

## DIVISION 6 INFORMATION AND PROCEDURES

1. JUDGE'S NAME: **Laura Anne Stuzin**  
***Please copy the Judicial Assistant on any e-mails regarding Court business.***
2. JUDICIAL ASSISTANT'S ("JA") NAME & EMAIL:  
**Jacqueline Martinez - [jmartinez@jud11.flcourts.org](mailto:jmartinez@jud11.flcourts.org)**
  - If you write the Judge or JA about a case, you **must** copy all counsel in the same email. Also provide a contact number.
3. BAILIFF'S NAME: **Jorge Gonzalez**
4. CHAMBER'S INFORMATION
  - a. Address: 1351 N.W. 12th Street, Room 413, Miami, FL 33125
  - b. Phone #: (305) 548-5769
  - c. Fax #: (305) 548-5607
  - d. Division Email: [F006@jud11.flcourts.org](mailto:F006@jud11.flcourts.org)
  - e. Division Zoom ID: 984 0974 7407
5. TIME CALENDAR BEGINS EACH DAY: **9:30 a.m.**
6. PROCEDURES FOR PLACING MOTIONS ON CALENDAR: Send the request for a hearing and a copy of the motion to the JA by email. The JA will send you a hearing date via email. The original motion must be filed with the clerk's office first. If the motion is agreed to, you may send a proposed agreed order along with the motion to the JA via email.
7. METHOD OF PROVIDING COURTESY COPIES: **E-mail**  
The Clerk's Office does not provide Judge Laura Anne Stuzin with copies of motions which Counsel submits. Please add [F006@jud11.flcourts.org](mailto:F006@jud11.flcourts.org) (Division email) to your service list to ensure Chambers receives copies of motions submitted through e-filing.

8. POLICIES AND PROCEDURES FOR SPECIFIC MOTIONS:

- a. **CONTINUANCES:** Motion for Continuance may be made ore tenus at Sounding or may be placed on calendar prior to Sounding. Motions for continuances filed after Sounding will be addressed the day of Trial. The only exception is for special set trials. The Court will set a motion for continuance after the Sounding and before the trial date if the trial has been special set.
- b. **JAC MOTIONS:** Submit the Motion to have Defendant Declared Indigent for Costs along with supporting documentation, JAC's response, and a proposed order, to Chambers. If JAC does not request a hearing, the Court may enter the proposed order without a hearing after reviewing the documents. If JAC requests a hearing, or if Judge Stuzin has concerns after reviewing the Motion and supporting documentation, the JA will set the Motion on calendar for hearing.
- c. **NEBBIA MOTIONS:** Defense Counsel should first present the documentary proof to the State and inquire whether the State will stipulate the defendant has satisfied the Nebbia requirements. If there is no stipulation, submit the documents to chambers and the JA will email the attorney's office with the date for the Nebbia hearing.
- d. **LIMINE MOTIONS:** Motions in Limine must be filed in writing the **Thursday** before trial. Failure to do so, absent of good cause, is sufficient basis for the Court to deny the Motion.
- e. **SUPPRESSION MOTIONS:** File the original with the Clerk's office and send a copy to chambers via email. All motions must be filed well in advance of trial and no later than **10 days** prior to trial. They will be heard the week of trial unless the Court indicates other wise and sets a special set date. Filing of motions the date of trial will result in a continuance attributed to the filing party.
- f. **SEAL/EXPUNGE:** File the original with the Clerk's office and send a copy to chambers. The JA will email the attorney's office with the date that the motion will be on calendar. Counsel does not have to be present at the hearing if all documents are in order. If there is an objection by the State it will be reset with notice to the attorney.

- g. **RETURN OF PROPERTY:** File the original with the Clerk's office and send a copy to chambers. The JA will email the attorney's office with the date that the motion will be on calendar. Defense Counsel must present proof that the motion was submitted to the law enforcement agency holding the property. This can be accomplished by (1) sending the motion to the agency by Certified Mail, Return Receipt Requested and bringing the green return receipt post card to court; (2) faxing the motion to the agency and bringing a fax confirmation printout to court; or (3) obtaining a receipt from the agency verifying they were served with the Motion.
- h. **ARTHUR HEARINGS:** Defense Counsel must first speak with the assigned ASA to verify that the State will not agree to any pretrial release conditions. If the parties cannot reach agreement, Defense Counsel may email the JA to request hearing date for an Arthur Hearing. Although neither party is required to file a motion, Judge Stuzin strongly encourages both sides to provide any videos, transcripts, evidence, etc., upon which the parties will rely at the Arthur Hearing at least three (3) days prior to the Hearing. The more voluminous the materials, the earlier they should be provided to the Court.
- i. **INCREASE/REDUCE BOND:** File the original with the Clerk's office and send a copy to chambers. Counsel should, at a minimum, attach a copy of the A-form and defendant's prior criminal history, to the Motion, along with any other documents Counsel wants Judge Stuzin to consider in increasing or reducing bond. The JA will email the attorney's office with the date that the motion will be on calendar.
- j. **TERMINATE OR MODIFY PROBATION/CC:** Judge Stuzin does not automatically grant termination or modifications of Probation or Community Control at the midway point. A party requesting to modify or terminate probation shall file a Motion to Modify or Terminate. You must include the Probation Officer(s), the State Attorney and - if applicable- the victim's position in the motion. If there is an objection, please include a copy of the original A-form and the defendant's criminal history. The Court will make a case-by-case determination. Depending on the severity of the original charges, a defendant is advised to demonstrate that s/he has done more to show rehabilitation than merely comply with the terms of probation; complying with the terms of probation is already a prerequisite to terminate probation upon its expiration. It will likely be insufficient to early terminate probation or modify community control.

9. **SOUNDINGS:**

- a. Judge Stuzin has soundings on all cases ten days prior to trial on a Thursday.

**MOTIONS FILED AFTER SOUNDING:**

The purpose of a Sounding is to address motions to compel, trial readiness and continuances. If after a sounding, a party believes there is still outstanding discovery, they are no longer ready for trial or they believe the other side is not ready for trial because they filed last minute witnesses and/or motions, all those issues will be handled the day of trial. Please do not request an earlier hearing date. If motions are filed after the sounding, please send chambers a courtesy copy to address on the day of trial.

The only exception to this rule is for special set trials. The Court will set a motion for continuance after the sounding and before the trial date if the trial has been special set.

10. **POLICIES REGARDING PLEAS:**

Judge Stuzin takes pleas every day. To put a case on calendar for plea, email the JA and she will give you a calendar date.

11. **MISCELLANEOUS POLICIES AND PROCEDURES:**

- a. If witnesses are not appearing 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. The Court may deny continuances in these circumstances if counsel has not filed Motions to Compel.
- b. If you have case law, provide it before the hearing.
- c. Judge Laura Anne Stuzin requires attorneys to strictly adhere to the **Eleventh Judicial Circuit Standards of Professionalism and Civility, the Standards of Professional Courtesy and Civility for South Florida, and the Florida Bar Ideals and Goals of Professionalism**, as adopted by Administrative Order 2-14-01-A1.