

Judicial Practices and Procedures

(last modified May 19, 2026)

J. Logan Murphy, Judge
Jaclyn Dingwerth, Judicial Assistant

Contact Information

Mailing Address: 401 N. Jefferson St., Room 233, Tampa, FL 33602
Physical Address: 401 N. Jefferson St., Room 233, Tampa, FL 33602
Telephone: (813) 272-6841
E-mail: ppcourt@fljud13.org

Table of Contents

A. Overview	1
B. Communications with the Judicial Office.....	2
C. Scheduling Procedures	3
D. Remote Appearance.....	6
E. Hearing-Specific Procedures.....	6
F. Submission of Orders and Judgments	9
G. Courtesy Copies of Case Law and Other Documents.....	9
H. Emergencies and Other Urgent Matters.....	10
I. Other Division Procedures.....	10

A. Overview

- **Nature of Division O:** Division O is a unique, hybrid criminal division. The division primarily handles first appearances and motions for pretrial detention under § 907.041 of the Florida Statutes and *State v. Arthur*, 390 So. 2d 717 (Fla. 1980). Also scheduled in Division O are matters in felony cases not yet or no longer assigned to a criminal trial division. These may include:
 - motions to set or reduce bond;
 - motions to modify contact and other conditions of release;
 - non-adversarial probable cause hearings under Rule 3.133(a);
 - adversary preliminary hearings under Rule 3.133(b);
 - motions for return of property;
 - motions to withdraw a capias or bench warrant;
 - motions to set bond on an outstanding warrant or capias;
 - so-called *Hunter* hearings seeking leave to issue investigative subpoenas for otherwise protected medical information; and
 - other matters related to investigative subpoenas.

Division O also handles all fugitive cases—that is, cases in which a defendant has been arrested on a warrant from another state. (If the foreign warrant is governed by the Interstate Compact Agreement in § 949.07 of the Florida Statutes, the case is heard in Division K.)

- **Governing Administrative Orders:** Thirteenth Circuit Administrative Order [S-2024-030](#) governs the scope of Division O. *Please review this order before setting a hearing.* If you are unsure whether a matter should be set in Division O or the assigned criminal trial division, please contact us. Division O also follows Administrative Order [S-2024-062](#) (Circuit Criminal Division) unless in conflict with S-2024-030 or these policies and procedures.

B. Communications with the Judicial Office

- **Method of Communication:** We maintain open lines of communication and are happy to help in any way we can. You may contact the judicial office by email or telephone. With any communication, please include your name, the case number (e.g., 25-CF-000001), the case name (e.g., State of Florida v. John Doe), your phone number, and your email address, so that we can respond as quickly as possible.

Office email: ppcourt@fljud13.org
Office phone: (813) 272-6841

- **Ex Parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct. That rule prohibits a judge from initiating, permitting, or considering ex parte communications and from considering communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any email directed to the judicial office, unless an ex parte communication is authorized by law.
- **Litigation by Email:** Litigation by emailing chambers is **absolutely prohibited**. All relief must be sought by motion or stipulation. Any communication with the judicial office concerning substantive matters will be immediately forwarded to all relevant parties and filed on the public docket. In other words: If you want the Court to take some action, *file a motion*, do not send an email. (This restriction does not apply to administrative matters, like scheduling.)
- **E-Filing Portal Contact Information:** Under Florida Rule of General Practice and Judicial Administration 2.516, all attorneys and self-represented litigants must provide an email address to receive signed

orders electronically, unless excused. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the email account registered for electronic service. We make every effort to provide courtesy copies of orders by email, but we cannot guarantee that will occur on short notice.

- **No Legal Advice:** The judicial assistant and other court staff cannot give legal advice or discuss orders.
- **Professionalism:** Judge Murphy expects the highest standards of professionalism, candor, and preparation in his courtroom. Any attorney or party displaying conduct unbecoming of the proceeding may be subject to removal or sanctions.
- **Cooperation and Communication Between Counsel:** A keystone of professionalism is active cooperation. In that spirit, Judge Murphy expects parties to actively discuss disputes before presenting them to the Court for a ruling. He also expects attorneys to expeditiously respond to inquiries and communications from opposing counsel and other parties. *Not responding is not acceptable.*

C. Scheduling Procedures

- **Court Schedule – Weekday Non-Holiday Schedule:** Our ordinary schedule for a week without holidays is found below. This schedule occasionally changes based on the size of the docket, intervening holidays, and conflicts. Please check with the judicial office or the Clerk to verify the schedule for any given week.

