

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA**

OCAD NO. 2011-06

(Vacates Administrative Directive 2010-04)

IN RE: Delivery of Arrest Reports to Clerk, Delivery of Bonds to Clerk, Arraignment Dates, Trial Dates

DELIVERY OF ARREST REPORTS TO CLERK

1. All arrest reports shall be delivered to the Clerk of Court no later than **three (3) working days** following the arrest.

DELIVERY OF BONDS TO CLERK

2. All bonds shall be delivered to the Clerk of Court no later than **three (3) working days** after being accepted by law enforcement.

ARRAIGNMENT AND TRIAL DATES FOR COUNTY COURT

3. Each Misdemeanor Arraignment shall be set for the next following Arraignment Day which is at least **fifteen (15) calendar days** after each misdemeanor arrest.

4. All misdemeanor bonds shall be made returnable for the next following plea day which is at least **fifteen (15) calendar days** from the date of arrest.

5. Each Violation of Probation, in County Court, shall be set for the next following Arraignment Day which is at least **fifteen (15) calendar days** after each violation of county probation arrest.

6. Misdemeanor Arraignments shall be scheduled as follows:

NORTH OKALOOSA COUNTY MISDEMEANOR ARRAIGNMENT DAYS

Okaloosa County Courthouse, Crestview 8:30 AM
Arraignment Day is scheduled on designated Tuesdays as set forth in the current annual Okaloosa County Courts Schedule.

SOUTH OKALOOSA COUNTY MISDEMEANOR ARRAIGNMENT DAYS

(Effective October 3, 2011) Okaloosa County Courthouse Annex Extension
1940 Lewis Turner Boulevard, Fort Walton Beach
Traffic - 9:00 AM (Including mandatory civil traffic infractions)
Misdemeanors - 1:00 PM Arraignment Day every Tuesday

7. Any Misdemeanor Arraignment Day which falls on a legal holiday shall be held as directed by the presiding Judge.

8. Trial Dates for Misdemeanors shall be set by the presiding Judge at Misdemeanor Arraignments.

9. Evidentiary Hearings for Violations of Probation, in County Court, shall be set by the presiding Judge at Violation of County Probation Arraignments.

ARRAIGNMENT AND TRIAL DATES FOR CIRCUIT COURT

10. Each Felony Arraignment shall be set for the next following Arraignment Day which is at least **twenty-one (21) working days** after each Felony arrest, to include cases where an information has not been filed.

11. All Felony bonds shall be made returnable for the next following Arraignment Day which is at least **twenty-one (21) working days** from the date of arrest.

12. Each Violation of Probation and each Violation of Community Control, in Circuit Court, shall be set for arraignment in the assigned division the next following Miscellaneous Date or VOP Date which is at least **ten (10) calendar days** from the date of arrest.

13. Felony Arraignments shall be scheduled as follows:

NORTH OKALOOSA COUNTY FELONY ARRAIGNMENT DAYS

Okaloosa County Courthouse, Crestview

1:30 P.M.

1st and 3rd Tuesday of Each Month

SOUTH OKALOOSA COUNTY FELONY ARRAIGNMENT DAYS

(Effective October 3, 2011) Okaloosa County Courthouse Annex Extension,

1940 Lewis Turner Boulevard, Fort Walton Beach

3:30 PM

1st and 3rd Tuesday of Each Month

14. Any Felony Arraignment Day which falls on a legal holiday shall be held as directed by the presiding Judge.

15. Felony Trial dates shall be set in the assigned division for the next trial cycle which is at least **sixty (60) calendar days** after the date of arrest, to include cases where an information has not been filed. For purposes of this Administrative Directive the first day of the trial cycle is Calendar Status.

16. No case, to include cases where an information has not been filed, shall be removed from the trial cycle in the assigned division without the consent of the presiding Judge in that division.

17. Evidentiary Hearings for Violations of Probation and Violation of Community Control, in Circuit Court, shall be set by the presiding Judge at Violation of Probation and Violation of Community Control arraignments.

ARRAIGNMENT AND ADJUDICATORY DATES FOR JUVENILE COURT

18. Juvenile Arraignments shall be set for the next following Arraignment Day, in the assigned division, which occurs **twenty eight (28) calendar days** after each juvenile arrest.

19. Each Violation of Probation in Juvenile Court shall be set for arraignment in the assigned division the next following Juvenile Court Date which is no less than **three (3) working days** from the date of arrest, unless otherwise directed by the presiding Judge.

20. Juvenile Arraignments shall be scheduled as follows:

NORTH OKALOOSA COUNTY JUVENILE ARRAIGNMENT DAYS

Okaloosa County Courthouse, Crestview
9:00 A.M.

The 1st Wednesday after the 1st Monday each Month and the 3rd Wednesday after the 1st Monday of each Month

SOUTH OKALOOSA COUNTY JUVENILE ARRAIGNMENT DAYS

(Effective October 3rd, 2011) Okaloosa County Courthouse Annex Extension,
1940 Lewis Turner Boulevard, Fort Walton Beach

9:00 A.M.

The 2nd Wednesday after the 1st Monday of each Month and the 4th Wednesday after the 1st Monday of each Month

21. Any Juvenile Arraignment Day which falls on a legal holiday shall be held as directed by the presiding Judge.

22. Adjudicatory hearings in Juvenile Court shall be set by the presiding Judge at Juvenile Arraignments.

23. Adjudicatory Hearings for Violations of Probation, in Juvenile Court, shall be set by the presiding Judge at Violation of Probation arraignments.

DONE AND ORDERED in Shalimar, Okaloosa County, Florida, this 16 day of SEP 2011.

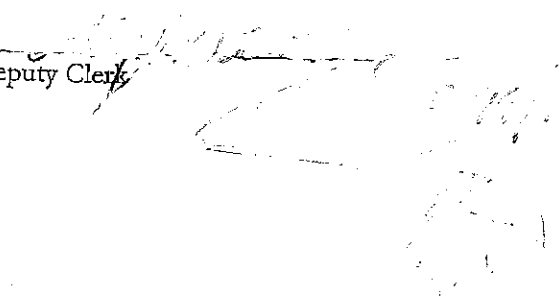
/S/ William F. Stone

WILLIAM F. STONE
Administrative Judge

Conformed copies furnished to:

Honorable Terry D. Terrell, Chief Judge
All Circuit and County Court Judges, Okaloosa County
Honorable Don W. Howard, Clerk of Court, Okaloosa County
Mary Polson, General Magistrate
State Attorney's Office, Shalimar and Crestview
Public Defender's Office, Shalimar and Crestview
Probation Offices, Shalimar and Crestview
All Okaloosa County Law Enforcement Agencies
Department of Juvenile Justice
Robin Wright, Court Administrator
Alicia Wardlow, Okaloosa County Court Operations Manager
Official Court Reporters, Okaloosa County
President of the Okaloosa-Walton Bar Association

DON W. HOWARD
CLERK OF COURT

BY 
Deputy Clerk