

Division CR-G Procedures
Honorable Meredith Charbula
Courtroom 508

Court will begin promptly at 9:30 a.m., unless otherwise notified. Counsel shall arrive in the courtroom no later than 9:00 a.m. so they may meet with each other, defendants, and probation to allow for all needed discussion to be completed before court begins.

Defendants shall be present unless a written plea has been entered and written Waiver of Appearance is in the court file. It is strongly preferred that defendants are present at arraignment. Attorneys shall be physically present at arraignment.

Defendants and attorneys shall be present in person at the Final Pre-trial. No “coverage” attorneys are permitted at Final Pre-trial.

All witnesses for any evidentiary hearing shall appear “live” where the court is the fact finder, including bond hearings unless specific advance permission to appear by ZOOM is granted by the Court.

Only attorneys with full, unlimited authority to act on behalf of, and bind, the respective parties shall appear before the court for any proceeding.

If you are seeking to have a Motion granted by Order without a hearing, please confer with opposing counsel prior to emailing the Court and include their position in the Motion. Opposing counsel shall be copied in the email conveying the Motion and proposed Order to the Court.

Attorneys, please make sure that you and your staff copy opposing counsel in emails to the court. Defense counsel, if you are not sure who the assigned Assistant State Attorney is, it is acceptable to copy the Division Chief.

Attorneys are expected to bring their calendars to court to facilitate the scheduling of court dates and hearings.

Any conversation needing to last longer than one minute must be conducted outside the courtroom so that everyone can hear the proceedings.

Attorneys need not ask for permission to move about the Well of the Courtroom during calendar or during hearings where a jury is not present.

Attorneys need not ask to be excused when their business with the Court is concluded.

Prior to trial all issues regarding requested or suggested redactions will be resolved prior to trial. If the attorneys cannot agree, the court will hold a pre-trial hearing on the matter so as to prevent unnecessary delay during trial.

Attorneys shall not interview, speak with, or otherwise engage a juror or alternate juror once the jury is discharged absent specific permission of the court obtained in compliance with the Rules of Professional Conduct and the Florida Rules of Criminal Procedure.

If an attorney wishes to add, remove or pass a case to another scheduled date, that attorney shall consult with opposing counsel about same, and if agreed to by both parties, shall then notify the Court's judicial assistant VIA EMAIL at SMEEKS@COJ.NET (cc'ing opposing counsel) NO LATER THAN 2:30 P.M. THE DAY PRIOR TO THE REQUESTED PASS.