflicts in other jurisdictions and to allow the Transportation Unit sufficient time to make arrangements with the other jurisdiction to execute the transport order. Failure to do so may result in the inability to arrange transport to the proceeding.

**Videoconference Appearance:** Virtual appearance for hearing is not an automatic given, as it depends on the length of time needed, if it involves testimony being given, etc. Requests for any virtual appearance must be reviewed by the Court and permission granted. Should a party be granted permission to appear virtually, a link will be sent electronically and a note made on the docket regarding the party's appearance for when the case is called. Counsel seeking to present virtual witness testimony must make arrangements to ensure that an oath can be properly administered under Florida Rule of General Practice and Judicial Administration 2.530(b)(2)(B) and to coordinate a method by which the witness can review any exhibits that will be addressed during their testimony.

In order to fairly and efficiently process cases, the Court relies upon (and insists on) the professionalism, promptness and preparedness of the State, defense counsel, clerk staff, interpreters, court reporting staff, jail personnel, the Department of Corrections personnel, law enforcement agencies and Orange County agencies. The Court may revise these rules and procedures as circumstances dictate.