Monday: Motions for pretrial detention at 9:00 a.m. (Courtroom 13); first appearances at 1:30 p.m. (Courtroom 17); motions docket at 3:00 p.m. or immediately following first appearances (Courtroom 17).

Tuesday: Motions for pretrial detention at 9:00 a.m. (Courtroom 13); first appearances at 1:30 p.m. (Courtroom 17); motions and fugitive dockets at 3:00 p.m. or immediately following first appearances (Courtroom 17).

Wednesday: First appearances at 1:30 p.m. (Courtroom 17); motions docket at 3:00 p.m. or immediately following first appearances (Courtroom 17).

Thursday: Motions for pretrial detention at 9:30 a.m. (Courtroom 13); first appearances at 1:30 p.m. (Courtroom 17); fugitive docket at 3:00 p.m. or immediately following first appearances (Courtroom 17). No motions are heard on Thursday afternoon.

Friday: First appearances at 1:30 p.m. (Courtroom 17). No motions are heard on Friday.

Please note that we cannot predict how long first appearances will take. If longer than 90 minutes, our 3:00 p.m. docket will begin right after first appearances. We appreciate your patience.

Longer evidentiary hearings may be set in the morning on a pretrial detention docket. If you have a conflict or time constraint, please let us know so that we can accommodate you.

- **Weekend & Holiday Schedule:** On weekends, legal holidays (as defined in Rule 2.514(a)(6)), and days the courthouse is closed by order of the Chief Judge, the assigned duty judge handles first appearances as part of the weekend duty schedule:

10:00 a.m. Juvenile detention and shelter hearings in Courtroom 16.

11:00 a.m. First appearances in Courtroom 17.

First appearances may start late if detentions and shelters last longer than an hour. Please arrive no later than 10:30 a.m. if you intend to appear on a first appearance. For more information on weekend court and duty assignments, please see the Thirteenth Circuit's website [here](#) and [here](#). [Administrative Order A-2025-036](#) governs duty judge assignments and responsibilities.

- **Scheduling Hearings:**
 - Please email chambers (ppcourt@fljud13.org) to schedule a hearing. Under paragraph 17(B) of Administrative Order [S-2024-062](#), counsel must clear the hearing date and time with the judicial office *before* filing your notice of hearing. If you do not, the notice may be struck or the motion may not be heard at your scheduled time.
 - The motion and notice of hearing must be filed by 11:59 a.m. on the day before the hearing for the motion to be set on the docket. Except in emergent circumstances, motions or notices filed after noon on the day before the hearing will be stricken.
 - Only cases with a filed motion and notice will be heard. If your motion involves multiple cases, a motion and notice must be filed in *each case*. Cases that do not have a notice of hearing filed on the docket will not be heard, including companion cases for the same defendant.
 - Before setting a motion for a hearing in Division O, please review

Administrative Order [S-2024-030](#) to determine whether the motion is one that may be set in Division O.

