

Zoom Meeting ID 996 0478 5521

<https://zoom.us/j/99604785521>

Phone: [+17866351003,,99604785521#](tel:+17866351003,99604785521#)

1. First Appearance/Bond Hearings
 - a. Weekday Felony Bond Hearings (Courtroom 1-5)
 - i. 9:00am and 1:30pm
 - ii. Zoom Meeting ID 968 6084 2478
 - iii. <https://zoom.us/j/96860842478>
 - iv. +17866351003,,96860842478#
 - b. Weekend/Holiday
 - i. Juvenile (Courtroom 4-1)
 1. 9:00am and 1:00pm
 2. Zoom Meeting ID 996 0478 5521
 3. <https://zoom.us/j/99604785521>
 4. +17866351003,,99604785521#
 - ii. DV/Traffic/Misdemeanor/Felony (Courtroom 1-5)
 1. Approx. 9:30-10:00am
 2. Zoom Meeting ID 968 6084 2478
 3. <https://zoom.us/j/96860842478>
 4. +17866351003,,96860842478#
2. 9AM: AC calendar, ARRAIGNMENTS (IN CUSTODY & UNREPRESENTED OUT OF CUSTODY), Bond Reviews
3. The Court will go in Division order, AC then ARRTS then BOND REVIEWS. NO PASSING CASES SO PLEASE BE "THERE" ON TIME
4. No DEFENDANTS will be present. CORRECTIONS will be "present" with all jail cards
5. The PD will be appointed on all out of custody arraignments
6. The Judge will set cases on the SPECIAL SET* calendars as needed
7. The Judge will set all cases for status on the date prearranged by the clerk unless there is a need for a SPECIAL SET
8. If the case is to be RESET for a SPECIAL SET*, then CORRECTIONS must note this on the Jail Card and ensure the Defendant's presence at the SPECIAL SET via Zoom/Lifesize.
9. Cases that are reset from the 4-1 Arraignment calendar for a plea or release or other issue to be covered by the judge on 4-1 calendar duty will be set at 10AM and will be heard on this same Zoom Conference Room, unless other arrangements are made and distributed to all pursuant to SPECIAL SET* procedures
10. SPECIAL SET hearings for the individual divisions will begin at 10:30 or as soon as all parties are available via Zoom, and prearranged pursuant to SPECIAL SET* procedures, and heard in the Zoom conference room prearranged by the setting Judge

11. Please review Corona Procedures for SPECIAL SETS* for information on setting and accessing a SPECIAL SET HEARING

TROUBLE SHOOTING:

If for any reason the ZOOM system is not working, then we will use LIFESIZE as the back-up for arraignments.

Call in: (312) 584-2401, 1030777# Video link: <https://call.lifesizecloud.com/1030777>

Courtroom Bench Phone Number: 305 548 4946

Or Call the Chambers of the Judge Assigned to that day's calendar

FELONY Corona Procedures for Courtroom 4-1 for *SPECIAL SETS - LAWYERS
Effective April 13, 2020 and beyond CORRECTED

1. If the case was reset directly from the 9 AM 4-1 arraignment calendar then it will be heard on the 10AM calendar by the ASSIGNED JUDGE on the 4-1 Zoom Conference Room

Join Zoom Meeting

Meeting ID: 379 389 5289

<https://zoom.us/j/3793895289>

One tap mobile

+17866351003, 3793895289# US (Miami)

2. If the case is a SPECIAL SET from DIVISION it will be set at 10:30 or other time prearranged by the Division Judge/JA and heard in the ZOOM conference prearranged by the Division Judge/JA
3. To place a case on the 4-1 SPECIAL SET calendar, you must go through the Division Judge. Do not contact the covering judge or the COC. All arrangements must be made through the Division Judge. Please make sure you have EXHAUSTED the possibility of an agreed order or ruling on the pleadings. Please include 1. If your client's presence is required 2. If your client needs an interpreter 3. Name, Case #, JLN, dob of your client 4. COPY YOUR OPPOSING COUNSEL ON THE REQUEST
4. **FOR PLEAS** MDCR will be taking fingerprints at the facilities. Prosecutors must email scoresheets to the covering JUDGE/JA for signature and filing.

(See below for an abbreviated version of Special Set Procedures for Judges)

FELONY Corona Procedures for Courtroom 4-1 for SPECIAL SETS - JUDGES
Effective April 13, 2020 and beyond

1. The Judge must screen all requests for hearings and determine whether
 - a. The issue can be ruled on without a hearing
 - b. The issue necessitates a hearing
2. The Judge/JA must RESERVE a time slot in Courtroom 4-1 by contacting Judge Sayfie's JA, Mayra Perez. Lawyers cannot request a reservation directly. All requests must come from the Judge/JA.
3. Requests must indicate a reasonable period of time for the hearing, being considerate of other colleagues that may also need access to the Courtroom.
4. Once the time/date are reserved then the Judge/JA/Bailiff of the division are responsible for sending the Zoom invite to the parties, corrections, interpreter, reporter and the clerk.
5. If the Defendant does not speak English and the hearing is complicated and/or lengthy then contact Judge Sayfie to ensure we have appropriate interpretation available.
6. Effective 4/13/20 – the Court can hear matters in 4-1 via Zoom that are not emergencies or critical matters, at the discretion of the division judge and giving priority to other matters that are in fact critical or emergencies.