

**IN THE COUNTY COURT OF THE FIFTEENTH  
JUDICIAL CIRCUIT IN AND FOR PALM BEACH  
COUNTY, FLORIDA  
CRIMINAL DIVISION “C”**

**IN RE: STANDARD SCHEDULING  
PROCEDURES FOR DIVISION “C”**

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**1. Case Disposition Hearings**

Case dispositions will be conducted on **Mondays at 8:30 a. m.** From case disposition hearing, the case will be set for plea conference, or calendar call.

**2. Plea Conferences, Status Checks and Petitions To Expunge/Seal**

Plea conferences, status checks & Petitions to Expunge/Seal will be set on **Mondays and Fridays at 8:30 a. m. (Not necessary to contact Judicial Assistant)**

**3. “Short” Motion Hearings**

Any motions which will consume no more than five minutes of total hearing time may be set any **Monday or Friday at 8:30 a. m. (Not necessary to contact Judicial Assistant)** Opposing counsel must receive appropriate notice. **All notices shall include a statement the “I certify that I have personally contacted the opposing attorney, (insert name of opposing attorney), and made a good faith effort to resolve the motion before setting the matter for hearing”.**

**4. “Long” Motion Hearings**

Matters expected to consume more than five minutes may be set by contacting the Division “C” Judicial Assistant (Ms. Glover) at (561) 355-2330. After obtaining hearing time from the judicial assistant, the judicial assistant must receive a “courtesy copy: of the written motion (or other pleading requiring the hearing time) within **48 hours** from the scheduling of the hearing time. **Written notice and motion must be filed with clerk of the court.** If the written document is not received within the **48 hour** period, the hearing may be canceled by the judicial assistant so that the hearing time can be made available to others seeking a hearing time.

**5. Calendar Calls**

Calendar calls are set on **Fridays at 8:30 a. m.** at which time the defendant **MUST** be present. Trials will be set on Tuesdays. All proposed plea agreements must be submitted to the court at or before calendar call. Any change of pleas subsequent to calendar call is at the Court’s discretion.

**6. Jury/ Non Jury Trials**

Tuesday, Wednesday and Thursday are specifically reserved for jury trials **ONLY** and other matters **specialy** set by the court. Non jury trial may be set on Tuesday, Wednesday and Thursdays.

**7. Restitution Hearings**

Restitution hearings are specially set 15 minute hearings by either the court or its' judicial assistant. Each restitution hearing set is for a date and time certain. Restitution hearings may only be continued upon proper motion to and order by the court.

**DONE AND ORDERED** in Chambers at West Palm Beach, Palm Beach County, Florida this \_\_\_\_\_ day of May, 2014.

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**SHEREE DAVIS CUNNINGHAM**  
**COUNTY COURT JUDGE**