



CIRCUIT COURT  
CLAY COUNTY  
FOURTH JUDICIAL CIRCUIT OF FLORIDA


Don H. Lester  
Circuit Judge  
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**MEMORANDUM**

**DATE:** September 25, 2019

**TO:** All Clay County Judges  
Tara Green, Clerk of the Court  
Lt. Mark Cowan, Court Security

**FROM:**  Don H. Lester, Administrative Judge

**RE:** Judicial Assignments and Responsibilities for 2020

The following Clay County Court assignments will take effect on January 1, 2020:

|            |                          |
|------------|--------------------------|
| Division A | Judge Michael Sharrit    |
| Division B | Judge Don Lester         |
| Division C | Judge Timothy Collins    |
| Division D | Judge Kristina Mobley    |
| Division E | Judge Angela Cox         |
| Division F | Judge Steven Whittington |

**Circuit Divisions A and B: Criminal/Civil.**

Judge Michael Sharrit  
Judge Don Lester

**Criminal:** Each week Judge Sharrit (Div A) and Judge Lester (Div B) will operate a criminal courtroom for Divisions A and B. Each week one Judge will have criminal calendar which will include: pre-trials, arraignments, and trials. The other Judge will have a civil/probate calendar. The Judges will then rotate that schedule the following week. Criminal cases will continue to be assigned on a random basis. Courtroom 12 is the primary criminal pre-trial/trial courtroom, and Courtroom 11 is the civil/probate trial courtroom.

**Civil /Probate:** Civil and Probate cases will be assigned in the even/odd system with Judge Sharrit's division (Div A) receiving even numbered cases and Judge Lester's division (Div B) receiving odd numbered cases. Courtroom 11 is the primary civil trial courtroom.

**Circuit Divisions E and F: Family/Dependency.**

Judge Angela Cox  
Judge Steven Whittington

**Family Law:** Judge Cox (Div E) and Judge Whittington (Div F) will have primary responsibility for all Family Law cases. All Family Law cases will continue to be assigned in the even/odd system now in effect with Judge Cox (Div E) receiving odd numbered cases and Judge Whittington (Div F) receiving even numbered cases.

**Dependency:** Dependency cases will be assigned on a random basis. The judges will have dependency calendar on alternate Tuesday afternoons.

**County Divisions C and D.**

Judge Timothy Collins  
Judge Kristina Mobley

**County Court/Delinquency:** Divisions C and D will continue to be primarily responsible for all County Court hearings, criminal and civil. Judge Collins (Div C) and Judge Mobley (Div D) will continue to divide the Juvenile Delinquency assignment in alternating weeks. They will hold these hearings on Wednesdays beginning at 9:00 a.m. Delinquency cases will likewise be randomly assigned by the Clerk into either Division C or D.

**CINS/FINS:** Judge Collins and Judge Mobley will handle CINS/FINS petitions on Wednesday afternoons of their juvenile weeks (as needed).

**Circuit Judge Rotation for Mental Health and Domestic Violence.**

**Mental Health:** Mental Health hearings will be held at 1:00 each Wednesday on a rotating schedule among all four Circuit Court Judges. Mental Health hearings will take place in chambers just prior to the Domestic Violence injunctions, which will take place in Courtroom 9.

**Domestic Violence:** All four Circuit Court Judges will continue to rotate through the assignments of signing temporary domestic violence injunctions on a weekly basis. Once a Judge has processed a petition for injunction by either granting or denying the petition, the case will be permanently assigned to that Judge and placed on that Judge's Domestic Violence hearing calendar two weeks out to be heard on Wednesday afternoon at 1:30 following the Mental Health calendar. If service is not perfected or the case has to be passed for any reason, the case shall be passed to that Judge's next available DV hearing date. Motions to Modify injunctions shall be calendared before and heard by the Judge who initially granted the injunction. Please refer to the Feb. 5, 2014 memo for Domestic Violence procedures for

additional information. Courtroom 9 is the primary DV hearing courtroom for the Wednesday afternoon hearings.

**All Judge Rotation for First Appearances and Signing Warrants [Duty Week].**

**Warrants:** All judges, Circuit and County Court, will rotate a weekly assignment of signing warrants beginning on Monday morning and ending the following Monday morning [duty week]. The duty judge is responsible for signing warrants between 9:00 a.m. and 5:00 p.m., Monday through Friday, and all weekend during duty week.

**First Appearances:** County judges will continue to have responsibility for weekday first appearances on an alternating weekly schedule. All judges, Circuit and County Court, will rotate weekend first appearances at the conclusion of their duty week as set forth in the attached schedule.

**Treatment Courts.**

**Veteran's Treatment Court [VTC]:** Judge Lester will continue to be responsible for Veteran's Treatment Court. Hearings are held on Thursday mornings at 8:30 a.m. every other week on an alternating basis, e.g., VTC one week, then ADC the following week, etc. Courtroom 12 is primary VTC courtroom.

**Adult Drug Court [ADC]:** Judge Whittington will continue to be responsible for Adult Drug Court. Hearings are held on Thursday mornings at 8:00 a.m. every other week on an alternating basis with VTC as above. Courtroom 9 is the primary ADC courtroom.

