

GENERAL PROCEDURES FOR JUDGE THOMAS P. THOMPSON, III
(All are subject to change at the Court's discretion)

****CRIMINAL DOCKET****

PROCEDURES FOR SCHEDULING HEARINGS

When e-mailing or calling to obtain available hearing time, please have available the case number, case style, type of motion to be scheduled, and the amount of hearing time requested. **The Motion must be filed prior to obtaining hearing time.** Once hearing time is coordinated with all counsel, confirm the date with this office **prior** to filing your Notice of Hearing, to assure the time is still available, as hearing dates cannot be "held."

Please provide the Court with a courtesy copy of the Notice of Hearing, once filed, by e-mail at cjones@circuit5.org.

PROCEDURES FOR CANCELLING HEARINGS/TRIALS

In addition to filing your notice of cancellation, immediately notify this office by telephone or e-mail, when a hearing/trial is to be cancelled.

If the State Attorney's Office (SAO) files an Announcement of No Information or Nolle Prosequi on a case that has a hearing/trial scheduled, the SAO is to notify our office of the filing so we may remove the hearing/trial from our calendar.

APPEARANCES AT HEARINGS

Criminal Hearings:

First Appearances and Arraignments are conducted **IN PERSON**.

Pretrial Conferences, Changes of Pleas and Calendar Calls are conducted **IN PERSON**.

VOP Arraignments, VOP Hearings, and Contested VOP Hearings are conducted **IN PERSON**.

EC3 and Judicial Reviews are conducted **IN PERSON**.

****Remote appearance is allowed; however, a motion **must** be e-filed, and a proposed order provided to cjones@circuit5.org, in Word format. An email request for remote appearance will not be accepted.*

Civil Traffic Cases:

Civil Infraction Arraignments and Civil Infraction Hearings are conducted **IN PERSON**; however, you may request to appear remotely with a **written request** sent to the Traffic Clerk. A written order will then be issued by the Court providing you with a Zoom link.

IN-CUSTODY DEFENDANTS

When counsel schedules a **specialty set hearing**, they are responsible for making all necessary arrangements with the Marion County Jail for their client to be transported to the Marion County Judicial Center for the hearing.

DISPOSITIVE MOTIONS

Dispositive motions **must be filed by** Change of Plea date.

PROPOSED ORDERS

Proposed orders may be submitted through the Florida Courts E-Filing Portal **OR** can be provided via email, in Word format, to cjones@circuit5.org. **DO NOT PROVIDE A PROPOSED ORDER THROUGH THE E-PORTAL AND VIA EMAIL, UNLESS REQUESTED TO DO SO.**