

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

**ADMINISTRATIVE DIRECTIVE NO: OCAD2022-02
(*Vacates OCAD2022-01*)**

IN RE: CIRCUIT AND COUNTY COURT DIVISION ASSIGNMENTS

Summary of Changes:

With the appointment of Judge Jonathan V. Schlechter on January 31, 2022, this Administrative Directive changes the Division Assignments for Division C.

The Division Assignments are as follows:

Division 001 – Polson
Division 002 – Brown
Division 003 – Gontarek
Division 004 – Stone
Division 005 – Flowers
Division 006 – Ketchel
Division A – Ward
Division B – Mason
Division C – Schlechter

THE FOLLOWING WILL OUTLINE THE DELIVERY AND CASELOADS ASSIGNED TO EACH DIVISION.

A. DELIVERY OF ARREST REPORTS TO CLERK:

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

B. DELIVERY OF BONDS TO CLERK:

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

C. ARRAIGNMENT AND TRIAL DATES FOR COUNTY COURT:

1. Each Misdemeanor Arraignment shall be set for the next following Arraignment Day which is at least **fifteen (15) calendar days** after each misdemeanor arrest.
2. All misdemeanor bonds shall be made returnable for the next following Arraignment Day which is at least **fifteen (15) calendar days** from the date of arrest.

3. 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.

4. 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

- Okaloosa County Courthouse Annex Extension, Fort Walton Beach
- Traffic - 9:00 AM (Including mandatory civil traffic infractions)
- Misdemeanors - 1:30 PM Arraignment Day every Tuesday

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

6. Trial Dates for Misdemeanors shall be set by the presiding judge at Misdemeanor Arraignments.

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

D. ARRAIGNMENT AND TRIAL DATES FOR CIRCUIT COURT

1. Felony Arraignment shall be set for the next following Arraignment Day which is at least **thirty (30) calendar days** after each Felony arrest, to include cases where an information has not been filed.

2. Felony bonds shall be made returnable for the next following Arraignment Day which is at least **thirty (30) calendar days** from the date of arrest.

3. 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.

4. Effective November 21, 2021, all new cases for Division 001 and Division 002 will be based upon the defendant's last name. Division 001 will consist of cases where the defendants last name begins with letter A through K and Division 002 will consist of cases where the defendants last name begins with letter L through Z. All previously assigned circuit criminal cases in Division 001 and Division 002 will not be reassigned without approval of

the Administrative Judge.

5. Felony Arraignments shall be scheduled as follows:

NORTH OKALOOSA COUNTY FELONY ARRAIGNMENT DAYS

- Okaloosa County Courthouse, Crestview 1:30 PM
- Arraignment Day is scheduled on the 1st Thursday after the 1st Monday of each Month and the 4th Thursday after the 1st Monday of each Month.

SOUTH OKALOOSA COUNTY FELONY ARRAIGNMENT DAYS

- Okaloosa County Courthouse Annex Extension, Fort Walton Beach, 1:30 PM
 - **Division 1 (Cases A-K)** - Arraignment Day is scheduled on the 2nd Tuesday after the 1st Monday of each Month and the 3rd Tuesday after the 1st Monday of each Month.
 - **Division 2 (Cases L-Z)** - Arraignment Day is scheduled on the 2nd Thursday after the 1st Monday of each Month and the 3rd Thursday after the 1st Monday of each Month.
6. Any Felony Arraignment Day which falls on a legal holiday shall be held as directed by the presiding judge.
 7. 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 Docket Day.
 8. No case, to include cases where an information has not been filed, shall be removed for the trial cycle in the assigned division without the consent of the presiding judge in that division.
 9. 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.

E. ARRAIGNMENT AND AJUDICATORY DATES FOR JUVENILE COURT

1. 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.
2. 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.

3. Juvenile Arraignments shall be scheduled as follows:

NORTH OKALOOSA JUVENILE ARRAIGNMENT DAYS

- Okaloosa County Courthouse, Crestview 9:00 AM
- The 1st Thursday after the 1st Monday of each Month and the 3rd Thursday after the 1st Monday of each Month.

