

**TEMPORARY PROCEDURE – EFFECTIVE IMMEDIATELY
JUDGE ROBY – ST. LUCIE COUNTY CRIMINAL ASSIGNMENT (A-GL)**

Procedures for Scheduling Time Served Change of Pleas

1. Defendant reviews and signs written plea form with defense counsel.
2. Defense counsel scans and emails the plea form and emails the plea form to the assistant state attorney.
3. Assistant state attorney digitally signs plea form and emails the plea form and an accurate criminal punishment code score sheet to defense counsel.
4. Defense counsel reviews the score sheet for accuracy and, if there are no objections, emails the signed plea form and score sheet to the Judicial Assistant with their request for a change of plea hearing.