



PROCEDURES FOR CIRCUIT FELONY OUT OF CUSTODY PLEAS
DATED JUNE 29, 2020

1. Discussion of Forms with the Defendant. Use the documents located on our website (<https://www.fljud13.org/Forms.aspx>) under Circuit Criminal Justice & Trial **Plea Forms – (Non-custody):** Plea Form – Felony bilingual; DNA Addendum to Plea Form; Waiver of Physical Presence in Court Addendum to Plea Form (Out of Custody pleas via Zoom) and 13th Circuit Fingerprint Form.

Attorneys are required by the terms of those forms to discuss each of them ***line by line with the Defendant in person and/or in a private, confidential setting that allows for meaningful discussions between the attorney and the defendant regarding the case(s) and the plea(s).*** Please note the plea form indicates that the Defendant has seen and agrees with the scoresheet as prepared by the State, so you must go over that document with the Defendant as well, and be prepared to answer questions regarding the same.

2. Obtaining the Defendant’s Fingerprints

The Defendant is to report to one of the following substations of the Hillsborough County Sheriff’s Office to have his/her fingerprints rolled on a court-supplied card; Monday-Friday from 8:00 am to 5:00 pm:

District 1 14102 North 20th Street Tampa, Florida	District 3 7202 Gunn Highway Tampa, Florida	District 5 10128 <u>Windhorst Road</u> Tampa, Florida
District 2 2310 North <u>Falkenburg Road</u> Tampa, Florida	District 4 508 33rd Street SE Ruskin, Florida	Identification Section 2306 North <u>Falkenburg Road</u> Tampa, Florida

The form may be downloaded from the 13th Circuit Website (see above); or the HCSO Districts will have copies there to use.

There is ***no charge*** for Hillsborough County residents and a ***\$10.00 charge*** (cash only) for non-Hillsborough County residents.

Samantha L. Ward
Circuit Court Judge, 13th Judicial Circuit
Circuit Criminal Administrative Judge
Tampa, FL
WARD@FLJUD13.ORG

3. Signature on Forms.
 - VIA VIDEO VISITATION: Once the attorney has fully discussed **ALL** forms with the Defendant and obtained the Defendant's permission for the attorney to sign those forms **FOR** him/her (or, s/he has chance to sign them at or after the time of your video visitation,) the attorney will sign each form (either physically or electronically.); or
 - IN PERSON: The Defendant shall sign the forms in the presence of the attorney before the plea is scheduled if s/he has met with the attorney in person in preparation for the plea.
4. Filing of Forms. Each form is then to be uploaded as a separate document via the E-Portal. Each individual case number requires each of these forms be filed separately (i.e. for 2 felony cases, you would have 8 separate forms uploaded.) VOP cases do not need the Felony Plea Form nor the DNA form, but DO require a waiver of physical appearance and the Fingerprint Form.
5. Docketing the plea(s). All 4 forms must be filed with the Clerk (*via E-Portal*) **prior to the entry of the plea; that includes a scanned copy of the completed Fingerprint Form.**

Follow the procedures of your assigned division in order to add the case onto the docket. Because of the time constraints placed upon our staggered dockets at this time, pleas will not be taken on regularly scheduled dockets unless the above procedures have been complied with prior to the docket, and the division judge has agreed to take the plea at that time.

6. Requirement to MAIL-IN Fingerprint Form. Immediately after the entry of the plea, the attorney is required to send the original Fingerprint Form via US MAIL to:

Clerk of the Circuit Court
401 N Jefferson Street
3rd Floor, FINGERPRINTS: Attn: Angela Freestone
Tampa, FL 33602

Thank you for your patience in assisting us work through these issues that confront the criminal justice system in this time of National Emergency. Please contact me via email if you have any additional questions.