

## OKEECHOBEE DELINQUENCY COURT PROCEDURES

Laurie E. Buchanan, Circuit Judge

Okeechobee County Judicial Complex - 312 NW 3<sup>rd</sup> Street - Courtroom A - Okeechobee, Florida 34972

Charlene Watson, Judicial Assistant, [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org) - Website: [www.circuit19.org](http://www.circuit19.org)

**Last update: 1/8/2023 4:57 PM**

**The Court's calendars are posted online, see Judge Buchanan's webpage at [www.circuit19.org](http://www.circuit19.org). Please review for updates.**

### **FREQUENTLY USED OKEECHOBEE DELINQUENCY E-SERVICE INFORMATION**

<b>Department of Juvenile Justice-Okeechobee Probation</b>	<a href="mailto:C19DJJ_Okee@djj.state.fl.us">C19DJJ_Okee@djj.state.fl.us</a>
<b>Department of Juvenile Justice Transportation</b>	<a href="mailto:SLCtransportorders@djj.state.fl.us">SLCtransportorders@djj.state.fl.us</a>
<b>State Attorney</b>	<a href="mailto:SA19eservice@sao19.org">SA19eservice@sao19.org</a>
<b>Public Defender</b>	<a href="mailto:PDservice@pd19.org">PDservice@pd19.org</a>
<b>Office of Regional Conflict Counsel</b>	<a href="mailto:CriminalServiceOkee@rc-4.com">CriminalServiceOkee@rc-4.com</a>
<b>Court Administration Recording/Transcription</b>	<a href="mailto:RecordingOC@circuit19.org">RecordingOC@circuit19.org</a>

ALL DELINQUENCY HEARINGS SHALL BE **IN PERSON** WITH THE EXCEPTION OF THE DETENTION CENTER AND THE JAIL. If you cannot appear in person for any reason, you must contact your attorney. If an attorney needs to appear remotely they must get approval at least 24 hours before the hearing from the judge's office.

#### **DETENTION HEARINGS:**

9:00 a.m. each day in Courtroom A, unless otherwise notified/posted on the Court's online calendar. A copy of the detention paperwork is to be e-mailed directly to Judge Buchanan, with a copy to her Judicial Assistant. All detention paperwork, including weekend detentions that are set for detention reviews must be e-mailed to Judge Buchanan for review. When another Judge is covering detention hearings all paperwork is to be e-mailed to that particular Judge, their Judicial Assistant and Juvenile Clerk's Office. ***On days that no juveniles are being transported from the detention center, it is the responsibility of the DJJ Court Liaison to ensure that the Court has the original detention packet(s).***

**WALKER PLAN REVIEWS:** Will be heard on disposition dates.

#### **IN COURT PROCEDURES:**

- \*All parties are to arrive promptly at the scheduled court time. If either side is late for court or not ready to proceed, the case will be passed until the end of the docket.
- \*No matters will be addressed by the Court unless the case appears on the docket for that day, exceptions will only be made in extreme emergencies.
- \***Waiver of Appearance:** The attorney filing the waiver of appearance is responsible for providing his/her client with notice of the next court date.

### **SCHEDULING HEARINGS:**

A motion must be efiled via the eportal before requesting a hearing. This includes detention reviews and restitution hearings. Attach a copy of filed motion when requesting a hearing. All requests for hearing should be directed to [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org). All parties should be copied on all emails to the Court. When submitting documents to the Court via email, be sure to state the child's last name and case number(s) in the subject line of your e-mail. This makes it easily searchable. *If you are not permitted to use the child's last name, please use the child's initials instead.*

### **PROPOSED ORDERS:**

All motions must be efiled through the e-portal. All **proposed orders** are to be submitted to the Judicial Assistant in **WORD** format. ***DO NOT submit multiple documents as one continuous scanned document. The motion should be a separate document from the proposed order and named accordingly.*** Documents should be named in a searchable format, which contains the juvenile's last name, short case number and short name of order. SAMPLE: SMITH 23cj303A O-Cont. The proposed order must utilize the Supreme Court Case Numbering System (County Code, Year, Division and Six-digit number with no dashes, .i.e.: 47 2023 CJ 000303).