- **Good-Faith Conference Required:** Under paragraph 12(A) of Administrative Order S-2024-062, defense counsel **must** contact the assistant state attorney assigned to the case or to Division O before a hearing to reduce bond. Counsel must then discuss whether a stipulation to reduce bond can be reached. If not, defense counsel may schedule a hearing.
- **Lengthy hearings.** If you expect a hearing to last longer than 15 minutes, please alert the judicial office before scheduling the hearing. We may reschedule your hearing for a morning docket, where we are better able to predictably accommodate lengthy hearings.
- **Order of Proceedings:**
 - **Pretrial Detention Hearings:** Judge Murphy ordinarily takes pretrial detention hearings in the following order, though it may change based on the exigencies of the day: (1) cases that will not be full evidentiary hearings; (2) media cases; (3) interpreter cases; (4) cases with private attorneys; and (5) all other evidentiary hearings. We will often delay cases with sensitive issues until the end of the docket. When you arrive, please check in with the bailiff so that we can organize our docket and proceed efficiently. If you have a scheduling conflict or your presence is required in another courtroom at the same time, simply alert Judge Murphy, the bailiff, or the Assistant State Attorney so that we can accommodate your schedule.
 - **First Appearances:** Judge Murphy ordinarily takes first appearances in the following order: (1) media cases; (2) private attorneys; (3) interpreter cases; (4) cases with an alleged victim who wishes to testify; (5) cases in which the State has filed a motion for pretrial detention; and (6) all other cases.
- **Notice of Hearing:** All notices of hearing must be filed, served on all parties, and contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540. **Please note:** The style and substance of the required ADA notification has recently changed. Double-check the rule to ensure yours is compliant.
- **Continuance Procedure:** Continuances for pretrial detention hearings and first appearances are governed by Rules 3.132(e), 3.130(a), and 3.133(a)(1). Judge Murphy adheres to the rules and does not have any special procedures for continuances of hearings.

- **Cancelling Hearings:** If you would like to cancel a hearing, please file a notice of cancelation and alert chambers by phone or email as soon as possible. We do not have deadlines for cancelation or special procedures.
- **Other Scheduling Procedures:** We are flexible and happy to work with all parties to ensure timely and conflict-free hearings. If you have a scheduling issue, please alert us as soon as possible. Some special procedures may apply to scheduling unusual or lengthy proceedings.

D. Remote Appearance

- **Remote Appearance Procedure:** Florida Rule of Criminal Procedure 3.116 governs the use of communication technology, and Judge Murphy follows this rule. Because of the nature of our docket, almost all of our hearings are evidentiary (including first appearances), so we are not able to offer appearances by Zoom. If you cannot appear in person, please contact chambers by phone or email. We make every effort to accommodate attorneys, parties, victims, and witnesses, and we welcome inquiries. We are occasionally able to offer telephonic appearances for non-evidentiary proceedings. In unusual and extraordinary situations, we can allow remote testimony by Zoom. The information for appearing by Zoom will be provided by the court after granting leave.

E. Hearing-Specific Procedures

- **Pretrial Detention Hearings.** Division O hears all motions for pretrial detention filed under section 907.041 of the Florida Statutes and *State v. Arthur*, 390 So. 2d 717 (Fla. 1980). To accommodate the 5-day deadlines established by Rule 3.132(d), Rule 3.040, and § 907.041(5)(g), pretrial detention hearings are set on Monday, Tuesday, and Thursday mornings in Courtroom 13. Notice of the hearing is given at first appearance or when the State files the motion for pretrial detention.
 - Because pretrial detention hearings are evidentiary, we do not allow counsel to appear by Zoom or telephone except in extraordinary and exigent situations. See Fla. R. Crim. P. 3.116(b), 3.116(d). Testimony may be presented using communication technology on a showing of good cause made by motion, with notice to the opposing party. See Fla. R. Crim. P. 3.132(j). Our courtroom is not currently set up to handle hybrid in-person and virtual hearings. Because anyone appearing virtually may be at a disadvantage, testimony using videoconference technology is discouraged.
 - If counsel, witnesses, or family are not available on the scheduled date, counsel should notify the judge at first appearance or

immediately contact chambers. We try to be flexible and accommodate scheduling issues where possible—especially given the short statutory deadline.

