

**JUDGE VICTORIA FERRER
COUNTY COURT JUDGE – CRIMINAL DIVISION B211/068
COURTROOM 2-3, 2ND FLOOR
ZOOM MEETING ID NO.: 973 6750 5638**

INFORMATION AND PROCEDURES

1. JUDGE’S NAME AND EMAIL ADDRESS:

Victoria Ferrer: vferrer@jud11.flcourts.org

(Please do not send emails directly to the Judge. Kindly cover the Judicial Assistant on any emails regarding court business.)

2. JUDICIAL ASSISTANT’S NAME AND EMAIL ADDRESS:

Jorge A. Sanchez: jsanchez@jud11.flcourts.org

(If you email the Judge or Judicial Assistant, you must copy all counsel in the same email.)

3. BAILIFF’S NAME AND EMAIL ADDRESS:

Antoni Rosario: arosario@jud11.flcourts.org

(If you email the Judge, JA, or Bailiff, you must copy all counsel in the same email.)

4. CHAMBERS INFORMATION:

a. Address: 11 E 6th St Hialeah, FL 33010 Room 225

b. Tel. No.: 305-520-4042

c. Fax No.: 305-520-4050: Please contact our office after sending a facsimile transmission to confirm receipt.

d. ZOOM MEETING ID.: 973 6750 5638 (CRIMINAL)

e. ZOOM MEETING ID: 920 1538 9090 (DOMESTIC VIOLENCE)

5. METHOD OF PROVIDING COURTESY COPIES:

- Courtesy copies may be provided by email to the Judicial Assistant and cover opposing counsel. NOTE: The Clerk of Court does not provide Judge Ferrer or Staff with copies of Motions which counsel submits through e-filing.
- Please do not include the Judicial Assistant or the Bailiff in the e-filing service list.

6. PROCEDURES FOR PLACING ANY MOTION ON CALENDAR:

- After e-filing the original Motion with the Clerk’s Office, please contact the Judicial Assistant (via phone or email) to schedule the motion on calendar. Please email the courtesy copy of the motion to the Judicial Assistant and cover opposing counsel on same email prior to scheduling the motion. Your request to schedule a motion on calendar may be made via email to the Judicial Assistant with a copy of the Motion. The Judicial Assistant will reply with a date and time on motion calendar.
- If you are not represented by an attorney, please contact our office (via phone or email) to schedule your request on the Judge’s Motion Calendar.

7. **STIPULATED or AGREED MOTIONS:** An Order may be submitted to chambers titled Agreed or Stipulated, as long as accompanied by a motion or email with proof indicating agreement of both parties. Motions for Continuance may be made *ore tenus* at Sounding.
8. **EVIDENTIARY MOTIONS/SUPPRESSION MOTIONS:** Please email a copy of the motion to the Judicial Assistant and cover the opposing counsel with the amount of time needed for hearing. If the case is set for hearing and you have filed a Motion to Suppress, the Court can schedule your motion. Most evidentiary motions/suppression motions may be heard before trial on the date of trial (check-in), when all sides announce ready. If, however, you need a special set date prior to trial, please follow the instructions indicated herein.
9. **MOTIONS TO INCREASE/REDUCE BOND OR MOTIONS TO MODIFY OR TERMINATE PROBATION:** Please email a copy of the motion to the Judicial Assistant and cover opposing counsel with the email and indicate amount of time needed for the motion. These motions will require more than the five minutes allocated for motion calendar.
10. **LIMINE MOTIONS:** Motions in *limine* must be efiled and e-served on the opposing party in writing five (5) days before trial. The Motions in *limine* will be heard in the afternoon of the trial check-in date. Kindly email a copy of the motions in *limine* to the judicial assistant immediately following the filing of the motion(s). **Failure to do so, (efile and e-serve the motions in *limine* on the opposing party in writing five (5) days before trial), absent good cause, is sufficient basis for the Court to deny the Motion.**
11. **SEAL/EXPUNGE:** File the original with the Clerk's Office and send a copy to the Judicial Assistant to set on Motion Calendar. Counsel/Defendant does not have to be present at the hearing if all documents are in order.
12. **RETURN OF PROPERTY:** File the original with the Clerk's Office and provide a copy to the Judicial Assistant and cover opposing counsel for the motion to be set. The motion will be scheduled at least two weeks later, in order to give the moving party time to notice the arresting agency of the hearing and to give the State sufficient time to determine if it, or the arresting agency, has an objection. It is the State's responsibility to determine whether the arresting agency has an objection to the granting of the motion.

After the filing of the motion, please contact the Judicial Assistant to schedule the motion on Calendar. Then, file a notice of hearing indicating the date, time, and zoom meeting ID for the motion calendar hearing date for your motion for return of property. Both the motion and notice of hearing need to be served on the agency holding the property as well as the State. Failure to provide notice/proof of notice to all interested parties will be grounds for denial of the motion. Notices should be sent to the legal department for that agency with at least ten (10) days notice.

13. **ALL OTHER MOTIONS:** Please contact the Judicial Assistant. If you do not get a response within 24 hours, kindly contact our office or email the Bailiff.

14. **MISCELLANEOUS PROCEDURES:**

- If witnesses do not appear for deposition, or the opposing party is not meeting its discovery obligations, it is Counsel's responsibility to bring the matter to the attention of the Court.
- If you have case law, please email it to the Judicial Assistant for the Judge **before** the hearing and cover opposing counsel at least 24 hours prior to hearing.

15. **COURT RULES FOR REMOTE ACCESS IN THE COURTROOM:** The rules of Court remain in effect and litigants/participants should govern themselves accordingly.

- In Courtroom 2-3, the zoom courtroom will be open at least half an hour prior to the start of calendar. It is an open meeting just as the Court is open to the public. Please make sure that your microphone is on mute until your case is called.
- If the hearing requires the services of an Interpreter other than Spanish or Creole, please contact the Judicial Assistant at least 10 days prior to hearing or advise the Court on the date of the hearing.
- At least 48 hours prior to hearing and preferably five days prior to hearing, all documents and/or evidence needs to be e-filed and a copy scanned and sent directly to the Judicial Assistant and opposing counsel.