### **MOTIONS/ORDERS TO CONTINUE:**

**Proposed orders to continue (WORD format)** must contain the date the matter is being continued from, the date the matter is being continued to, and what it is being continued/reset for, Docket Call, Trial, etc. Motions/proposed orders to continue must be filed/submitted to this office at least three (3) business days in advance of the date the current matter is set on the Court's Docket/Calendar. Please email [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org) to obtain hearing dates and times. A copy of the filed motion (**pdf format is acceptable**) must be attached to the e-mail along with the proposed order. It is imperative that up-to-date e-service/mailling addresses are provided to the Court for service. The SA, PD and DJJ will be served via their designated e-portal service addresses. Best efforts will be made to have these orders entered, filed and served as quickly as possible, however, **if you do not have a copy of the signed order continuing the matter, you and your client must appear for court.**

☞ **TRANSPORT ORDERS:** E-service – DJJ Transportation Division, [SLCTransportorders@djj.state.fl.us](mailto:SLCTransportorders@djj.state.fl.us)

☞ **TRANSCRIPTION ORDERS:** E-service - Court Administration Recording, [RecordingOC@circuit19.org](mailto:RecordingOC@circuit19.org).

☞ **JAC LANGUAGE FOR APPOINTMENT:** The attorney shall be compensated at the statutory rate subject to section 27.5304, Florida Statutes, Justice Administrative Commission contract and JAC Policies and Procedures for Court-Appointed Counsel and shall file a notice of appearance within five (5) days of the date of this order.

### **SUBMISSIONS BY THE DEPARTMENT OF JUVENILE JUSTICE**

★ **Take and Holds/Take into Custody (TICOs):** When submitting an affidavit/proposed order for a TICO, efile the Affidavit/Supporting Document via the eportal. **After efilng through the eportal**, email a copy of the **filed** affidavit/supporting document along with the proposed order to [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org). TICOs will be processed subject to the Court's availability. *DO NOT file the unsigned TICO.*

★ **JRs/Status Reviews – vs- VOPs:** Generally, JRs/Status Reviews will not be conducted in lieu of a VOP hearing.

★ **PDRs/Comp Evals:** A copy of the filed PDR/Comp Eval and any supporting documents for disposition must be provided to the Court via email to the Judicial Assistant **at least three business days** in advance of the disposition date.

★**Terminations of Probation/Supervision:** Submit to the State Attorney for review before filing the request/supporting documentation through the e-portal. File all supporting documentation, including the **completed** State Attorney Letter through the e-portal. Submit a copy of the **filed** progress report and State Attorney Letter via e-mail to [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org) along with a proposed order named with a searchable name. *If you are not permitted to use the child's last name, please use the child's initials instead.*

**SAMPLES:**

Using last name format:	DOE 23cj303 TICO	DOE 23cj303A Prog Report
Using initials format:	J.D. 23cj303A PRN	J.D. 23cj303 SA Letter

**DO NOT** submit multiple documents as one continuous scanned document. *The supporting documentation should be a separate document from the proposed order and named accordingly.*

★**Determination of Cost Recovery Requests:** File through the e-portal. E-mail a copy to [WatsonC@circuit19.org](mailto:WatsonC@circuit19.org). Please make sure that the Cost Recovery Determination Request is *completely* filled out before filing. **Incomplete forms will not be processed by this office.** If the parent/custodian has an e-mail address, please ask them to note on the form and they will be served via that email address.

★**Progress Reports/Performance Summaries:** It is the responsibility of the Department of Juvenile Justice to efile progress reports/performance summaries in each case via the e-portal.