

CRIMINAL COURT PROCEDURES AND PREFERENCES

Judge Stefanie M. Newlin – Division 3

JA – Christy Campbell

INTRODUCTION

The Rules of Judicial Administration encourage the speedy, just, and inexpensive resolution of cases. These rules require the trial court to monitor and manage its docket to achieve this goal. In furtherance of this goal, information on the Judge's procedures and preferences is provided for the benefit of attorneys and parties appearing before Judge Stefanie M. Newlin.

SECTION 1 – COMMUNICATION WITH THE JUDGE'S OFFICE

1.1 Communication with Judge Newlin

Impartiality is the most basic principle of judicial ethics. This means that all parties to a pending case must be included in all communications with the Court regarding the matter. The Judge is restricted by principles of judicial ethics from communicating about pending cases outside of hearings or documents filed in the court file and served on all parties. These restrictions apply equally to the Judge's Judicial Assistant (the JA). The JA cannot deliver messages about substantive matters from a litigant or any other person to the Judge. However, communication with the JA for scheduling purposes is permitted. See Section 2.3.

1.2 Communication with Judge Newlin's Judicial Assistant (JA)

At the risk of stating the obvious, the JA does not consider arguments or decide legal matters; such is the exclusive province of the Judge. Consequently, the practice of arguing the merits of a case to the JA, or including the JA on e-mail exchanges in which disagreements between the parties are aired, serves no purpose and is prohibited. Furthermore, the JA is an extension of the Judge. As such, intemperate communication should be avoided.

SECTION 2 – MOTION PRACTICE

2.1 Form and Content

In general, all motions and responses, unless made orally during a hearing or trial, should be in writing and should state with particularity the grounds and the relief sought. Motions and responses should include all authorities relied upon, either in the body of the motion or response, or in a separate memorandum of law. However, citation to legal authority is not required for routine motions that do not raise substantive legal issues, e.g., motions for continuance, motions to transport, etc.

2.2 Certificate of Good Faith Conference

Before filing any motion, the movant must confer with opposing counsel in an effort to resolve the issue(s) raised by the motion. This does not envision an exchange of ultimatums but rather a substantive conversation geared toward resolution of the matter in good faith. Additionally, counsel are expected to respond promptly and professionally to inquiries and communication from opposing counsel in this and all matters concerning the litigation. ALL motions MUST contain the position of opposing counsel.

2.3 Specially Set Motion Hearings

Specially set hearings (bond, suppression, motions in limine, etc.) are scheduled by e-mailing the JA at CampbellCh@leoncountyfl.gov. Counsel will be given potential hearing dates in order to coordinate the hearing with the other side. After potential hearing dates are provided, please **do not** include the JA on e-mail exchanges between the parties involving discussions or coordination of the hearing date. The only e-mail the JA should receive is the agreed-upon hearing date or notification that the parties cannot agree on a hearing date, in which case the procedures in Sections 2.3.1 or 2.3.2 shall be followed.

Motions will NOT be scheduled for hearing unless:

- the motion has been filed with the Clerk;
- the movant has included a statement in the motion that a “good faith effort” has been made to resolve and/or narrow the issues, but the effort was unsuccessful. See Section 2.2;
- the movant has consulted with opposing counsel regarding the total amount of time needed for the hearing prior to e-mailing the JA. In this regard, counsel should be realistic in assessing the amount of time needed for the entire hearing (not just one side). Hearings may be recessed and continued if the allotted time expires before the hearing is concluded;
- the movant has consulted with opposing counsel regarding convenient hearing dates after receiving available dates from the JA.

2.3.1 Agreed-Upon Hearing Dates

Once a date is agreed-upon, the movant must e-mail the JA to set the hearing on the Judge’s calendar. PLEASE NOTE: Hearing time is not reserved until the JA has either confirmed with both parties or received the Notice of Hearing.

2.3.2 No Agreement On Hearing Dates

If the parties cannot agree on a hearing date, the movant shall notify the JA, who will bring the matter to the Judge’s attention. The Judge will then schedule the hearing at the convenience of the Court. **In every instance the movant must provide a Notice of Hearing to the JA.**

2.3.3 Timing of Hearings

Motions, particularly motions to suppress, motions in limine, etc., must be filed and heard prior to trial. The Court considers jurors' time to be extremely valuable and will make every effort to ensure their time is not wasted. The Court considers it a waste of jurors' time to have them sitting in the jury room not hearing testimony because there is argument at trial on motions that could have been presented prior to trial. This is highly disfavored. Unless otherwise determined by the Court, motions will not be heard on the day of trial.

2.4 Materials to be Provided to the Court Before Hearings

Please be aware that the Court is not automatically copied with the motions and supporting documents filed by the counsel. Because the Judge strongly prefers to read all submitted documents in advance of hearings, it is the responsibility of counsel to provide the Court with a courtesy copy of any and all documents (motions, memoranda, authority, etc.) See Sections 2.4.1 and 2.4.2. Please do not send original motions to the Judge.

