

DIVISION 11-A PRE-TRIAL CONFERENCE (“PTC”) PROCEDURES INVOLVING CRIMINAL CASES

I. (Defendant out of Custody):

Defense Counsel or State of Florida (if appropriate) may elect any of the following options, select the corresponding notice/motion attached to this email, fill out the fields, and then efile the form notice or motion. Once the election form is efiled, a copy must be sent to Judicial Assistant Keishara Goodrum ctjakg3@ocnjcc.org. You will then receive a return email either waiving your appearance or confirming your attendance by video will be required.

1. APPEAR IN PERSON (No advance forms required)

OR

2. APPEAR BY VIDEO (Please use attached form “Appearance at PT by Video”, efile and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**:
 - a. Judicial Assistant, Keishara Goodrum will send out a link via email for Microsoft Teams video conferencing at a designated time. For private Defense Counsel, this link will be sent to the email address you provide on the form.
 - b. Defense attorneys will share the link with defendants who will virtually attend. The State may share the link with victims should the victim wish to participate.
 - c. Please promptly join the video meeting at the assigned time to discuss your case.
 - d. **The deadline for notifying the Court you wish to appear by video is 12:00 p.m. one business day before your PT date.**

OR

3. FILE A MOTION TO CONTINUE IN ADVANCE (Please send a copy of the e-filed motion to continue to **Keishara Goodrum, ctjakg3@ocnjcc.org**):
 - a. **The deadline for filing UNOPPOSED motions to continue is 12:00 p.m., two days before your PT date.** You will receive an email confirming you and your client will not need to attend PT if the motion is granted.
 - b. **The deadline for filing OPPOSED motions to continue is 4:00 p.m., three days before your PT date.** The Court will consider the Motion on a case by case basis. If the motion is granted over objection, the parties will be notified and you will receive an email confirming you and your client will not need to attend PT.

OR

4. NOTICE THE COURT THE DEFENDANT WILL PARTICIPATE IN PTD OR SPECIALTY COURT (Please use attached form “Participation in Diversion or Specialty Court Fillable”, efile, and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**:

- a. Once received by the Judicial Assistant, a future status date will be set and you will be noticed.
- b. If the Defendant is entering into a Specialty Court program (i.e., Drug Court, Veterans Court, Mental Health Court), Ms. Goodrum will reach out to you with further instructions.
- c. **The deadline for filings indicating participation in diversion or specialty court (with waiver of speedy trial) is Noon, two business day before your PT date.** Once received, you will receive an email confirming you and your client do not need to attend PT.

OR

5. NOTICE THE COURT YOU ARE REQUESTING THE CASE REMAIN ON FOR TRIAL ON THE FIRST AVAILABLE DOCKET (Please use the form “Request for a Jury Trial and Waiver of Appearance at PT fillable”, efile and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org** :

- a. **The deadline for filings requesting the case remain on the trial docket is Noon, two business day before your PT date.** Once correspondence with the above information is received, you will receive an email confirming you and your client do not need to attend PT.

OR

6. PLEA: (Please use the form “Notice Case will Resolve by Plea fillable”, efile and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**:

- a. **The deadline for filings indicating the case will resolve by plea and requesting a plea date is Noon, one business day before your PT date.** Once noticed the case will resolve by plea is received along with the terms of the plea, you will receive an email confirming you and your client do not need to attend PT. You will be noticed by the Court of a plea date.

<p>***** Failure to follow these deadlines and procedures and/or failure to receive an email from the Court excusing you and your client’s attendance will require you and your client’s appearance in person. The Court may consider bench warrants and/or speedy trial waivers for non-appearance by Defendants whose attorney has not waived their appearance in writing or on the record. *****</p>
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II. (Defendant in Custody):

Defense Counsel may elect any of the following:

1. APPEAR IN PERSON (No advanced forms required)

OR

2. APPEAR BY VIDEO (Please use attached form “Appearance at PT by Video”, efile and send a copy by email to Keishara Goodrum, ctjakg3@ocnjcc.org:
 - a. Judicial Assistant, Keishara Goodrum will send out a link via email for Microsoft Teams video conferencing at a designated time. For private Defense Counsel, this link will be sent to the email address you provide on the form. The State may share this link with alleged victims should they wish to participate.
 - b. Defendants who are in custody will be present via video feed from the jail.
 - c. Please promptly join the video meeting at the assigned time to discuss your case.
 - d. **The deadline for notifying the Court you wish to appear by video is 12:00 p.m. one business day before your PT date.**

OR

3. FILE A MOTION TO CONTINUE IN ADVANCE (Please send a copy of the efiled motion to continue to **Keishara Goodrum, ctjakg3@ocnjcc.org**):
 - a. **The deadline for filing UNOPPOSED motions to continue is 12:00 p.m., the Friday before your PT date.** You will receive an email confirming you and your client will not need to attend PT if the motion is granted.
 - b. **The deadline for filing OPPOSED motions to continue is 4:00 p.m., the Thursday before your PT date.** The Court will consider the Motion on a case by case basis. If the motion is granted over objection, the parties will be notified and you will receive an email confirming you and your client will not need to attend PT.

If any case is CONTINUED, you will receive new pre-trial dates.

OR

4. NOTICE THE COURT THE DEFENDANT WILL PARTICIPATE IN PTD OR SPECIALTY COURT (Please use attached form “Participation in Diversion or Specialty Court Fillable”, efile, and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**):
 - a. Once received by the Judicial Assistant, a future status date will be set and you will be noticed.
 - b. If the Defendant is entering into a Specialty Court program (i.e., Drug Court, Veterans Court, Mental Health Court), Ms. Goodrum will reach out to you with further instructions.

c. **The deadline for filings indicating participation in diversion or specialty court (with waiver of speedy trial) is Noon, one business day before your PT date.** Once received, you will receive an email confirming you and your client do not need to attend PT.

OR

5. NOTICE THE COURT YOU ARE REQUESTING THE CASE REMAIN ON FOR TRIAL ON THE FIRST AVAILABLE DOCKET (Please use the form “Request for a Jury Trial and Waiver of Appearance at PT fillable”, efile and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**:

a. **The deadline for filings requesting the case remain on the trial docket is Noon, one business day before your PT date.** Once correspondence with the above information is received, you will receive an email confirming you and your client do not need to attend PT.

OR

6. PLEA (Please use the form “Notice Case will Resolve by Plea fillable”, efile and send a copy by email to **Keishara Goodrum, ctjakg3@ocnjcc.org**:

a. In custody pleas may occur on the date of pre-trial by request or will be assigned a date via video from the jail. If the case is set for plea on another date, you will receive a confirmation email excusing your attendance at PT.

b. The Defense attorney or the ASA may appear via video conference at the time of the plea.

c. **The deadline for filings indicating the case will resolve by plea and requesting a plea date is Noon, one business day before your PT date.**

*******Failure to follow these deadlines and procedures and/or failure to receive an email from the Court excusing you and your client’s attendance will require you and your client’s appearance in person. The Court may consider bench warrants and/or speedy trial waivers for non-appearance of Defendants whose attorney has not waived their appearance in writing or on the record*******