



## CIRCUIT COURT

**JOHN F. SIMON, JR.**  
CIRCUIT JUDGE

**JANE FILLINGIM**  
JUDICIAL ASSISTANT

SANTA ROSA COUNTY COURTHOUSE  
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### MEMORANDUM

TO: Chief Judge John L. Miller

FROM: Administrative Judge John F. Simon, Jr. *JFS*

DATE: March 20, 2020

RE: COVID-19 Essential and Critical Trial Court Proceedings

The judiciary, Court Administration, the Santa Rosa County Sheriff's Office, the Santa Rosa County Clerk of Court, and State and County Probation met on March 19, 2020. As a result, the Santa Rosa County judiciary's plan to execute the mission critical functions outlined in the First Judicial Circuit Administrative Order 2020-08 is as follows:

- First appearances – to be conducted by the assigned county/circuit judge by video on weekdays and in person at the jail on weekends.
- Criminal and juvenile delinquency arraignments – to be conducted by the assigned county/circuit judge in person or by video conferencing if available.
- Bond hearings – to be conducted by the assigned criminal county/circuit judge for those motions in which the accused will be released from incarceration only in person or by audio or video conferencing if available.
- Juvenile detention hearings – to be conducted by the assigned juvenile judge in person or by video conferencing if available.
- Juvenile dependency shelter hearings – to be conducted by the assigned juvenile judge in person or by video conferencing if available.
- Chapter 39 injunctions – to be conducted by the assigned dependency judge in person or by audio or video conferencing if available.

- Petitions for judicial waiver of parental notice - to be conducted by the assigned dependency judge in person or by video conferencing if available.
- Petitions for emergency incapacity and appointment of emergency temporary guardian – to be conducted by the assigned probate judge in person or by audio or video conferencing if available.
- Petitions for dating violence, domestic violence, repeat violence or stalking injunctions – to be conducted by the assigned circuit court judge in person.
- Petitions for risk protection orders – to be conducted by the assigned county/circuit judge or by audio or video conferencing if available.
- Proceedings involving requested for “Do Not Resuscitate” orders – to be conducted by Judge Simon in person or by audio or video conferencing if available.
- Vulnerable adult petitions – to be conducted by Judge Goodman in person or by audio or video conferencing if available.
- Issuance of search or arrest warrants or authorizations for wiretaps – to be conducted by the assigned criminal judge or the duty judge in person or by electronic means (ipad).
- Baker Act and Marchman Act proceedings – to be conducted by the General Magistrate in person.
- Adult protective services act proceedings – to be conducted by Judge Goodman in person or by audio or video conferencing if available.
- Family law and dependency cases in which the imminent safety of children is at issue – to be conducted by Judge Simon and Judge Goodman in person or by audio or video conferencing if available.
- Extraordinary writs as necessary to protect constitutional rights – to be conducted by Judge Simon in person or by audio or video conferencing if available.
- Proceedings related to the state of emergency or public health emergency – to be conducted by Judge Simon in person or by audio or video conferencing if available.
- In custody change of pleas which will result in a release from incarceration – to be conducted by the assigned county/circuit criminal judge in person or by video if available.

- Proceedings involving violations and sanctions for Drug Court, Veterans' Court and Mental Health Court participants – non applicable.
- 48-hour hearings for those arrested for failure to pay child support – to be conducted by the assigned first appearance/duty judge by video.
- Any other emergency proceedings or hearings as authorized by the Chief Judge – to be conducted by Judge Simon in person or by audio or video conferencing if available.

In the event the assigned judge is unavailable, the duty judge will conduct any of the aforementioned proceedings as mandated by Administrative Order 2020-08. We are currently able to conduct criminal matters involving inmates at the Santa Rosa County Jail by video conferencing. However, video conferencing is not currently available for other mission critical proceedings identified above. Once the judiciary and Court Administration formulate a plan with Information Technology to allow additional video conferencing, it will be implemented and used by the Santa Rosa County judiciary.

I will notify you of any modifications to this plan as needed.

cc: All Judges, Santa Rosa County  
Robin M. Wright, Trial Court Administrator  
Allison Newton, Chief Deputy Court Administrator  
Magistrate Michelle Inere  
Brooke Jones, Court Operations Manager