- Pretrial detention hearings that will last longer than one hour, including capital felonies and homicides, are often specially set with the Chief Judge or in one of three criminal trial divisions. The parties and counsel will be notified when this occurs, and we will work with everyone to schedule appropriately.
- Judge Murphy has written several orders on frequently occurring issues in pretrial detention hearings. Please contact chambers if you would like to review them.
- **First Appearances.** Except for weekends and court holidays, first appearances are held every day at 1:30 p.m. in Courtroom 17. Because defendants appear by closed circuit television from the county jails, and because first appearances are evidentiary proceedings, all attorneys and witnesses must appear in person. We cannot accommodate telephonic or video conference argument at first appearances.
 - First appearance dockets in Hillsborough County consist of 90 to 120 cases, though we sometimes have more. Because of the high volume, we typically take cases in the following order: (1) cases for which news media has appeared; (2) cases for defendants represented by private counsel; (3) cases that require the services of an interpreter; (4) cases for which an alleged victim appears and wishes to testify; and (5) all other cases in the order they appear on the docket. If you have a scheduling conflict or only a limited amount of time you can be present in court, please contact the judicial office or notify the bailiff upon arriving. We do our best to accommodate schedules not only of private attorneys, but also of victims, family members, and friends who observe or participate.
 - **Testimony of witnesses.** Alleged victims may testify at any time. Family and friends may testify only if they are called as a witness by the State or the defense. The Court ordinarily limits testimony only to alleged victims and does not permit witnesses to testify, given the size of first appearance dockets in Hillsborough County, but exceptions are permitted in unusual situations. See art. I, § 16(b)(6)b., Fla. Const.; *Greenwood v. State*, 51 So. 3d 1278, 1281 (Fla. 2d DCA 2011).
 - **Proffering Bond Factors.** Because of the high volume of cases, Judge Murphy permits counsel to proffer information relevant to statutory bond factors, unless there is a dispute of fact. See § 903.046(2). Defendants have a right, however, to testify on bond factors, if necessary. See *Greenwood v. State*, 51 So. 3d 1278, 1281

(Fla. 2d DCA 2011).

- **Statewide Uniform Bond Schedule.** Please familiarize yourself with Administrative Order [S-2025-063](#), which adopts the Statewide Uniform Bond Schedule and conforms first appearance procedures to section 903.011 of the Florida Statutes.
- **VOP and Failure to Appear Warrants.** By administrative order, Division O usually does not have authority to set bonds at first appearance on no-bond warrants issued for violations of probation and failures to appear. If the warrant was issued under exceptional or unusual circumstances, please bring it to Judge Murphy's attention, and he will work with the assigned division or committing judge to expedite proceedings. If your client was arrested for violating probation or failing to appear and you would like them physically present at first appearances, please alert the judicial office or the bailiff, and we will make sure they are present.
- **Dockets.** Defendants ordinarily appear on the next day's first appearance docket if they are booked at the jail before midnight. If they are booked after midnight in the early morning hours, they may appear on the following day's first appearance docket. You are welcome to contact the judicial office to determine whether a particular defendant is on the first appearance docket.
- **Felony Bond Motions and Motions for Contact.** For all felony cases not yet assigned to a division, Division O handles motions to reduce monetary bail, release on recognizance, and modify conditions of release. Under Administrative Order S-2024-062, a felony is usually assigned to a division when the information is filed. So, if an information has been filed before the date of the hearing, the motion must be heard in the assigned felony division. If a hearing is scheduled in Division O and the case is assigned to a felony division before the hearing, the Division O hearing will be canceled. There is one exception: If the information is filed on the same day as the hearing, our practice is for Division O to handle the hearing to prevent unnecessary delay, unless the parties request otherwise or there is some compelling reason to leave the issue to the court with trial jurisdiction. This is permitted by rule and all felony division judges have approved this procedure. See Fla. R. Crim. P. 3.131(e)(1).
- **Misdemeanor Bond Motions and Motions for Contact.** Under the governing administrative order, Division O does not have authority to act on bond and contact motions in misdemeanor cases, even if related to other felony cases. They must be heard by the assigned county judge.
- **All Hearings Are Evidentiary.** Bond motions and motions for contact are *evidentiary hearings*. That is, the moving party bears the burden of

presenting *evidence or testimony* supporting the relief sought. Unlike first appearances, Judge Murphy generally does not allow supporting evidence to be proffered, absent stipulation of the parties. Witnesses must be present at the time of the hearing. Defendants who are in custody will appear via closed circuit television from the jails, and they will be available to testify.

