

## **Misdemeanor/Traffic Criminal** **Remote Access Courtroom in 5-2**

**Starting Friday May 1<sup>st</sup>.**

**Meeting ID: 976 1199 8760**

Join Zoom Meeting <https://zoom.us/j/97611998760>  
One tap mobile +17866351003, 97611998760# US (Miami)

Misdemeanor and Traffic Criminal cases for out of custody defendants (not including domestic violence cases) which would normally be heard in the Richard E Gerstein Justice Building, or in the Branch Courts (North Dade, South Dade, Hialeah, Miami Beach, Hialeah, and Joseph Caleb Center and Gables) will be heard remotely from courtroom 5-2. Attorneys and litigants will be able to appear by video conferencing by the [Zoom Video](#) platform.

Cases will be heard **Monday to Friday starting at 9:30 am**. Each division will have one set time slot per week. The following chart shows when each division's time slot occurs and who will be the judge hearing the cases. Note urgent matters may be accommodated on the Special set calendar regardless of division at the end of morning session. Based on the limited workers in the clerk's office at this time, all cases must be scheduled 5 days in advance through the assigned division judge's judicial assistant.

Remote Access Cases are all set at 9:30 and the zoom meeting room will remain open to all litigants/participants. The presiding judge will call the cases in order by division and then alphabetically. One judge will be hearing all the Remote Access Courtroom cases scheduled for that day, there will be no passing, so please be patient and alert for your client's name.

<b>Monday 9:30</b>	<b>Tuesday 9:30</b>	<b>Wednesday 9:30</b>	<b>Thursday 9:30</b>	<b>Friday 9:30</b>
Coverage Judge:	Coverage Judge:	Coverage Judge:	Coverage Judge:	Coverage Judge:
<b>Nunez</b>	<b>Alvarez Zane</b>	<b>Harris Nelson</b>	<b>Martinez</b>	<b>Woodward</b>
Schedule of Divisions Weekly time slot				
Judge Kristy <b>Nunez's</b> division	Judge Betsy <b>Alvarez-Zane's</b> division	Judge Julie <b>Harris Nelson's</b> division	Judge Lizzet <b>Martinez's</b> division	Judge Jacqueline <b>Woodward's</b> division
Section M005 Central B	Section M004 Central A	Section M008 Central C	Section M006 Central D	Section M007 Central E
Judge Betty <b>Capote's</b> division	Judge Fred <b>Seraphin's</b> division	Judge Victoria <b>Ferrer's</b> division	Judge Raul <b>Cuervo's</b> division	Judge Edward <b>Newman's</b> division
Section B201 Caleb Center & Coral Gables	Section M003 Central G	Section B211 Hialeah	Section B231 North Dade	Section M002 Central H
Judge Stephanie <b>Silver's</b> division	Judge Luise <b>Kreiger Martin's</b> division			Traffic Infraction Motions
Section B241 Miami Beach	Section B263 South Dade			
At the end of the session -- Special set cases regardless of division - ****traffic criminal must be scheduled 5 days in advance and misdemeanors need 3 days in advance AND need permission from presiding judge in advance ***				

**NOT ALL CASES NEED TO BE HEARD IN THE REMOTE COURTROOM –  
MANY MOTIONS CAN BE RESOLVED WITHOUT A ZOOM HEARING.**

If the case can be resolved without a hearing, then the judge can sign an agreed order and his/her judicial assistant can assure that the order is filed. This will continue as it has been since March.

# **How to schedule a case to be heard in Remote Access in Courtroom 5-2**

## **Instructions for lawyers & un-represented defendants**

Litigants should use their best efforts to resolve the case **prior** to requesting a hearing. Litigants must contact the opposing party **BEFORE** requesting a hearing. (see below for contact info for the division assigned ASA). Cases will be set in the Remote Access Courtroom 5-2 **only after the case has been reviewed by the division judge** and the case/motion is determined to be suitable for this calendar.

### **Step 1 Determine what division your case is assigned to.**

Every case is assigned to a division judge. If you enter your case information you can see the division and the judge that has been assigned to your case. The case information is available online by entering the case number or the defendant's name and date of birth into the Miami-Dade County Criminal Justice Online System.

For Traffic criminal –

<https://www2.miami-dadeclerk.com/trafficapp/allsearches.aspx>

305-275-1111 – automated information only

For Misdemeanor cases

<https://www2.miami-dadeclerk.com/CJIS/CaseSearch.aspx>

305-275-1155 – automated information only

## **Step 2     Contact the opposing party.**

Each litigant should try to resolve the case before turning to the court for judicial action. If the parties agree the resolution will be faster. In some cases, no hearing will be needed or in some cases, you may not have to wait a week to get on calendar. If the parties are in agreement and can submit an agreed order to the judge then the division judge and his/her staff will expedite the matter.