SOUTH OKALOOSA JUVENILE ARRAIGNMENT DAYS

- Okaloosa County Courthouse Annex Extension, Fort Walton Beach, 8:30 AM
- The 1st Wednesday after the 1st Monday of each Month and the 3rd Wednesday after the 1st Monday of each Month.

4. Any Juvenile Arraignment Day which falls on a legal holiday shall be held as directed by the presiding judge.
5. Adjudicatory hearings in Juvenile Court shall be set by the presiding judge at Juvenile Arraignments.
6. Adjudicatory Hearings for Violations of Probation, in Juvenile Court, shall be set by the presiding judge at Violation of Probation arraignments.

F. Division Assignments

Effective immediately, all divisional assignment changes for the Okaloosa County judges will be distributed to stakeholders via a memorandum. As of January 31, 2022, the assignments for each division will be assigned as follows.

CIRCUIT COURT

SOUTH OKALOOSA COUNTY DIVISIONS

Division 001

Circuit Civil (50%)
Felony & Felony Arraignments
(Cases A-K)
Appeals (50%)

Division 002

Circuit Civil (50%)
Felony & Felony Arraignments
(Cases L-Z)
Appeals (50%)

Division 003

Family Law (50%)

Division 004

Family Law (50%)

Dependency (100%)

Juvenile Delinquency (100%)

Injunctions for Protection Against Violence Division (100%)

Probate Division (100% North & South)
(Includes Guardianship)

NORTH OKALOOSA COUNTY DIVISIONS

Division 005

Family Law (100%)

Juvenile Delinquency (100%)

Dependency (100%)

Injunctions for Protection Against Violence Division (100%)

(Petitions for protection against Violence)

Division 006

Felony & Felony Arraignments (100%)

Civil Division (100%)

Appeals (100%)

Forfeitures (100%)

COUNTY COURT

Civil

Misdemeanor/Criminal Traffic Division

Small Claims

Mental Health Division

(Baker and Marchman Act)

Division A

North (All)

North (All)

North & South (All)

Division B

South (L-Z)

South (L-Z)

Division C

South (A-K)

South (A-K)

North & South (All)

OTHER COURTS

MAGISTRATE (South and North Okaloosa County)

Baker Act and Marchman Act Hearings

Pro Se Family Law

Family Law Post Judgment

Dependency Drug Court

Dependency Truancy Court

Recusals from Child Support Hearing Officer

Any other matters specifically referred.

CHILD SUPPORT HEARINGS

The Child Support Hearing Officer shall hear all cases in South and North Okaloosa County Division as they relate to Title IV-D (Department of Revenue) child support issues.

OTHER COURTS ASSIGNED TO JUDGES

Effective immediately, all other courts duties assigned to Okaloosa County judges will be distributed to stakeholders via a memorandum.

- **VETERANS TREATMENT COURT**
- **DRUG COURT**
- **MENTAL HEALTH COURT**
- **MENTAL HEALTH PRETRIAL SERVICES COURT**
- **FIRST APPEARANCES:** First Appearances for regular workdays will be handled by the three county court judges on a rotation schedule. If the scheduled county judge is not available for first appearances, that duty will fall to the county judge next scheduled on the rotation list, followed by the third county judge on the rotation list, if necessary. If a county judge is not available, the Duty Judge will perform these functions.
- **DUTY JUDGE:** See Administrative Directive OCAD 2021-07 for Duty Judge assignments and responsibilities.
- **SHELTER & DETENTIONS:** The judges assigned to the Family Law Division will handle all Shelters & Detentions on a rotation schedule.

DONE AND ORDERED in chambers, Fort Walton Beach, Okaloosa County, Florida, this 31st day of January 2022.

S/ WILLIAM F. STONE
WILLIAM F. STONE
ADMINISTRATIVE JUDGE

Administrative Directive No. OCAD2022-02

Copies furnished to:

Honorable John L. Miller, Chief Judge
All Circuit and County Judges, Okaloosa County
Robin Wright, Trial Court Administrator
Okaloosa County Sheriff's Office
Office of the State Attorney
Office of the Public Defender
Okaloosa Child Welfare Legal Services
Okaloosa Guardian Ad Litem
Okaloosa Family First Network
Okaloosa Department of Juvenile Justice
Okaloosa Office of Criminal Conflict
Honorable J.D. Peacock II, Clerk of Circuit Court