

Quick Reference Guide Division B – Judge Hawkes

Contact Info:

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Judicial Assistant to CIRCUIT JUDGE JOSHUA HAWKES
Leon County Courthouse
301 South Monroe Street, Suite 301A
Tallahassee, Florida 32301
850-606-4310

Email:

Email is preferred for all communications and is monitored consistently in/out of the office and in court.

Please **include name of defendant & case number in subject line**. This is extremely helpful when not in office and monitoring emails from cell phone.

Please include all parties.

Motions/Orders:

Courtesy Copy via email **all e-filed motions** with parties' positions. Whenever possible, **include proposed order in Word format**.

Plea Requests or CMC Changed to Plea:

When a defendant decides to accept a plea or is scheduled for something other than a plea email JA asap to be put on a plea docket (see calendar). Defendants that plan to plea and are set for something else, will more than likely be move to a plea docket. **Please include with plea request details such as in/out of custody, will result in immediate release etc.**

Transport:

All transport requests must be made by **email to JA no later than 2:00pm the day before defendant is needed**.

Evidence:

Evidence can be emailed to JA in regular PDF format only. No "shared" boxes, sites etc. **Include all parties.**

Evidence notebooks may be dropped off at courthouse in/on top of Judge Hawkes' mailbox located on 3rd floor outside the double glass doors of suite 301 and CR 311A. Please email JA of drop off.