## **Step 3     Send the request for a hearing to the Judicial assistant to the division Judge**

Send an email to the judicial assistant of the division judge **and** to the opposing party. (Emails by division are at the end of the memo) Attach the motion and proposed order, any evidence or pertinent information, a short explanation regarding your reasons for why you believe it should be heard in the Remote Access Courtroom.

- Whenever you contact a Judge or the judicial assistant about a case, you **must** copy all counsel in the same email. One sided communication is prohibited.
- All motions should have an attached proposed order.
- If the defense and prosecution agree, the order should be submitted as a proposed *stipulated* order.
- Be sure to include your phone number in case any more information is needed from you and so that we can call you back with a confirmation date for the hearing.

- The Judicial Assistant will call or e-mail with the date that the motion will be on calendar if the judge agrees to a hearing on the matter.
- The original motion must be filed with the clerk's office through the E-Portal.
- NOTE: The Clerk's Office does not provide Judges with copies of motions submitted through E-filing. E-Filing motions will sit in the clerk's office without a ruling because the judge is not notified until you call the JA and email a copy of the motion.
- If you do not have Zoom capability, let the judicial assistant know in your initial email or phone call. Some motions may be able to be done by phone conference.
- Zoom meeting conferences can be accessed by downloading [Zoom Video](#) for free. A zoom account is not required to attend a meeting. Anyone can join a meeting using the zoom application on your phone, desktop using Windows or Mac, by entering the zoom invite that you will receive from the judicial assistant's email. If you are having a problem, then call for the judicial assistant for help. E-mail is faster and preferred.

#### **Step 4     The division Judge must screen all requests for hearings.**

Once the opposing party (e.g. the assistant state attorney) has had an opportunity to review the motion or request for judicial action, the judicial assistant will send the information to the division judge who will then review the motion to determine

- 1) if the motion can be granted without a hearing, the division judge will sign the proposed order and ensure that the order is filed with the clerk (often within 2 business days); **however,**

- 2) if the judge determines the case requires a hearing then the judge will determine if it can be set in the Remote Access Courtroom. The Judicial Assistant will send an e-mail notification with the time and date and the Zoom invite information. The date of the hearing will be set per the division's pre-set weekly date. (The process of setting this hearing will take a minimum of 5 days); or

### **Exceptions:**

- If the judge determines that the case needs an **extended time hearing**, then that division judge will confer with Administrative Judge Faber for a special set date. Separate arrangements need to be made by the division judge for utilizing the Remote Access Courtroom. These hearings must be set on a specific afternoon. Once set, the Judicial Assistant will send an email notification with the time and date and a separate Zoom invite information for that special hearing date.
- If the litigants are not available on the regularly scheduled date, advise the Judicial Assistant who will advise if she can set an out of order date.
- If the defendant wished to resolve his/her case and fingerprints/probation or other items are required, these issues need to be resolved prior to the hearing date.

Judge Betsy <b>Alvarez-Zane</b>	(305) 548-5400 <b>Judicial Assistant:</b> Laurel King-Harrison <a href="mailto:LKing-harrison@Jud11.FLCourts.org">LKing-harrison@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Kelsey Shelton <a href="mailto:KelseyShelton@MiamiSAO.com">KelseyShelton@MiamiSAO.com</a>	Section M004= Central A
Judge Kristy <b>Nunez</b>	(305) 548-5122 <b>Judicial Assistant:</b> Joyce Allen <a href="mailto:JAllen@Jud11.FLCourts.org">JAllen@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Mary Corbin <a href="mailto:MaryCorbin@MiamiSAO.com">MaryCorbin@MiamiSAO.com</a>	Section M005 = Central B
Judge Julie <b>Harris Nelson</b>	(305) 548-5193 <b>Judicial Assistant:</b> Evelyn Velasquez <a href="mailto:EVelasquez@Jud11.FLCourts.org">EVelasquez@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Dominique Paul <a href="mailto:DominiquePaul@MiamiSAO.com">DominiquePaul@MiamiSAO.com</a>	Section M008 = Central C
Judge Lizzet <b>Martinez</b>	(305) 548-5197 <b>Judicial Assistant:</b> Diana Meneses <a href="mailto:DMeneses@Jud11.FLCourts.org">DMeneses@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Chloe Castro <a href="mailto:ChloeCastro@MiamiSAO.com">ChloeCastro@MiamiSAO.com</a>	Section M006 = Central D
Judge Jacqueline <b>Woodward</b>	(305) 548-5280 <b>Judicial Assistant:</b> Carolyn Casola <a href="mailto:CCasola@Jud11.FLCourts.org">CCasola@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Joshua R Paikowsky <a href="mailto:JoshuaRPaikowsky@MiamiSAO.com">JoshuaRPaikowsky@MiamiSAO.com</a>	Section M007 = Central E