- **Motions for Return of Property.** Before scheduling a hearing on a motion for return of property, you must email a copy of the motion to the judicial office, the State Attorney, and the law enforcement agency holding the property. The Court will determine whether a hearing should be set, or whether the State and law enforcement agency must be given an opportunity to file a written response. *See Bolden v. State*, 875 So. 2d 780, 782 (Fla. 2d DCA 2004). You **must** confer with the State Attorney before filing a motion for return of property, because such motions are often unopposed. Hearings set before a good-faith conference and before allowing the Court to review the motion in chambers will be canceled.
- **Adversary Preliminary Hearings.** To schedule an adversary preliminary hearing under Rule 3.133(b), the defendant must first file a motion for an adversary preliminary hearing. After alerting the judicial office to the motion by email, the Court will evaluate the motion without a hearing and determine whether an adversary preliminary hearing should be set. Chambers will then work with counsel to promptly schedule the hearing. All adversary preliminary hearings are evidentiary and will be held in person. The same procedures apply to hearings under Rule 3.134.

F. Submission of Orders and Judgments

- All proposed orders must be submitted in PDF/a format through the E-Portal. Please also submit a cover letter informing the Court (1) the date of the hearing, if any, (2) the title of the relevant motion or stipulation, and (3) whether the opposing party agrees to the form of the order or the relief sought.
- If you intend to submit a proposed order based on a stipulation between the parties, please ensure that a stipulation signed by the relevant parties is filed on the case before submitting a proposed order.

G. Courtesy Copies of Case Law and Other Documents

- **When Required:** The Court welcomes briefing and research. It is not necessary to provide copies of case law if citations are readily available through an electronic database such as Westlaw. If you plan to cite materials that are not readily accessible in an electronic database,

please bring sufficient copies for the Court, the Clerk, and all counsel. If possible, please share any law or evidence you intend to cite at a hearing with opposing counsel before the hearing.

H. Emergencies and Other Urgent Matters

- **Requirements:** By administrative order, Division O handles “[a]ny emergency criminal matter not assigned to another division.” If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) the reasons why an emergency hearing is necessary, and (3) the amount of time needed. The motion should be styled such that the words “EMERGENCY MOTION” are prominently displayed and should be immediately brought to the attention of the Clerk, the judicial office, and opposing counsel.
- **Scheduling:** If the Court determines that an emergency exists, a hearing will be scheduled unilaterally by the Court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.
- **False Emergencies & Sanctions:** Emergency motions should be restricted to **true** emergencies—situations where a party’s rights are in imminent peril, and an immediate order is necessary to preserve those rights or the status quo pending further action. “The improper filing of an emergency motion ‘unfairly disfavors other litigants who, despite expeditious prosecution of each case and scrupulous attention to each [rule of procedure], must wait patiently while the court disposes of a feigned emergency.’” *Watson v. Equifax*, No. 3:12-cv-552-J-99MMH-JBT, 2013 WL 12385316, at *1 (M.D. Fla. Apr. 11, 2013) (quoting *Onward Healthcare, Inc. v. Runnels*, No. 6:12-cv-508, 2012 WL 1259074, at *2 (M.D. Fla. Apr. 13, 2012)). Motions that are time-sensitive or even urgent are **not** emergencies. The unwarranted designation of a motion as an emergency will result in the imposition of sanctions, including denial of the motion.
- **Urgent & Time-Sensitive Motions:** If your motion is not an emergency, but is time-sensitive, please file the motion and then alert the judicial office by email or phone. We will make every effort to accommodate and address timing issues. You may also style the motion as “TIME-SENSITIVE” to bring it to the Court’s attention.

I. Other Division Procedures

- **ADA Accommodations:** If you need an ADA accommodation, please contact:

Administrative Office of the Courts
Attention: ADA Coordinator (Tonya Muhammad)
800 E. Twiggs St., Tampa, FL 33602
Phone: (813) 272-7040
Hearing Impaired: 1-800-955-8771
Voice Impaired: 1-800-955-8770
Email: ADA@fljud13.org

- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact the judicial office as soon as possible. Interpreters for languages other than Spanish may be specially ordered, but may need to appear by telephone or Zoom. Proceedings that require interpreters for some languages may require a brief continuance to ensure the presence of an interpreter and other due process resources.

Please contact us at ppcourt@fljud13.org or 813-272-6841 if you have any questions. We maintain open lines of communication and are happy to help, if we can. We are sensitive to busy schedules and the short timelines imposed in Division O. If we can assist in any way, we will try to do so.