

State of Florida
Ninth Judicial Circuit of Florida

ANDREW CAMERON
COUNTY COURT JUDGE

ORANGE COUNTY COURTHOUSE
POST OFFICE BOX 4934
425 North Orange Avenue
ORLANDO, FLORIDA 32802-4934
(PH) 407-836-2312

Nicole Monk
JUDICIAL ASSISTANT
83orange@ninthcircuit.org
Div. 83

www.ninthcircuit.org

Procedures for County Criminal
Division 83, Courtroom 9-B

Division 83 is a County Criminal and Traffic Division in Orange County Florida. Please note these are general procedures and each case is unique. The Court or applicable law may require different or additional procedures than referenced below.

ARRAIGNMENTS

Arraignments are heard every Tuesday, Wednesday, and Thursday, on a rotating basis between the County Criminal Judges with the exception of official Court Holidays. Arraignments are scheduled on the Court's calendar at 8:00 a.m. for Traffic cases and at 1:00 p.m. for Misdemeanor cases. The Clerk of the Court is responsible for the scheduling of Arraignments. **All** Defendants are required to appear at Arraignment. If, however, a Notice of Appearance, Plea of Not Guilty and Waiver of Arraignment has been **filed prior to the Arraignment date**, the attorney of record and the Defendant are excused from appearing at said Arraignment. It is the **sole responsibility** of the attorney of record and/or their staff to ensure that the appropriate pleadings are filed and incorporated into the Court file prior to the Arraignment.

If a Defendant fails to appear for the scheduled Arraignment or the Attorney of record fails to timely file the appropriate pleadings and a capias is issued, the Attorney must file a Motion to Recall Capias along with a proposed Order and provide to the Judge that held the arraignment and issued the capias. Please contact the Judicial Assistant assigned to the Judge for procedures regarding submission of Orders. If you are filing a Motion to Vacate and Set Aside Forfeiture and Reinstate Bond you must include a letter from the bondsman indicating that they are willing to remain on the bond if reinstated. If a hearing is required, the defendant will need to be present.

PRE-TRIALS & TRIALS

Judge Andrew Cameron requires the defendant to be present at the Pre-Trial conference unless a Waiver of Appearance has been filed with the Clerk of Court prior to the Pre-Trial conference. Defendants should be present inside the Courtroom; family members and friends should remain outside. If you are unable to attend the Pre-Trial you may email the Judicial Assistant to schedule a Trial or Plea date prior to the Pre-Trial date only if you have received an offer from the State and the offer has been discussed with your client. If a continuance is requested, please contact the Assistant State Attorney to see if they have any objection to the continuance. You must file a written Motion to Continue which outlines the purpose for the continuance and if the State Attorney has any objections. A Waiver of Speedy Trial signed by the defendant must also be filed along with the Motion to Continue before the Judge will consider the Motion. Provide a copy of the Motion, Proposed Order – **by email** - for the Judge to review. Any Motion and Proposed Order received at 3:00 p.m. the work day prior to the PTC, will need to be addressed at the Pretrial Conference.

Trials are scheduled each day during the Trial period at 8:30 a.m. The defendant and counsel must appear on the day of Trial. If the defendant intends to enter a Plea of Guilty or No Contest, the Attorney should be prepared with a fully executed Plea form. If the Attorney has a conflict and will be late for Court, the Attorney should email the Judicial Assistant with the reason for being late and the estimated time of arrival so the Court can be informed. Trials not resolved may be rolled day to day at the discretion of the Court. If rolled day to day, Defendants are required to attend Court each day unless excused by the Court.

Please advise the Judicial Assistant – by email - **at the time the Trial is scheduled** - if any party is hearing impaired, or who will require an interpreter.

Private Attorneys may appear virtually for Pretrial Conference – after 10:30 on their scheduled appearance. The virtual link is:

<https://ninthcircuit.webex.com/meet/83orange>

MOTIONS

All original Motions must be filed with the Clerk of the Court through e-portal and include all parties (including the State) in the list of parties receiving the filing. All Motions and proposed Orders must contain a Certificate of Service. All proposed Orders are to be submitted **by email only** and should include the following language regarding service to pro se individuals:

Within 3 days from the date of this Order, Counsel for the State/Defense, will furnish a copy of this Order to each self-represented party by designated Email or if not applicable, U.S. Mail, first class, postage paid.

If the State Attorney objects to your Motion, a hearing will need to be scheduled. Please email the Judicial Assistant for available Motion Hearing times.

All Stipulated or Agreed Orders must contain that language in the motion and will need to be noted on the title of the Order,

SCHEDULING OF HEARINGS

To request hearing time, please fill out the hearing template below:

CASE NO.:

CASE STYLE:

NAME OF STATE:

NAME OF DEFENSE:

MOTION OF TYPE OF HEARING REQ'D:

AMOUNT OF TIME REQ'D:

DEF'S DOB, SEX AND RACE:

IF DEF IS IN JAIL – ID NUMBER:

After the Judicial Assistant has provided available hearing dates and times please coordinate directly with the State Attorney; once coordinated, email the Judicial Assistant with the agreed upon date and time for confirmation. When you receive confirmation from the Judicial Assistant, please prepare and file your notice of hearing with the Clerk of Court and provide the State Attorney AND Judicial Assistant with a courtesy copy. The maximum time for all motion hearings is one (1) hour unless otherwise approved by the Judge. Please email the Judicial Assistant at least two (2) weeks prior to the trial date to secure hearing time on Pre-Trial Motions.

If you need to cancel a hearing, please efile a Cancellation Notice and please email the Judicial Assistant as soon as possible.

BOND AND ROR MOTIONS

In addition to all other requirements for Motions and Orders, all bond and ROR motions **must contain** the following information:

1. The charge(s);
2. The current amount of bond for each charge;
3. The amount of bond requested for each charge; and
4. The State's position.

MISCELLANEOUS

If you have any questions regarding these procedures, please feel free to contact the Judicial Assistant. Please never advise your client to call the Judge's office as they will only be referred back to you.

These procedures apply to **Judge Andrew Cameron** only. It is recommended that you refer to the procedure of each Judge or contact the Judicial Assistant in the division for instructions. Also, please be aware that these procedures are subject to change and while every effort will be made to publish any changes as widely as possible, the ultimate responsibility will remain with attorneys for parties and parties (when pro se) to confirm the then existing procedure.

All email correspondence needs to include the State Attorney assigned to the case. If the opposing party (State or Defense) is not included in the email, it will be deleted and not addressed.