



COVID-19 Emergency Procedures for Courtroom 4-1 Richard E. Gerstein Justice Building

For Attorneys, Corrections and All Virtual Parties Beginning Week of April 13, 2020 Until Further Notice

(Please contact (305) 548-5721 for Virtual Access Instructions.)

Calendars:

1. 9AM: ALIAS CAPIAS calendar, ARRAIGNMENTS (IN CUSTODY & UNREPRESENTED OUT OF CUSTODY), Bond Reviews

(Courtroom 1-5 will be hearing Bonds, Extraditions and In-State Fugitive Warrants Only daily at 9AM & 1PM. Please contact (305) 548-5721 for Virtual Access Instructions)

2. The Court will proceed in Division order, ALIAS CAPIAS then ARRAIGNMENTS then BOND REVIEWS. NO PASSING CASES SO PLEASE BE "THERE" ON TIME
3. No DEFENDANTS will be present. CORRECTIONS will be "present" with all jail cards
4. The PD will be appointed on all out of custody arraignments
5. The Judge will set cases on the SPECIAL SET* calendars as needed
6. The Judge will set all cases for status on the date prearranged by the clerk unless there is a need for a SPECIAL SET
7. If the case is to be RESET for a SPECIAL SET*, then CORRECTIONS must note this on the Jail Card and ensure the Defendant's presence at the SPECIAL SET via ZOOM.
8. Cases that are reset from the 4-1 Arraignment calendar for a plea or release or other issue to be covered by the judge on 4-1 calendar duty will be set at 10AM and will be heard on this same Zoom Conference Room, unless other arrangements are made and distributed to all pursuant to SPECIAL SET* procedures

9. SPECIAL SET hearings for the individual divisions will begin at 10:30 or as soon as all parties are available via Zoom, and prearranged pursuant to SPECIAL SET* procedures, and heard in the Zoom conference room prearranged by the setting Judge

10. Please review COVID-19 Procedures for SPECIAL SETS* for information on setting and accessing a SPECIAL SET HEARING

TROUBLESHOOTING:

Please contact the Chambers of the Judge Assigned to that day's calendar

	<u>Courtroom 1-5</u>	<u>Courtroom 4-1</u>
4/20	Glazer	Tunis
4/21	Glazer	Wolfson
4/22	Altfield	Venzer
4/23	Diraimondo	Tinkler-Mendez
4/24	Watson	Cruz
4/27	Glazer	de la O
4/28	Glazer	Milian
4/29	Beovides	Johnson
4/30	Areces	Cruz
5/1	Brinkley	Simon

**COVID-19 *SPECIAL SETS Procedures for Courtroom 4-1
Richard E. Gerstein Justice Building**

**For Attorneys
Beginning Week of April 13, 2020 Until Further Notice**

1. If the case was reset directly from the 9 AM 4-1 arraignment calendar, then it will be heard on the 10AM calendar by the ASSIGNED JUDGE on the 4-1 Zoom Meeting ID (Please contact (305) 548-5721 for Virtual Access Instructions)
2. If the case is a SPECIAL SET from DIVISION, it will be set at 10:30 or other time prearranged by the Division Judge/JA and heard on the ZOOM Meeting ID prearranged by the Division Judge/JA
3. To place a case on the 4-1 SPECIAL SET calendar, you must go through the Division Judge. Do not contact the covering judge or the CLERK OF COURTS. All arrangements must be made through the Division Judge. Please make sure you have EXHAUSTED the possibility of an agreed order or ruling on the pleadings. Please include the following information:
 - a. If your client's presence is required
 - b. If your client needs an interpreter
 - c. Name, Case #, JAIL NUMBER, DOB of your client
 - d. COPY YOUR OPPOSING COUNSEL ON THE REQUEST
4. **FOR PLEAS MIAMI-DADE CORRECTIONS** will be taking fingerprints at the facilities. Prosecutors must email scoresheets to the covering JUDGE/JA for signature and filing.

(See below for an abbreviated version of COVID-19 Special Set Procedures for Judges)

**COVID-19 *SPECIAL SETS Procedures for Courtroom 4-1
Richard E. Gerstein Justice Building**

**For Judges
Beginning Week of April 13, 2020 Until Further Notice**

1. The Judge must screen all requests for hearings and determine whether
 - a. The issue can be ruled on without a hearing
 - b. The issue necessitates a hearing
2. The Judge/JA must RESERVE a time slot in Courtroom 4-1 by contacting Judge Sayfie's JA, Mayra Perez. Lawyers cannot request a reservation directly. All requests must come from the Judge/JA.
3. Requests must indicate a reasonable period of time for the hearing, being considerate of other colleagues that may also need access to the Courtroom.
4. Once the time/date are reserved, then the Judge/JA/Bailiff of the division are responsible for sending the ZOOM Meeting ID or invitation to the parties, corrections, interpreter, reporter and the clerk.
5. If the Defendant does not speak English and the hearing is complicated and/or lengthy then contact Judge Sayfie to ensure we have appropriate interpretation available.
6. Effective 4/13/20 – the Court can hear matters in 4-1 via ZOOM that are not emergencies or critical matters, at the discretion of the division judge and giving priority to other matters that are in fact critical or emergencies.