

**VIRTUAL PRE-TRIAL CONFERENCE (“VPTC”)  
& OTHER PROCEDURES INVOLVING CRIMINAL CASES**

DIVISION 12 – JUDGE LUIS F. CALDERON

Judicial Assistant: Lauren Burrows [CTJALB1@ocnjcc.org](mailto:CTJALB1@ocnjcc.org)

\* As of 6/29/20

Due to the current health crisis, COVID-19, and the Florida Supreme Court Administrative Order No. AOSC20-23, Amendment 4 (June 16, 2020), Judge Calderon will be conducting Pre-trial Conferences by “virtual appearances” via GoogleForms® and “virtual hearings” via Microsoft Teams® and Cisco®, until further notice.

Virtual Pre-trial Conference (“VPTC”)	Until further notice, the Court will conduct “virtual appearances” via the completion of a GoogleForm®, at <a href="https://forms.gle/2Qw7cNRH9KJF5h9a8">https://forms.gle/2Qw7cNRH9KJF5h9a8</a> , each case will require a separate form.  <b>***GoogleForm Responses for VPTCs are due by 5pm on the Monday*** <u>immediately prior to your scheduled VPTC date.</u></b>  If the Court determines a VPTC “virtual hearing” is required based on your responses, you will be notified and provided with a link to join the Virtual Hearing via Microsoft Teams®.
Trial Case Management (“TCM”)	Cancelled until the Circuit has transitioned to Phase 2.
Trial Dates	Pursuant to Florida Supreme Court Administrative Order AOSC20-23, Amendment 4 (June 16, 2020) all criminal jury trials are suspended “... until 30 days after the chief judge of a judicial circuit has determined that the circuit or a county within the circuit has transitioned to Phase 2 pursuant to Fla. Admin. Order No. AOSC20-32, Amendment 1.”

## **IMPORTANT INFORMATION REGARDING OTHER HEARINGS**

- **As of 6/29/20**, at the courthouse we will have “virtual courtrooms” set up in the Jury Assembly Room (Room 180 on the 1<sup>st</sup> floor). From these “courtrooms,” Defendants who are out of custody, and their attorney, will be connected to the Judge via video for pleas, arraignments and other essential hearings as designated by the Court only. Division 12 is assigned to “Jury Courtroom 1,” unless otherwise specified.
- Defendants in custody whose appearance cannot be waived, will appear virtually from the BRC (at the Jail), with their attorney, for pleas, bond hearings and other essential hearings, as designated by the Court. (Please note which BRC Courtroom is being utilized in your Notice of Hearing.)
- If appropriate, hearings, statuses, and other matters will be set for “virtual hearings” via videoconference. The Court encourages the parties to make use of Virtual Hearings for evidentiary hearings. Please visit <https://www.ninthcircuit.org/sites/default/files/Div-12-Temp.pdf> for information regarding procedures.
- For Defendant’s that are in custody, but cannot be transported to the BRC because they are subject to quarantine, please inform the Court, as arrangements can be made for video appearance depending on their location within the Orange County Jail.
- Any attorney requesting to appear via videoconference for ANY HEARING should inquire with the Judicial Assistant, Lauren Burrows, at [CTJALB1@ocnjcc.org](mailto:CTJALB1@ocnjcc.org) to obtain a link for a remote appearance.

## **2020 VIRTUAL PTC SCHEDULE:**

July 29, 2020 -- Private Defense Attorney Cases. 9:00am-12:00pm  
July 29, 2020 -- Public Defender Cases. 1:30pm-4:30pm

September 2, 2020 -- Private Defense Attorney Cases. 9:00am-12:00pm  
September 2, 2020 -- Public Defender Cases. 1:30pm-4:30pm

October 7, 2020 -- Private Defense Attorney Cases. 9:00am-12:00pm  
October 7, 2020 -- Public Defender Cases. 1:30pm-4:30pm

November 10, 2020 -- Private Defense Attorney Cases. 9:00am-12:00pm  
November 10, 2020 -- Public Defender Cases. 1:30pm-4:30pm

December 16, 2020 -- Private Defense Attorney Cases. 9:00am-12:00pm  
December 16, 2020 -- Public Defender Cases. 1:30pm-4:30pm

## **STEPS FOR VIRTUAL PTCs:**

1. To begin the VPTC, go to this link and fill out the GoogleForm®:  
<https://forms.gle/2Qw7cNRH9KJF5h9a8>
2. A copy of the form you filled out will be emailed to you. **YOU MUST** forward a copy of this “receipt” to opposing counsel (ASA).
3. If applicable, **YOU MUST ALSO E-FILE** your motion/form as indicated below:
  - (a) Motion to Continue
  - (b) Notice Case Will Resolve by Plea
  - (c) Participation in Diversion or Specialty Court
  - (d) Request for Jury Trial and Waiver of Appearance at VPTC.**\*\*forms are provided at <https://www.ninthcircuit.org/about/judges/circuit/luis-f-calderon>**
4. **ONLY IF** a Motion to Continue was e-filed, **YOU MUST EMAIL** your Proposed Order Granting/Denying Motion to Continue to the Judicial Assistant Lauren Burrows at [CTJALB1@ocnjcc.org](mailto:CTJALB1@ocnjcc.org).  
**\*\*proposed orders are provided at <https://www.ninthcircuit.org/about/judges/circuit/luis-f-calderon>**
5. **GoogleForm® Responses for VPTCs and Applicable Forms/ Motions are due by 5pm on the Monday immediately prior to your scheduled VPTC date.**
6. Attendance at Virtual Hearings by the State and Defense at VPTC are **REQUIRED IF**:
  - (a) a timely response is not submitted by Defense via GoogleForm®;
  - (b) any party requests to appear virtually; or
  - (c) a case is selected by the Court to appear for a VPTC hearing.

*Note: Detailed instructions are also provided throughout the GoogleForm®.*

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# Thank You

Thank you for your hard work, patience, and understanding during this challenging time. Court procedures are in a state of flux and we constantly receive new information related to the current health crisis.

Please check my Ninth Circuit webpage at <https://www.ninthcircuit.org/about/judges/circuit/luis-f-calderon> to stay current with Division 12 procedures.

The health and safety of the attorneys, court staff, litigants, and visitors to the Courthouse is paramount to me, if you have any questions, comments, concerns, or suggestions, please feel free to reach out to me or my Judicial Assistant, Lauren Burrows at [CTJALB1@ocnjcc.org](mailto:CTJALB1@ocnjcc.org).

Please be safe.

Sincerely,

Judge Luis F. Calderon