

INDIAN RIVER COUNTY DELINQUENCY COURT PROCEDURES

ROBERT B. MEADOWS, Circuit Judge
Courtroom 8 Indian River County Courthouse
Carol, Judicial Assistant, hogyac@circuit19.org
(772) 226-3100 ext. 3238 * Website www.circuit19.org

Last update: 11/19/2021 11:10 AM

FREQUENTLY USED IRC DELINQUENCY COURT CONTACT/E-SERVICE INFORMATION	
Juvenile Clerk's Office	(772) 226-3100 ext. 3238
Department of Juvenile Justice	DJJSJC@djj.state.fl.us
Department of Juvenile Justice Transport	SLCtransportorders@djj.state.fl.us
State Attorney, ASA Braun	SA19eService@sao19.org
Public Defender, Michelle Rhodeback, APD	Rhodeback.Michelle@pd19.org PDservice@pd19.org
Office of Regional Conflict Counsel	criminalserviceslc@rc-4.com
Court Administration Recording/Transcription	RecordingSLC@circuit19.org

Delinquency Court trials are conducted one week per month and is normally the first or second week of the month. Additional trial dates may be utilized throughout the month subject to the Court's availability. Please review/verify for updates.

DETENTION HEARINGS:

8:45 a.m. each day in Courtroom 8, unless otherwise notified/posted on the Court's online calendar. A copy of the detention paperwork is to be e-mailed directly to Judge Meadows, with a copy to his Judicial Assistant. All detention paperwork, including weekend detentions that are set for detention reviews must be e-mailed to Judge Meadows for review. When another Judge is covering detention hearings all paperwork is to be e-mailed to that particular Judge, 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).***

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.
- ***DO NOT** approach the Clerk in court, when in session.
- ***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: Should you need hearing time before Judge Meadows you shall, first and foremost make certain that the motion has been filed with the Clerk's office. **This includes detention reviews and restitution hearings. When submitting documents to the Court via e-mail, 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, i.e. DOE, 31 2015-CJ-89 A Motion WD,** once this is complete, you shall e-mail opposing counsel to determine how much time EVERYONE will need for the hearing. Once you have obtained that information you should forward those e-mails to the Judicial Assistant at (hogyac@circuit19.org) with your hearing request ***cc'd to ALL opposing parties in the case or your request will not be considered, indicating the Case Name and Number; what you are requesting to be heard; and how much time everyone is requesting. Please note that if the Notice of Hearing has not been e-filed within one week of the Court supplying a hearing time your hearing will be stricken and the time will be given away. DO NOT attempt to schedule juvenile hearings using the Court's online calendar. Do not include the Court (including Judicial Assistants) in email strings concerning how much time is needed in the scheduling of hearings.

NOTICE OF HEARING: The Notice of Hearing must include the amount of time reserved for the hearing. In addition, the Notice of Hearing should include a Certificate of Good Faith Effort to Resolve the issue at hand without the necessity of a hearing.

PROPOSED ORDERS:

All motions must be filed through the e-portal. All **proposed orders** are to be submitted to the Judicial Assistant in **WORD** format. The document should be named in a searchable format, which contains the juvenile's last name, case number and short name of order. **SAMPLE: 31 2015-CJ-89 A DOE O-Cont.** The proposed order must utilize the Supreme Court Case Numbering System (County Code, Year, Division and Six digit number .i.e.: **31 2016-CJ-001 A**).

MOTIONS/ORDERS TO CONTINUE:

Proposed orders to continue (WORD format) must contain the date the matter is being continued from and 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. Contact the Judicial Assistant, hogyac@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/ mailing 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

☞ **TRANSCRIPTION ORDERS:** E-service - Court Administration Recording,
RecordingSLC@circuit19.org.

★ **Transcript:** Any and ALL requests for transcription of a child's testimony/conversation with the Judge shall require an Order to Transcribe being submitted for review and approval.

☞ **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, **file the Affidavit/Supporting Document via the e-portal.** **After filing through the e-portal,** e-mail a copy of the **filed** affidavit/supporting document along with the proposed order to hogyac@circuit19.org. TICOs will be processed subject to the Court's availability. *DO NOT file the unsigned TICO.*

★ **JRs/Status Reviews – vs- VOPs:** As a general rule 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 e-mail to the Judicial Assistant **at least 3 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 hogyac@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 31 16cj21 A TICO DOE 31 16cj21A Prog. Report
Using initials format: J.D. 31 16cj21A PRN J.D. 31 16cj21A 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 hogyac@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.**

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

★**DISCOVERY:** Discovery shall be provided by all parties prior to announcing ready for trial. Once a party announces that they are ready for trial the Court expects ALL pertinent discovery to have been provided. Any “newly” developed or discovered evidence shall require a hearing, unless there is a written stipulation by the parties as to the fact there is no objection. If the above procedure is not followed the discovery will be excluded from the trial by rule.