2.4.1 Submitting Materials

The Court accepts copies of e-filed motions and notices of hearings via e-mail to the JA in PDF format. However, supporting materials should be submitted directly to the Judge's office. Materials exceeding 20 pages must be submitted in a three-ring binder. Longer submissions should also contain a table of contents and section dividers for ease of reference. Please do not staple any pages in three-ring binders.

2.4.2 Time to Provide Materials

While no bright-line exists, the more voluminous the materials, the further in advance of the hearing they should be submitted. Submission of any materials within three (3) days of a hearing is discouraged as doing so will likely result in the Judge having insufficient time to read the material. Likewise, as the Judge prefers to read all legal authority in advance of hearings, handing the Judge case law during a motion hearing is highly disfavored.

2.5 Motions Decided on Papers and Memoranda

Only rarely will the Court decide motions without a hearing. However, routine, unopposed motions may be decided without a hearing, provided the opposing party's position in agreement is noted.

2.6 Proposed Orders After Hearings

The clerk will not accept or forward e-filed orders from attorneys which are attached to motions. All proposed orders must be e-mailed to the JA in Word format.

Normally the prevailing party will be asked to submit a proposed order after the Court rules at a hearing. In some instances, the Court may request proposed orders from both sides, after review of which the Court will e-file the signed order of the prevailing party. **Please see Section 7.1 for more details on e-filing proposed orders.**

2.7 Cancellation of Hearings

If your hearing is cancelled or rescheduled, all attorneys are tasked with notifying the JA as soon as possible so that the Judge may turn his attention to other matters. A notice of cancellation efiled by the attorney cancelling a scheduled hearing will alert the clerk to remove it from the docket.

SECTION 3 – EMERGENCY MATTERS

3.1 Emergencies Defined

Emergencies are defined as “non-routine matters which, by their nature, require immediate action by the Court to prevent or stop physical harm to a person, irreparable property damage, or a hardship of such a critical nature that the immediate intervention of the Court is absolutely necessary.”

3.2 Prohibited Practice

The practice of labeling a routine matter as an “emergency” to gain priority on the Court’s docket, calendar, or otherwise is prohibited. Please be aware that the designation of a matter as an “emergency” will normally cause the Judge to abandon other pending matters in order to immediately address the emergency. Often the JA, clerk, bailiff’s unit, court reporter, attorneys, as well other litigants, are also affected by alleged emergencies. In the case of a bona fide emergency this is necessary and proper.

However, non-emergencies which are improperly labeled as emergencies create hardships and unfairly prejudice court personnel and other litigants. Therefore such a motion must state with particularity the reason the matter meets the definition of an emergency as set forth above. **Please Note:** Lack of due diligence by a party or counsel does not create an emergency.

3.3 Emergency Hearings

Requests or motions for an emergency hearing are decided by the Judge.

If the matter is a bona fide emergency, the movant shall file the motion for an emergency hearing with the Clerk of Court. The Clerk will e-mail the motion to the JA and the Judge will then review the motion to determine if it is an actual emergency and if a hearing is warranted. Opposing counsel must be given a copy of the motion with all attachments.

SECTION 4 – PRESENCE OF DEFENDANTS

4.1 In General - A defendant's presence is required at **ALL HEARINGS** unless previously waived by the Court or by Court order. **However, a defendant may authorize his or her attorney to waive their appearance for routine case management conferences by submitting an affidavit to their attorney which must be attached to the written waiver filed by counsel.** No Court order or approval is required. See Section 4.3.

4.2 Defendants in Custody (in Leon County)

Defendants are not automatically transported for routine matters. If counsel wants a defendant transported, a request must be made to the clerk not later than 3:00 p.m. the day before the proceeding. Defendants are automatically transported for trials; no request of the clerk is required for these proceedings. See Section 4.4 for important information.

4.2.1 Defendants in Custody (outside Leon County)

Defendants who are not being held in the Leon County Jail will require a transport order to secure their appearance in court. The bailiff's unit requires a minimum of ten (10) business days' notice in order to ensure the transport of out-of-county defendants.

It is the responsibility of counsel to make certain the bailiff's unit receives two certified copies of transport orders no fewer than ten (10) business days prior to the defendant's scheduled court appearance. Counsel should make every endeavor not to cause the unnecessary transport of out-of-county defendants as this is not an efficient use of county resources.

4.3 Defendants Not in Custody

As noted in Section 4.1, a defendant is authorized to waive their appearance at routine case management conferences. However, counsel are expected and required to alert the Court if any client is not keeping appropriate contact with counsel.

