

**IN THE THIRTEENTH JUDICIAL CIRCUIT  
HILLSBOROUGH COUNTY, FLORIDA**

**ADMINISTRATIVE ORDER S-2020-007  
(Supersedes Administrative Order S-2017-066)**

**CRIMINAL DIVISION “O” – PRELIMINARY PROCEEDINGS**

It is necessary for the proper and efficient administration of justice to update the provisions in Criminal Division “O” dealing with preliminary proceedings in light of the duty judges no longer conducting Division “O” proceedings. By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2), it is ORDERED:

**1. Proceedings**

The presiding judge of Criminal Division “O” will conduct the following proceedings:

- First appearance hearings on all criminal cases;
- Bond and release on recognizance motions on felony cases not yet assigned to a division;
- Bond and release on recognizance motions for all misdemeanor and traffic cases filed prior to the defendant’s scheduled arraignment date;
- Interstate cooperation matters under chapter 941, Florida Statutes (fugitive warrants and governor warrants);
- Interstate extradition of witnesses under chapter 942, Florida Statutes;
- Traffic and misdemeanor arraignment hearings for incarcerated defendants;
- Adversary preliminary proceedings;
- Petitions to seal and expunge records in cases with no division assignment;
- Motions to quash in criminal cases with no division assignment;
- Matters relating to investigative subpoenas issued by the state attorney until such time as any related criminal case is assigned to a division;
- Motions seeking return of a firearm when an individual is arrested but the state attorney does not file criminal charges;
- Other circuit criminal matters relating to cases with no division assignment;
- Other circuit criminal matters upon request or approval of the presiding judge of the assigned division; and
- Any emergency criminal matter not assigned to another division.

**2. Proceedings Conducted via Audiovisual Devices**

All proceedings in Criminal Division “O” will be conducted via audiovisual devices and be electronically recorded.

**3. Emergency Matters**

Emergency matters to be heard by the presiding judge in Criminal Division “O” will be scheduled by the judge.

**4. Case Information and Documentation**

All documents pertaining to the cases on the docket of any given day should be available to the Criminal Division “O” judge while court is in session, including but not limited to, driver histories, rap sheets, informations, criminal report affidavits, and the files of the probation department, state attorney, public defender, and clerk of the court.

**5. Reassignment upon Disqualification**

If the presiding judge of Criminal Division “O” enters an order of disqualification, the clerk will immediately reassign the matter to the administrative judge of the County Criminal Division or, if the administrative judge of the County Criminal Division is unavailable, then to the administrative judge of the Circuit Criminal Division, or if both administrative judges are unavailable, then to a designee of the chief judge.

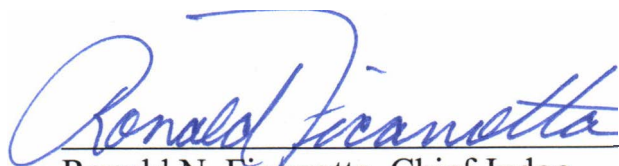
**6. Previous Administrative Order Superseded**

This administrative order supersedes Administrative Order S-2017-066 (*Criminal Division “O” – Preliminary Proceedings*).

**7. Effective Date**

This administrative order is effective immediately.

ENTERED in Tampa, Hillsborough County, Florida on January 13, 2020.

  
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Ronald N. Ficarrotta, Chief Judge

Original to: Pat Frank, Clerk of the Court  
Copy to: All Circuit and County Criminal Court Judges  
Gina Justice, Court Administrator  
Patrick Barrentine, Department of Corrections  
Melissa Moore, Major, Hillsborough County Sheriff's Office,  
Misdemeanor Probation  
Andrew H. Warren, State Attorney  
Julianne Holt, Public Defender  
Chad Chronister, Sheriff  
Brian Dugan, Tampa Chief of Police  
Edward Duncan, Plant City Chief of Police  
Kenneth R. Albano, Temple Terrace Chief of Police