

CIRCUIT JUDGE KEITH MEYER
14250 49TH STREET NORTH
CLEARWATER, FL 33762
CHAMBERS 9
727-464-6430
sectionb@jud6.org
Judicial Assistant – Angela Filippone

**Judicial Practice Preferences
Circuit Criminal Division**

IF YOU DO NOT HAVE A LAWYER: The Judicial Assistant CANNOT answer your legal questions, and will not explain your situation to the Judge. Your opportunity to speak to the Judge happens in Court only.

It is expected that all parties and attorneys will adhere to ALL STANDARDS OF PROFESSIONAL COURTESY.

HEARING PROCEDURES

TO SCHEDULE A HEARING: Send an email with the request to sectionb@jud6.org. Please provide case number, what type of hearing, and how much time you will need for the hearing. Hearing date/time will need to be coordinated with opposing side. A notice of hearing should be filed and sent to all pertinent parties.

TO CONTINUE A HEARING: Most general hearings can be continued without a motion as long as the parties are in agreement. Send an email to sectionb@jud6.org to continue/reschedule a hearing. Some types of hearings will need to be continued in Court in front of the Judge. Contact the Judicial Assistant for further information.

REMOTE APPEARANCES: Remote appearances are allowed but must be requested in advance of the hearing. Please send an email to sectionb@jud6.org with specifics as to why remote appearance is being requested. You will receive a response back and if remote appearance is allowed further information will be provided at that time.

TECHNOLOGY: If you plan on utilizing technology; i.e., computers, slide shows, USB-type drives, etc., during a Trial or Motion, you should contact our Court Technology Office at 727/453-7928 at least a week prior to the hearing to schedule a testing/training session. You will need to bring all the devices you plan on using so they can be tested with our courtroom presentation systems.

PROPOSED ORDERS

*Judge Meyer strongly encourages utilization of the JAWS system for submission of proposed orders. Please make sure to read these instructions before requesting/submitting to JAWS.

Proposed orders may now be uploaded to JAWS for Judge Meyer's electronic signature. You must include an explanatory cover letter (see #5 below). All documents are to be uploaded as PDF documents. The instructions for uploading orders are as follows:

(1) JAWS submissions of proposed orders to the court should consist of one upload with cover letter and order uploaded via different tabs:

- a. The cover letter, with any motion, or stipulation (plus exhibits) should be uploaded in the Include Cover Letter section as one pdf file.
- b. The order ONLY to be reviewed and signed goes in the Document Title section. Title the document and then upload the order in the "browse" section.

(2) It should never be necessary to make a duplicate upload. ***If there is a problem with uploading, contact the JAWS Help Desk, 727-453-4357.***

(3) **Please make sure to leave plenty of space between the last line and the signature line to allow for the electronic signature. Please do not submit orders with hanging signature lines.**

(4) Do not submit proposed orders through JAWS in advance of a scheduled hearing unless specifically requested by the judge.

(5) Cover letter requirements:

a. Your cover letter should include express confirmation by a member of the Florida Bar that the proposed order has been shared with all necessary parties, and that they have no objection as to its form or that they have failed to respond in a reasonable time with any specific objections. (If there **is** an objection, please specify position of objecting party.)

b. If your order is based on the judge's ruling after a hearing, state that fact, including the date of the hearing.

c. **The cover letter must be copied to all parties including pro se individuals and reflect same on the cover letter.**

Electronically conformed copies will only be provided to the email addresses which have been associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm all email addresses have been added to JAWS including any Pro Se parties. The JA and the clerk DO NOT maintain the associated party data base.

If you are sending an order in via US Mail or other physical delivery method, you should follow the above instructions as to the cover letter and proposed order.

EMERGENCY AND OTHER URGENT MATTERS

Contact the Judge's chambers by email (sectionb@jud6.org) or by phone (727-464-6430)

PRETRIAL PROCEDURES AND CONFERENCES

Sign-Up List: As a courtesy to attorneys who appear in multiple sections, attorneys not assigned to the section may sign up in court, prior to the start of the court session. E-mailed submissions asking to be placed on a sign-up list will not be accepted. If an attorney is not present when their case is called, the Court will continue down the sign-in list and call that attorney's case as soon as is practical when they return to the courtroom. Attorneys assigned to the section should be prepared to discuss their cases at the beginning of the court session and will be allowed to call their cases before attorneys on the signup sheet at the Court's discretion.

Defendant's Presence: The Defendant's presence at a pretrial conference may be waived pursuant to Florida Rules of Criminal Procedure 3.180. The Defendant must be present if required by Court, regardless of any previous waiver. The Defendant's presence should not be waived if counsel has not had an opportunity to discuss the case with them. The Defendant's presence may not be waived if speedy trial has not or will not be waived and the case will be set for trial.

Continuances: Pretrial conferences may be continued without a motion if both sides are in agreement. If there is not an agreement then a motion must be filed and set for hearing. Oral motions can be heard in open court at the pretrial. *See above "To Continue a Hearing" section.

PRETRIAL MOTIONS

Filing of Motions: Motions must be filed and a courtesy copy sent to opposing party before requesting hearing time. Any hearing time must be coordinated with the opposing party. A courtesy copy of the motion may be sent to the Court via email or in open court.

Defendant's Presence: Absent prior Court approval and good cause, the Defendant must be present for all motion hearings. Cases will also be set for a pretrial conference at the same time as substantive motion hearings. If a ruling is made at the time of the motion hearing, attorneys should be prepared to discuss the case and the Defendant should be prepared to resolve the case or set it for trial.

Change of Plea Hearings: Hearings for a change of plea should only be set if the attorney has spoken with their client in advance and has a good faith basis to believe that the Defendant wishes to change their plea.

TRIALS

All trials will be scheduled in open Court unless directed differently by the Judge. If greater than 30 jurors will be requested for initial panel, attorneys must notify the Court at time of setting trial.

Motions to Continue: Motions to Continue Trial will need to be set for a hearing. Hearing time can be obtained by sending an email to sectionb@jud6.org.

Voir Dire: The Court will initiate voir dire. Attorneys for the State and Defendant will be given a reasonable amount of time to inquire of the venire.

Jury: Attorneys and the Defendant should not stand when the Jury enters/exits the courtroom.

Conduct of Trial: Attorneys shall have the clerk pre-mark any exhibits to be introduced at trial. Attorneys will show exhibits to opposing counsel before approaching a witness. Attorneys should request permission to approach the bench, witnesses, or the clerk.

NOTICE*NOTICE*NOTICE

Prior to any hearing please check the Court file to make sure ALL parties have been noticed.