

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

**ADMINISTRATIVE DIRECTIVE NO: OCAD2022-06  
(Vacates OCAD2022-4)**

**IN RE: CIRCUIT AND COUNTY COURT DIVISION ASSIGNMENTS**

**Summary of Changes that will take effect on April 15, 2022:**

As of April 15, 2022, Okaloosa County Division 005 is assigned to Judge Lacey Powell Clark.

**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. 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.

5. Any Felony Arraignment Day which falls on a legal holiday shall be held as directed by the presiding judge.
6. 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.
7. 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.
8. 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 1<sup>st</sup> Thursday after the 1st Monday of each Month and the 3<sup>rd</sup> Thursday after the 1st Monday of each Month.

##### **SOUTH OKALOOSA JUVENILEARRAIGNMENT DAYS**

- Okaloosa County Courthouse Annex Extension, Fort Walton Beach, 9:00 AM
  - The 1st Wednesday after the 1st Monday of each Month and the 3<sup>rd</sup> 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**

**CIRCUIT COURT**

**SOUTH OKALOOSA COUNTY DIVISIONS**

**Division 001 – Judge Polson**

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

**Division 003 – Judge Gontarek**

Family Law (50%)  
 Dependency (100%)

**Division 002 – Judge Polson**

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

**Division 004 – Judge Stone**

Family Law (50%)  
 Juvenile Delinquency (100%)  
 Injunctions for Protection Against Violence  
 Division (100%)  
 Probate Division includes Guardianship  
 (100% North & South)

**NORTH OKALOOSA COUNTY DIVISIONS**

**Division 005 – Judge Clark**

Family Law (100%)  
 Juvenile Delinquency (100%)  
 Dependency (100%)  
 Injunctions for Protection Against Violence  
 Division (100%)  
 Risk Protection Orders (100% North &  
 South)

**Division 006 – Judge Ketchel**

Circuit Civil (100%)  
 Felony & Felony Arraignments (100%)  
 Appeals (100%)  
 Forfeitures (100%)

**COUNTY COURT**

	<b><u>Division A</u></b>	<b><u>Division B</u></b>	<b><u>Division C</u></b>
Civil	North (All)	South (L-Z)	South (A-K)
Misdemeanor/Criminal Traffic Division	North (All)	South (L-Z)	South (A-K)
Small Claims	North & South (All)		
<b>Mental Health Division</b> (Baker and Marchman Act)			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:** The three county court judges will conduct First Appearances on a rotation schedule at 8:30 a.m. on regular workdays. The scheduled judge is responsible for finding a replacement if the judge is unable to serve.
- **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 at 1:00 pm. If the planned judge is unable to serve, the scheduled judge is responsible for seeking a replacement.

**DONE AND ORDERED** in chambers, Fort Walton Beach, Okaloosa County, Florida,  
this 14<sup>th</sup> day of April 2022.

S/ WILLIAM F. STONE

**William F. Stone, Administrative Judge**

**Administrative Directive No. OCAD2022-06**

**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