JUDGE MICHAEL J. ORLANDO

Broward County Courthouse
201 SE 6TH Street, Suite 5850
Fort Lauderdale, FL 33301
Office (954) 831-6344

Courtroom North Wing Room 5840

Judge Orlando is one of four (4) full time judges currently assigned to the Delinquency Division of the Circuit Court in and for Broward County, Florida. The following is a set of guidelines that are designed to help you better understand the policies and procedures of this division and offer insight about court operations. Whether you are the youth, a parent, guardian, a witness or a victim, please read the following guidelines as they will likely answer many of your questions and concerns.

If you or your child has a case pending before Judge Orlando you both must appear on the date and time provided to you. If you are unsure of your court date and time you may contact Judge Orlando's office to inquire general information about your case.

Unless otherwise instructed you are required to appear for your initial court appearance, in person, at the Broward County Courthouse. Thereafter, you may be granted permission to attend future court dates virtually via the Zoom internet conference platform.

If you are a witness or victim of a crime you are advised to call the Office of the State Attorney, Juvenile Division at 954-831-6960.

If you were arrested you are entitled to be represented by an attorney at all stages of the case, including your initial appearance. You may hire your own attorney or request to have the in-court clerk review a form financial affidavit for consideration of the appointment of an attorney from the Office of the Public Defender. Financial affidavits are available in the courtroom.

If an attorney with the Office of the Public Defender represents you or your family member and you have a question or concerns, it is advised that you contact them first for case information and assistance.

Office of the Public Defender: (954) 831-8650

ZOOM APPEARANCE

After your initial in-person court appearance, you may be granted permission to attend future hearings and court dates via the Zoom platform. For all divisional matters, the Zoom ID is: ID: 95929742162.

DETENTION HEARINGS

WEEKDAY DETENTION HEARINGS: If your Detention Hearing is scheduled during the week Monday through Friday, be advised that the weekday detention hearings commence at 11 AM via Zoom ID: 99725122895.

WEEKEND AND LEGAL HOLIDAY DETENTION HEARINGS: If your Detention Hearing is scheduled on a Saturday, Sunday or a legal holiday be advised that the weekend and legal holiday hearings commence at 9 AM via Zoom ID: 99725122895.

FOR YOUTH AND PARENTS

You are required to appear at all of your court dates. Failure to appear will result in the issuance of a Pick-up Order. If you need to reschedule your court appearance, contact your lawyer. If you have experienced an unexpected delay you are advised to contact your attorney, asap, and you may also contact Judge Orlando's office.

You may not speak to the judge on the phone or outside of court about the specifics of your case or about any of your concerns. This practice ensures the fairness to all parties and also maintains Judge Orlando's impartiality. Please do not send, mail or submit any information, photographs or documents about the case or the youth to Judge Orlando's office.

DIVERSION QUESTIONS

For Diversion status or Program information, you may contact Judge Orlando's office or the Case Management Team at (954) 831-6112.

If you are calling about a youth who is on probation, please contact Department of Juvenile Justice and their Office of Probation for instructions.

DJJ Probation Office: (954) 467-4600

GENERAL REQUESTS FOR INFORMATION

You may contact the office of Judge Orlando for general information. General information includes such matters such as upcoming court dates, directions and courtroom number. When seeking such assistance, you must provide the youth's full name as it appears in the court records, identify your relationship to the Child and provide a case number.

Do not send any information directly to the judge's office. You must send it to the child's public defender or private attorney for review. If you are a witness or victim and have addition information about the case you must send it directly to the Office of the State Attorney. Their office number is: 954-831-6960. Be sure to ask for the assistant state attorney assigned to Judge Orlando's division. Again, the judge may not view any case material that has not been previously provided to the attorneys first.

FOR ATTORNEYS

Zoom Availability: Judge Orlando provides a hybrid courtroom by simultaneously broadcasting court proceedings on Zoom and in-person. Attorneys may appear via Zoom for status conferences, calendar call and trial status hearings. Change of Plea and evidentiary hearings, trial and Final Violation of Probation hearings however require an in-person appearance by both the attorney and the youth. The Zoom platform is for non-evidentiary hearings only. Trials and other evidentiary matters must be conducted in-person. A party required to appear in-person for a non-evidentiary hearing will have been clearly notified with instructions to

do so. Otherwise, Zoom for both attorneys and the youth is acceptable. If either the State or Defense objects to a Zoom appearance, then an in-person appearance is the default requirement, barring a judicial decision otherwise.

Zoom Guidelines

Although you may appear for court via Zoom understand that Zoom is a "courtroom setting." Therefore, appropriate attire and decorum are required at all times. The court reserves the right to bar you from Zoom for disruptive and inappropriate behavior.

While waiting for your case to be called, keep your microphone on "Mute." When your case is called, please unmute your microphone, start your video feed. Thereafter state your full name and identify your position and/or relationship to the Child.

Orders: AGREED orders may be submitted via email to the judicial assistant (smallard@17th.flcourts.org) to be reviewed by Judge Orlando in chambers. The orders must include the agreed upon language of the attorneys, or if the order is the result of a hearing, the language of the judge's ruling at hearing.

Please include in your email and motion a statement of opposing counsel's agreement, a pdf of the order with a descriptive title including "AGREED" language, and cc all parties.

Hearing Requests: For disputed matters that require judicial intervention, please provide the judicial assistant with three (3) business days' notice, a copy of your motion and include the total amount of time necessary for ALL parties to be heard. If an emergency hearing is required, please prepare a written motion in which you set forth the reasons for the emergency setting

Status Hearing Requests: "Status Hearings" are set via the judge in the courtroom, and as such all parties are informed and aware of the purpose of the future status hearing. Please do not request a "status hearing" via

the judicial assistant without indicating the general purpose of the hearing, and/or providing a motion if applicable.

Continuances and Cancellations: Continuances: First, reach an agreement with opposing counsel to continue or cancel a hearing, then email the judicial assistant at smallard@17th.flcourts.org and provide your preferred, agreed upon new date. Attach your motion and order to the email.

Upon your receipt of the signed order, the petitioning party shall immediately notify all participants of the new date. For cancellations of a hearing, please send an email to the judicial assistant indicating both parties agree to cancel a hearing.

If an agreement between counsel cannot be reached, please email the judicial assistant for a hearing date.

Setting Trials & Final VOP's: Trials and Final VOP's are set in the courtroom via the docket during calendar calls/status hearings.

Communication with the Judge's Office The preferred communication is via email to the judicial assistant at smallard@17th.flcourts.org, but only AFTER first communicating with opposing counsel regarding your issue. You MUST copy or CC opposing counsel with all communications to the judge's office.

Emergencies: All requests for Emergency Relief shall comply with the 17th Judicial Circuit's definition of an emergency, and must be submitted in writing to the Court. Every effort must be made to present your emergency to the case's assigned delinquency judge. In the event the assigned judge is unavailable, emergencies should be submitted first to an alternate juvenile delinquency judge, and if one is not available, then to Court Administration/Case Management Division, Court Programs Manager, Juvenile Delinquency at ybrown@17th.flcourts.org, for instructions. Include and provide all parties with a copy of your emergency motion, along with a cover letter advising how much time is necessary. Copy the assigned delinquency division judge's judicial assistant. Please include a contact phone number at which you are immediately reachable.

Courtesy Copies: Judge Orlando requires that you bring paper version of your motions, documents and case law to court at the time of hearing in the courtroom. Opposing counsel should be provided with courtesy copies immediately upon setting the hearing.

If after reading these guidelines you still have general questions, please contact your lawyer or Judge Orlando's office.