



DAVID V. WARD
CIRCUIT JUDGE
TENTH JUDICIAL CIRCUIT
HARDEE, HIGHLANDS AND POLK COUNTIES

Highlands County Courthouse
430 S. Commerce Avenue
Sebring, Florida 33870

Denise J. Delgado, Judicial Assistant

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CIRCUIT CRIMINAL FELONY PROCEDURES AND INFORMATION

HIGHLANDS COUNTY COURTHOUSE, COURTROOM 2B

ADMINISTRATIVE ORDERS: Copies of all Administrative Orders for the Tenth Judicial Circuit are available on our website at www.jud10.flcourts.org

COURT APPEARANCES:

ALL Evidentiary hearings and Plea proceedings shall be conducted in-person.

SCHEDULING MOTIONS/HEARINGS:

- E-mail the Judicial Assistant at ddelgado@jud10.flcourts.org a copy of the motion to obtain hearing times for your motion. Such requests must include the case number, Defendant's name, matter(s) to be heard, and time required. The party scheduling the hearing is responsible for contacting all other parties.
- ALL hearings must be coordinated with opposing counsel. Please **DO NOT** include the Court/Judicial Assistant in any electronic communications with other parties relating to the coordination of the hearing.
- All hearing times provided are not held while the attempt is being made to coordinate with opposing counsel. You must e-mail this office back, including the other party, to confirm and reserve your court date prior to submitting your Notice of Hearing.
- Upon confirmation from the Judicial Assistant, it is the scheduling party's responsibility to file the Notice of Hearing to the Clerk and all parties, including the Judicial Assistant, **five business days prior to the scheduled proceeding**. Failure to do so will result in your case not being added to the docket, and therefore will have to be rescheduled.
- If the services of the Court Interpreter are required, it is the obligation of the moving party to coordinate with Denise Wilcox at dwilcox@jud10.flcourts.org and/or Court Administration, pursuant to *Tenth Judicial Circuit Administrative Order No. 1-52.1*.
- Bond hearings shall be set in an expedited manner and pursuant to *Rule 3.131(d), Florida Rules of Criminal Procedure*.

SUBMISSION OF MOTIONS AND PROPOSED ORDERS:

ALL MOTIONS MUST CONTAIN OPPOSING COUNSEL'S POSITION ON THE MOTION, IF APPROPRIATE

- Please refer to the Tenth Judicial Circuit's Instructions for submitting Proposed Orders to Florida Courts E-Filing Portal | Tenth Judicial Circuit Court (flcourts.org).
- Orders not submitted properly will be rejected.

Stipulated/Agreed Motions: Hearings are not required for most Stipulated/Agreed Motions, however, a signed Stipulated/Agreed Motion shall be filed in the case file through the Clerk of Court. Parties may submit the Stipulated/Agreed Motion and a proposed Order to the Court for review as required above. You will be notified by the Judicial Assistant with dates and times should the Court require a hearing.

Motions to Continue Pretrial Conference / Arraignments:

- **Motions to Continue Pretrial/Arraignment:** Agreed Motions to Continue and proposed orders, with language stating the agreed proposed continued date, **MUST** be submitted **no later than 1:00 p.m. five business days prior to the scheduled hearing**. Otherwise, the hearing will remain on the docket and will be addressed in Court at the scheduled hearing time.

PRO SE MOTIONS/LETTERS TO MODIFY AND/OR TERMINATE PROBATION:

- Defendants who wish to seek a modification and/or terminate their probation must **submit the request in writing** to the:
 - 1) Felony Clerk's office at: 490 S. Commerce Ave., Sebring, FL, 33870,
 - 2) Office of the State Attorney at: 411 South Eucalyptus Street, Sebring, FL 33870
 - 3) Florida Department of Corrections – Probation & Parole at: 434 Fernleaf Avenue, Sebring, FL 33870 for processing.
- The Clerk will notify the Court of the pending matter for review. Be advised, processing of the request can take up to 30 business days. You will receive the Court's ruling in writing to the mailing address listed in the court file.

If you are represented by Counsel, you are required to contact your attorney directly with any questions and/or concerns.

Trials/Evidentiary and Motion Hearings:

Judge Ward requires that any caselaw or jury instructions be submitted 48 hours in advance via email to our office at **ddelgado@jud10.flcourts.org** and to opposing counsel for review.