

Judge Leticia Marques - Delinquency Division 8
Ninth Judicial Circuit – Orange County
Practices and Procedures

Contact Information

Judicial Assistant - Jessica Blow
Email: 8orange@ninthcircuit.org
Address: 2000 East Michigan Street, Orlando, FL 32806
Telephone: 407-836-9536
Courtroom: 3

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A. Division Schedule

- **Trials** are held Monday – Thursday, beginning at 8:30 a.m.
- **Competency Status hearings** are held one Thursday per month at 8:30 a.m.
- **Arraignments** are held Tuesday – Thursday at 8:30 a.m.
- **Detention hearings** are held Monday – Friday at 1:30 p.m., and are generally held at 8:00 a.m. on weekends and holidays. (This time may vary depending on the duty judge.)
- **Dispositions** are held on Wednesday afternoons at 1:30 p.m., and occasionally on Friday mornings at 10:00 a.m.
- Miscellaneous status hearings and quick motion hearings are held Fridays at 8:30 a.m. Time-sensitive motions may also be scheduled throughout the week as time permits.
- All other lengthy hearings are scheduled as time permits.

B. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to 8orange@ninthcircuit.org. The subject line must contain the case number, case name, and relevant matter.
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.
- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **Responses to Inquiries:**
 - The Judicial Assistant is not authorized to provide legal advice.
 - The Judicial Assistant strives to substantively respond to all inquiries within two business days.
 - When the Judicial Assistant is out of the office, your message will be acknowledged as received with an Out of Office reply that includes an indication of when to expect a substantive response and an alternate contact for emergency matters.

C. Scheduling Procedures

- **Scheduling Hearings**
 - All motions must be filed with the Clerk's office and viewable before hearing time can be requested.
 - Hearing times are requested and confirmed via email only. All counsel must be included in the email.
 - Please email a courtesy copy of the Motion to the Judicial Assistant with a request for hearing time. The case number and name of the case should be noted, along with the amount of time needed for the

hearing.

- The Judicial Assistant will reply to the hearing request with available hearing time. The hearing time will not be confirmed until a response has been received by all parties indicating their availability. The Judicial Assistant will then send a confirmation email securing the hearing time.
- **Notice of Hearing:** A notice of hearing must be filed and served immediately after reserving hearing time. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- **Submission Deadlines:** The court must receive all materials for the hearing no later than three business days before the hearing.
- **Continuance Procedure:** A request for continuance must be submitted at least three (3) days prior to the scheduled court date.
- **Cancelling Hearings:** You must cancel hearings by notifying the judicial assistant by email immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

D. Remote Appearance

- **Remote Appearance Procedure:** If there is a need for a witness or party to appear virtually, the request must be made in writing to 8orange@ninthcircuit.org. If approved, the Judicial Assistant will provide the virtual link via email.

E. Submission of Orders

- All proposed orders must be submitted via email in Word format. All proposed orders submitted for entry in chambers must include, either in the body of the email or in an e-filed cover letter, that all parties agree as to the entry of the order.
- All proposed orders shall include a complete title, not just the word “Order”, whether the order grants or denies the motion, the filing date of the motion, and, if a hearing was held, the date of the hearing. If the order is unopposed, please state that in the order. Do not include the word “proposed” in the title of the order.

F. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law or other pertinent documents must be submitted to the court for any evidentiary proceeding.
- **Format:** PDF or Word document
- **Submission Method:** Email
- **Deadline for Submissions:** Courtesy copies must be delivered to the court no later than three days before any evidentiary proceeding.

G. Emergency Motions and Requests for Emergency Hearings

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.
- **Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

H. Motions for Rehearing, Reconsideration or New Trial

- Once the motion has been filed with the Clerk's Office, submit a copy to the Judicial Assistant via email for the Judge's review. A hearing will not be scheduled unless the Judge so directs. A Notice of Hearing should not be filed/sent out unless you have received confirmation from the Judicial Assistant.

I. Exhibits for Evidentiary Proceedings

- **Submission Method:** Submit copies of all exhibits electronically by e-mail to the division e-mail account.
- **Format:** Exhibits must be submitted to the Clerk of Court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial.

- **Deadline for Submissions:** All exhibits must be received in chambers three days before the evidentiary proceeding.

J. Pretrials and Case Management Conferences

- There are no pretrials held in Division 8. If a Case Management Conference is needed, one must be requested. Any request for a CMC must articulate the reasons for the necessity of the conference. If the request is approved, the Judicial Assistant will proceed with scheduling.

K. Other Division Procedures

- **Interpreter Requests:** It is the responsibility of the Attorneys to inform the Judicial Assistant if an interpreter is needed for a proceeding. Once notified, the Judicial Assistant will submit an Interpreter Request. Court proceedings requiring interpreter services shall be coordinated with the Court Interpreter Office no less than two (2) business days in advance from the scheduled date for Spanish interpreters, no less than ten (10) business days in advance of the scheduled date for Creole, Portuguese and American Sign Language interpreters, and no less than thirty (30) days for all other languages. Please refer to Administrative Order 2008-01-02 for more detailed information.

L. Information Not Covered

- If any matters concerning the policies or procedures of Juvenile Delinquency Division 8 are not covered herein, counsel is free to contact the Court. The Court appreciates efforts to understand and comply with these procedures. Please email the Judicial Assistant with any questions. Email is always the most efficient way to communicate with this office.

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