

Jail Division Information and Daily Procedures During COVID Phase 2

CONTACT INFORMATION

JUDGE'S NAME & E-MAIL:

Jeffrey M. Kolokoff (JKolokoff@jud11.flcourts.org)

JUDICIAL ASSISTANT'S NAME & E-MAIL:

Lisvet Claro (LiClaro@jud11.flcourts.org)

- Parties must copy the Judicial Assistant on any e-mails regarding Court business as well as opposing counsel.
- Do Not put "SERVICE OF COURT DOCUMENTS" in the subject line of any e-mail to the Court – it will be rejected by the Court's e-mail system.

BAILIFF'S NAME & E-MAIL:

Omar Jaquez (OJaquez@jud11.flcourts.org)

CHAMBERS AND COURTROOM INFORMATION:

1351 N.W. 12th Street
Room 508; Courtroom 6-7
Miami, FL 33125
Phone: 305-548-5194

[Jail Division Virtual Courtroom](#)

Meeting ID: 989 2439 3221

Daily jail report calendar in REG CR 6-7 or 6-5 (Wednesdays Only).

[Mental Health Problem Solving Virtual Courtroom](#)

Meeting ID: 919 5603 0911

Wednesdays Only Mental Health Problem Solving Calendar (REG CR 6-7)

[Jail Arraignment Virtual Courtroom](#)

Meeting ID: 357 776 6251

Daily Jail Arraignment / Misdemeanor Bond calendar (REG CR 5-3)

Zoom Dial-In Number for all virtual courtrooms: 786-635-1003

PROCEDURES

1. Morning calendar begins at 9:30AM with Jail Reports for new cases or newly in custody defendants regardless of misdemeanor crimes (“Crimes”) or criminal traffic (“Traffic”). Afternoon calendar begins the later of 1:00PM or one hour following the conclusion of the morning calendar. The Court alternates afternoon calendars weekly between Crimes and Traffic. (Week of January 19, 2021 is Crimes; Week of January 25, 2021 is Traffic, and so forth). Trial cases will be set for case management conference on Mondays and Thursdays until such time as the cases are set for trial. Motions will be heard on Tuesdays, Wednesdays, and Fridays. Motions will not be heard on Tuesdays following a Monday court holiday. The following matters may be set on any day: motions regarding pretrial release, change of pleas that will result in a Defendant’s release, or time sensitive matters that must be addressed before the next motion calendar. Mental Health Problem Solving Court calendar is heard Wednesdays beginning at 10:00 AM. All calendars are heard in Courtroom 6-7 except Wednesday Jail Reports are heard in Courtroom 6-5 commencing at 9:30 AM. The daily schedule is as follows:

Week 1	AM	PM
Monday	Jail Reports	Case Management (Crimes)
Tuesday	Jail Reports	Motions (Crimes)
Wed. (6-7)	JDP in custody (10:00) AOT (12:00)	JDP out of custody (1:30) ITP (2:30)
Wed. (6-5)	Jail Reports and Motions	Special Sets
Thursday	Jail Reports	Case Management (Crimes)
Friday	Jail Reports and Motions	Special Sets
Week 2	AM	PM
Monday	Jail Reports	Case Management (Traffic)
Tuesday	Jail Reports	Motions (Traffic)
Wed. (6-7)	JDP in custody (10:00) AOT (12:00)	JDP out of custody (1:30) ITP (2:30)
Wed. (6-5)	Jail Reports and Motions	Special Sets
Thursday	Jail Reports	Case Management (Traffic)
Friday	Jail Reports and Motions	Special Sets

2. Judge Kolokoff's virtual courtroom opens at 9:00AM or earlier and remains open during intraday recesses. Judge Kolokoff urges all interested parties to use the virtual courtroom like a traditional courtroom (discuss pending matters and plea offers, etc.) Judge Kolokoff's staff is available to assist you using the chat function should you any assistance.
3. The Court strongly encourages the State to convey plea offers by written plea sheets from the assigned Assistant State Attorney to the assigned Assistant Public Defenders and assigned Assistant Regional Conflict Counsels. Whenever possible, plea sheets should be forwarded the day before the calendar is scheduled. The first time an attorney hears a plea offer should not be when the case is called by the Court.
4. **Motions, other than emergency motions, must be filed and docketed before being set.** Please contact chambers by e-mail to request a matter to be scheduled on calendar. The request should indicate the case number, Defendant's name, jail number, motion/matter to be addressed, whether the Defendant's presence is required, whether an interpreter is required, which language is required, and should include a filed copy of any motion to be heard. Requests to set cases on the following day's calendar must be received by 1:30PM absent exceptional circumstances. Once confirmed by chambers, the scheduling party is responsible for noticing the hearing. The Court will notify corrections of which defendants are to be brought. Motions in Limine need not be set on the motion calendar until the case is set for trial. Lengthy substantive or evidentiary motions ready for hearing should be set on the motion calendar for the Court to assign a specially set date and time. Judge Kolokoff's Chambers handles all requests to set matters in the Jail Division.
5. Judge Kolokoff expects the parties to confer to resolve motions and narrow issues before any motion hearing. Judge Kolokoff strongly encourages the parties to confer to resolve motions and narrow issues prior to setting any motion and to submit agreed orders to the Court as necessary. The first discussion of an issue should never be when the Court calls the case.
6. Motions shall comply with Fla. R. Crim. P. 3.190(a) and shall state with specificity the grounds upon which the motion is based.

7. AGREED/UNOPPOSED MOTIONS: A proposed order may be electronically submitted to chambers if accompanied by a motion signed by both parties or an email or other proof indicating agreement or non-opposition. Judge Kolokoff endeavors to enter agreed orders within one business day of submission. All orders will be transmitted to the clerk and corrections (as needed).
8. Judge Kolokoff will read whatever materials are submitted to the court and prefers e-mail submission (please contact the judicial assistant for additional instructions if submissions exceed 75 pages). E-mails for cases to be heard the following day should be forwarded directly to Judge Kolokoff and must be copied to the judicial assistant and the other party or parties to the case. Otherwise, e-mails should be forwarded to the judicial assistant and copied to the other party or parties to the case.
9. The Court encourages all parties to take advantage of the opportunity for written advocacy and emphasizes that “the record” consists of all the contents of the court’s file not just transcripts of court proceedings.
10. Judge Kolokoff requires attorneys to adhere strictly 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 Eleventh Circuit [Administrative Order 2-14-01-A1](#) and expects attorneys to act professionally at all times.
11. All methods to minimize the risk of COVID-19 exposure must be utilized at all times by individuals involved in in-person proceedings in Judge Kolokoff’s courtroom. This includes, but is not limited to, **wearing face masks so that the wearer’s nose and mouth are completely covered at all times**, and complying with social distancing by staying at least six feet from other people. *See* Eleventh Circuit [Administrative Order No. 20-11](#).
12. The Jail Division is for in custody defendants (including those on house arrest). Out of custody defendants will be reset in their blind filed sections absent exceptional circumstances.