



BLAKE ADAMS
COUNTY COURT JUDGE
TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

COLLIER COUNTY COURTHOUSE
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NAPLES, FLORIDA 34112

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JUDICIAL ASSISTANT: JULIANNE
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OFFICE AND COURTROOM PROCEDURES

Other Contacts:

Court Administration - (239) 252-8800
Clerk of the Court - (239) 252-2646
Bailiff's Bureau - (239) 252-8129
County Probation- (239)-252-8135
State Attorney's Office- (239)-252-8470
Public Defender's Office- (239)-252-8397

Websites:

20th Judicial Circuit: www.ca.cjis20.org
Collier County Clerk of Courts: www.collierclerk.com

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CRIMINAL DIVISION

Judge Adams's office is paperless and prefers email communications. Please try to reduce the amount of paper you are producing from your office by emailing your electronic documents and/or submitting proposed court orders via the e-portal to this office instead of sending hard copies. Judge Adams's office will NOT accept any motions or proposed orders via mail or hardcopy.

CORRESPONDENCE TO THE COURT:

Unless otherwise authorized by law, any correspondence received by the Court shall be placed in the Court file and subject to public record. Pursuant to Canon 3.B(7), Code of Judicial Conduct, the Court cannot consider any ex parte communication made to the Court outside the presence of counsel or the parties concerning a pending or impending matter.

PROPOSED ORDERS:

This office only receives proposed Orders via email or through the e-portal at <https://www.mycourtaccess.com>

If submitting via email, please send the Judicial Assistant an email with the attached proposed Order, which must be in MS Word format. The subject line of the email must include "PROPOSED ORDER" and the case number. A submission of the corresponding motion is only necessary if it was recently emergency e-Filed, in which case the copy of the e-filed motion must include the time stamp.

In required or necessary **Criminal Division** matters, when submitting a proposed Order, please attach a stipulation or other writing with the signature of opposing counsel or party indicating that he or she has agreed to or has no objection to the proposed Order. At the time of the processing by the Clerk of the original Order through the e-Portal, the attorney(s) of record on the case at the time of processing the Order who are Florida Bar Members will receive a copy via e-mail by the Clerk. Unrepresented or *pro se* parties whose email addresses are known to the Court will also receive a copy via e-mail by the Clerk.

SCHEDULING MOTION HEARINGS:

Motion hearings shall be coordinated with opposing counsel and set with the Judicial Assistant **via email**. Please include the case number(s), case name, motion(s) to be heard, and the total amount of time required for each side. You will be provided with several date and time options to be coordinated with opposing counsel. Once you have an agreed upon date and time, please email the Judicial Assistant to verify that it is still available and it will be added to the docket. Thereafter, the moving party should file a Notice of Hearing. This office does NOT provide hearing confirmation numbers.

Certain motions are statutorily required to be set for a hearing such as Petitions to Seal/Expunge which require the moving party to notice the arresting law enforcement agency. If certain motions are stipulated, such as Motions for Early Termination of Probation, the judge will accept a proposed Order rather than set it for a hearing. Additionally, the Court may determine that a hearing is necessary even if the parties stipulate to a motion.

TIMELINESS:

All motions should comply with the appropriate Florida Rules of Procedure. Please submit your motions in a timely manner and pursuant to the Florida Rules of Procedure. This office does NOT accept certain motions within 48 hours prior to a scheduled hearing; these motions include motions to appear telephonically or via Zoom videoconferencing and motions for continuance unless specifically authorized by statute or the Florida Rules of Procedure.

Plea Hearings:

Change of pleas may be entered at pretrial conferences, motion hearing dockets, and calendar call/status dockets. Attorneys representing a defendant are **REQUIRED** to appear for all in-person change of pleas and may NOT appear remotely. The Court will allow defense attorneys to appear remotely for a plea in absentia provided the documents and fingerprints, if required, have been previously e-filed and the State Attorney's Office has no objection to the remote appearance.

Change of pleas may also be scheduled for in-custody defendants on a 2:15 p.m. docket (following First Appearance Court) provided approval has been obtained by both the assigned judge and the presiding judge. The Court will not allow out-of-custody defendants to enter a change of plea on a 2:15 p.m. docket. Submit requests to add a plea to a 2:15 p.m. docket via e-mail to the Court's judicial assistant, and please include the following information: case number(s), defendant name and date of birth, jail center location, confirmation that the plea is fully negotiated, and

confirmation that the assigned judge's office agrees to it being heard. Additionally, please note that a case cannot be added to the same day's docket if requested after 10:00 a.m.

APPEARANCE VIA ELECTRONIC COMMUNICATIONS:

The Court allows and/or requires certain proceedings to be conducted via Zoom videoconferencing. The Court has established specific Zoom meeting I.D.s and passcodes for criminal proceedings. These Zoom codes are not published for security reasons. The judge will allow audio-video communication technology use for criminal proceedings pursuant to Florida Rule of Criminal Procedure 3.116. Therefore, you must file the appropriate and timely motion, and obtain a "no objection" from the State Attorney's Office before the Judicial Assistant will provide you with the Zoom code. If the State Attorney's Office objects to the motion, the Court will issue an Order on the motion.

The Zoom App is available at no charge for all iOS (Apple) and Android phones and tablets. Zoom can also be accessed from any computer or laptop at <https://zoom.us> and the Zoom Help Center can be accessed at <https://support.zoom.us> where you can also do a practice session with your device or computer.

If you connect before your hearing is ready to begin, please wait patiently until your case is called. Please note that the judge will address those parties who appear in person first, so you may have a longer wait time if you appear via Zoom. Please ensure that your screen name, user name, or profile name, is your legal name in order to expedite the proceedings. If your case is not the case being heard, please MUTE YOUR MICROPHONE until your case is called. Once your hearing begins, REMEMBER YOU ARE IN COURT. DO NOT SPEAK "OVER" OTHERS AND MAINTAIN APPROPRIATE DECORUM.

Please review Zoom support and best practices found at <https://support.zoom.us/hc/en-us>, including instructions on how to do a practice session so that your hearing will run smoothly and on time.

COURTROOM DECORUM and CALENDAR CONFLICTS

All counsel, parties, witnesses, and other persons in the courtroom shall comply with the Standards of Courtroom Decorum as set forth in Administrative Order No. 2.13, which may be found online at www.ca.cjis20.org.

The following additional standards apply:

- Attorney cell phones, laptops, electronic tablets, smart watches, pagers, etc. must be turned on **silent** before entering the courtroom. All parties, witnesses, or other persons in the courtroom should turn **off** their devices before entering the courtroom.
- No talking during court proceedings.
- No chewing of gum or tobacco.
- No beachwear or inappropriate shoes or clothing.
- No hats or sunglasses.
- Children must be quiet.

All attorneys are expected to follow Florida Rule of Judicial Procedure 2.550 and Administrative Order No. 2.10 when they have calendar conflicts whether inside or outside of Collier County and whether between county, circuit, or federal court in or out of Florida. The case having priority established by statute, rule of procedure, case law, administrative order, or otherwise should take precedence unless determined differently by the presiding judge.