Judge Fred <b>Seraphin</b>	(305) 548-5237 <b>Judicial Assistant:</b> Marie Thompson <a href="mailto:MThompson@Jud11.FLCourts.org">MThompson@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Christian Rojas <a href="mailto:ChristianRojas@MiamiSAO.com">ChristianRojas@MiamiSAO.com</a>	Section M003 = Central G
Judge Edward <b>Newman</b>	(305) 548-5397 <b>Judicial Assistant:</b> Dayana Labrador <a href="mailto:DLabrador@Jud11.FLCourts.org">DLabrador@Jud11.FLCourts.org</a>  <b>Assistant State Attorney:</b> Ashley Ramkishun <a href="mailto:AshleyRamkishun@MiamiSAO.com">AshleyRamkishun@MiamiSAO.com</a>	Section M002 = Central H

**Branch Courts**

**Traffic Criminal cases for all Branch Courts**

**Assistant State Attorney:** Karina Harduvel

[KarinaHarduvel@MiamiSAO.com](mailto:KarinaHarduvel@MiamiSAO.com)

**Misdemeanor cases for all Branch Courts**

**Assistant State Attorney:** Michael Monajemi

[MichaelMonajemi@MiamiSAO.com](mailto:MichaelMonajemi@MiamiSAO.com)

Judge Betty <b>Capote</b> Joseph Caleb and Coral Gables Court)	(305) 548-5120  <b>Judicial Assistant:</b> Caridad Rodriguez <a href="mailto:CRodriguez@Jud11.FLCourts.org">CRodriguez@Jud11.FLCourts.org</a>	Section B201 = Caleb Center & Coral Gables Courthouse
Judge Raul <b>Cuervo</b>	(305) 354-8771  <b>Judicial Assistant:</b> Florence Maxi <a href="mailto:FMaxi@Jud11.FLCourts.org">FMaxi@Jud11.FLCourts.org</a>	Section B231 = North Dade
Judge Stephanie <b>Silver</b>	(305) 520-4220  <b>Judicial Assistant:</b> Dedrianna Smith <a href="mailto:DeSmith@Jud11.FLCourts.org">DeSmith@Jud11.FLCourts.org</a>	Section B241 = Miami Beach

<p>Judge Luise <b>Kreiger Martin</b></p>	<p>(305) 252-5858</p> <p><b>Judicial Assistant:</b> Adriana Pracitto <a href="mailto:APracitto@Jud11.FLCourts.org">APracitto@Jud11.FLCourts.org</a></p>	<p>Section B263 = South Dade</p>
<p>Judge Victoria <b>Ferrer</b></p>	<p>(305) 520-4042</p> <p><b>Judicial Assistant:</b> Carmen Hernandez <a href="mailto:CHernandez@Jud11.FLCourts.org">CHernandez@Jud11.FLCourts.org</a></p>	<p>Section B211= Hialeah</p>

# **Rules of court for Remote Access Courtroom**

1. The rules of court remain in effect and litigants/participants should govern themselves accordingly.
  - 1) Cases in the Remote Access Courtroom must be set in advance. Cases will be set as described above, if the division judge determines that a hearing is necessary or if the case is the type of case that requires access to the record (case resolution) or if access to SPIRIT is required (back on track completion/amendment of charges).
  - 2) In Courtroom 5-2, the presiding judge will open the zoom courtroom meeting at 9:30. All parties who have court that day will be admitted into the courtroom zoom meeting. It is an open meeting just as court is open to the public. Therefore, please make sure that your microphone is on mute until your case is called.
  - 3) If the hearing requires the services of an interpreter, please notify the court in advance (in the requesting email) and one will be provided by the court and will appear on the video conference as well.
  - 4) Only the assigned judge, her staff, the clerk and court reporter will be in the physical courtroom. At the end of the calendar, documents will be faxed/scanned/mailed to the parties, if necessary. If the information can be obtained online, no documents will be sent.
  - 5) No attorneys or litigants will be present in courtroom 5-2.

- 6) At least 48 hours prior to the hearing, all documents and/or evidence needs to be e-filed, and a copy scanned and sent directly to the e-mail of the Judicial assistant to the division judge, and to the assistant state attorney or opposing party. If the evidence is not able to be scanned or e-mailed, then contact the judicial assistant with enough time to resolve the issue.
- a. Counsel shall provide an electronic copy or image to the court and the assigned assistant state attorney of any item of evidence sought to be introduced into evidence forty-eight hours prior to the hearing.
  - b. Self-represented parties are strongly encouraged to contact the judicial assistant assigned to the division judge on his/her case as soon as possible. Self-represented parties should provide an electronic copy by email to the judicial assistant of any physical evidence sought to be introduced at the hearing (including documents or photo images) at least two (2) business days before the hearing. The judicial assistant may be able to assist in sending the copies to the correct parties.
  - c. All contact information for the judicial assistant and the assistant state attorney for each division can be found at the end of this memo.
- 7) If you are unable to connect or having any other technical difficulties on the day of your hearing, please call the Chambers of the presiding judge assigned to hear cases that day in Courtroom 5-2. (See the Zoom Courtroom chart or the confirmation email.)