4.4 Plea Hearings

The practice of having inmates transported from the jail for a plea hearing when there is not an agreed-upon disposition (unless the inmate will be entering an "open" or "straight up" plea) is **prohibited**. Often plea hearings are set while plea negotiations are still ongoing. This is expected and proper. However, counsel are required to cancel the transport of inmates if a plea agreement has not been reached (unless the inmate will be entering an "open" or "straight up" plea). Inmates are **not** to be transported so counsel can "talk to them" about a plea. While the Court understands that plea agreements can disintegrate unexpectedly, this should be a rare occurrence. The unnecessary transport of inmates will be very closely monitored.

SECTION 5 – CONTINUANCES

5.1 Motions to Continue Trials, VOP Hearings, Motion Hearings, Etc. - Motions to continue a trial, violation of probation (VOP) hearing, and specially set hearings should be in writing and scheduled for hearing before the date of the matter sought to be continued, if at all possible. Motions to continue a trial after the Pretrial-Case Management conference or Docket Sounding (see Section 6.4), or to continue a VOP hearing on the date of the hearing, are **strongly discouraged** and will be carefully reviewed.

5.2 Motions to Continue Other Hearings

Motions to continue other hearings must be in writing, must identify the reason(s) for continuance, must state the status of speedy trial, and must be scheduled for hearing before the date of the matter sought to be continued. An agreed-upon order along with the motion may be presented, which the Court may enter without a hearing. Additionally, the Court, in its discretion, may rule on opposed motions to continue without a hearing.

SECTION 6 – TRIALS

6.1 In General

Jury selection and trials start at 8:30 a.m. All counsel and their clients are expected to be present in the courtroom at this time. Jurors are sacrificing their time to perform an important civic duty. Again, the Court intends to make every effort to ensure that jurors' time is not wasted. See Section 2.3.3. Counsel should be personally aware of, and impress upon their clients, witnesses, etc., the importance of timeliness. This applies equally to breaks and recesses.

6.2 Witnesses

All witnesses that are present should be in the courtroom at 8:30 a.m. to receive any instructions from the Court. Counsel are permitted, in their discretion, to have reliable witnesses arrive at a later time. While the Court recognizes that the pace of trial is impossible to predict with surgical precision, counsel are cautioned to be judicious in the exercise of this discretion. If the Rule of Sequestration has been invoked and a witness is not present to hear the Court's instruction it is the counsel's responsibility to instruct the witness. Furthermore, during the trial, it is counsel's obligation to have the next witness immediately available when court resumes from a break or recess. The Court considers it a waste of jurors' time to be waiting on witnesses to appear and/or for counsel to be searching for witnesses throughout the courthouse when court reconvenes.

6.2.1 Witness List

Counsel shall provide the Court with a list of probable witnesses prior to the beginning of jury selection. The list may be legibly handwritten, and the witnesses need not be listed in the order they will be called to testify.

6.3 Evidence

Counsel must provide the Court and opposing counsel with a list of probable evidence prior to the start of the trial. All exhibits should be marked and numbered as listed. All evidence will be shown to opposing counsel after it is marked. It is opposing counsel's obligation to carefully examine the evidence before the trial begins.

During trial, the party offering the evidence is obligated to make opposing counsel aware of any changes in the numbering of the exhibits or the intent to offer of any evidence not previously numbered or displayed. Opposing counsel may rely on this numbering; therefore, it is unnecessary to further present exhibits to opposing counsel before offering the item in evidence.

Counsel are responsible for arranging to have evidence in the courtroom in time for inspection and marking prior to the start of the trial.

6.4 Pre-Trial Case Management and Docket Sounding

"Pre-Trial Case Management" refers to the last proceeding before a case is set for "Docket Sounding". Cases set for Pre-Trial Case Management should have all discovery completed and be ready for trial.

"Docket Sounding" refers to the last proceeding at which the Court will accept a negotiated plea and is the proceeding at which the final trial calendar is set. Docket Sounding will normally occur the day before Friday jury selection.

6.5 Plea Acceptance

"Straight up" or "open" pleas (no agreement) will be accepted on the day of jury selection and trial. The Court, in its discretion, may accept a negotiated plea after Docket Sounding. However, this is highly disfavored, and counsel should be prepared to justify why there should be a deviation from normal practice.

Please note: Despite all expectations that a case may be resolved with a plea, counsel are strongly cautioned not to cancel witnesses or cease trial preparation in expectation that a defendant will enter a plea, as the failure of an expected plea to occur will not be grounds for a continuance.

6.6 Conduct at Trial

There will be no speaking objections. Counsel should object and state the legal basis for their objection. If further explanation or argument is required it will be done at side-bar. Counsel are not free to move around the court without the Court's permission. Counsel should stay within arm's length of the podium unless permitted by the Court.

SECTION 7 – ELECTRONIC FILING AND SCHEDULING

7.1 E-Service

Judge Newlin's office e-files orders. The clerk will not accept, or forward e-filed orders attached to motions from attorneys. Please note counsel must e-mail the JA all proposed orders. The order must be in Word format and accompanied by the efiled motion. See Section 2.6.

7.2 Online Scheduling

We do not participate in online scheduling at this time.