**2020 OMNIBUS SCHEDULE**

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| <p><b>December 30, 2019</b><br/>Wed-Jan 1-New Years observed<br/>Division A-criminal/duty/sign<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-MH-DV hrg<br/>Division F</p> | <p><b>February 18, 2020</b><br/>Monday-Feb 17-holiday<br/>Division A-civil<br/>Division B-criminal/duty/MH-DV<br/>Division C<br/>Division D<br/>Division E<br/>Division F-sign</p> | <p><b>April 6, 2020</b><br/>Division A-criminal/MH-DV hrg<br/>Division B-civil trial<br/>Division C-duty<br/>Division D<br/>Division E-sign<br/>Division F</p> |
| <p><b>January 6, 2020</b><br/>Division A-civil trial<br/>Division B-criminal/duty/sign<br/>Division C<br/>Division D<br/>Division E<br/>Division F-MH-DV hrg</p>                              | <p><b>February 24, 2020</b><br/>Division A-criminal/sign<br/>Division B-civil<br/>Division C-duty<br/>Division D<br/>Division E-MH-DV hrg<br/>Division F</p>                       | <p><b>April 13, 2020</b><br/>Division A-civil<br/>Division B-criminal/MH-DV hrg<br/>Division C<br/>Division D-duty<br/>Division E<br/>Division F-sign</p>      |
| <p><b>January 13, 2020</b><br/>Division A-criminal/MH-DV hrg<br/>Division B-civil<br/>Division C-duty<br/>Division D<br/>Division E-sign<br/>Division F</p>                                   | <p><b>March 2, 2020</b><br/>Division A-civil trial<br/>Division B-criminal/sign<br/>Division C<br/>Division D-duty<br/>Division E<br/>Division F-MH-DV hrg</p>                     | <p><b>April 20, 2020</b><br/>Division A-criminal/sign<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-duty/MH-DV hrg<br/>Division F</p>      |
| <p><b>January 21, 2020</b><br/>Mon-Jan 20-Holiday<br/>Division A-civil<br/>Division B-criminal/MH-DV hrg<br/>Division C<br/>Division D-duty<br/>Division E<br/>Division F-sign</p>            | <p><b>March 9, 2020</b><br/>Division A-criminal/MH-DV hrg<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-duty/sign<br/>Division F</p>                           | <p><b>April 27, 2020</b><br/>Division A-civil<br/>Division B-criminal/sign<br/>Division C<br/>Division D<br/>Division E<br/>Division F-duty/MH-DV hrg</p>      |
| <p><b>January 27, 2020</b><br/>Division A-criminal/sign<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-duty/MH-DV hrg<br/>Division F</p>                                   | <p><b>March 16, 2020</b><br/>Division A-civil<br/>Division B-criminal/MH-DV hrg<br/>Division C<br/>Division D<br/>Division E<br/>Division F-duty/sign</p>                          | <p><b>May 4, 2020</b><br/>Division A-criminal/duty/MH-DV<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-sign<br/>Division F</p>             |
| <p><b>February 3, 2020</b><br/>Division A-civil<br/>Division B-criminal/sign<br/>Division C<br/>Division D<br/>Division E<br/>Division F-duty/MH-DV hrg</p>                                   | <p><b>March 23, 2020</b><br/>Division A-criminal/duty/sign<br/>Division B-civil<br/>Division C<br/>Division D<br/>Division E-MH-DV hrg<br/>Division F</p>                          | <p><b>May 11, 2020</b><br/>Division A-civil trial<br/>Division B-criminal/duty/MH-DV<br/>Division C<br/>Division D<br/>Division E-<br/>Division F-sign</p>     |
| <p><b>February 10, 2020</b><br/>Division A-criminal/duty/MH-DV<br/>Division B-civil trial<br/>Division C<br/>Division D<br/>Division E-sign<br/>Division F</p>                                | <p><b>March 30, 2020</b><br/>Division A-civil<br/>Division B-criminal/duty/sign<br/>Division C<br/>Division D<br/>Division E<br/>Division F-MH-DV hrg</p>                          | <p><b>May 18, 2020</b><br/>Division A-criminal/sign<br/>Division B-civil<br/>Division C-duty<br/>Division D<br/>Division E-MH-DV hrg<br/>Division F</p>        |

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| <b>May 26, 2020</b><br>Mon-May 25-holiday<br>Division A-civil<br>Division B-criminal/sign<br>Division C<br>Division D-duty<br>Division F-MH-DV hrg | <b>July 13, 2020</b><br>Division A-criminal/sign<br>Division B-civil<br>Division C<br>Division D<br>Division E-duty/MH-DV hrg<br>Division F         | <b>August 31, 2020</b><br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D<br>Division E<br>Division F-duty/sign                           |
| <b>June 1, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil<br>Division C<br>Division D<br>Division E-duty/sign<br>Division F         | <b>July 20, 2020</b><br>Division A-civil trial<br>Division B-criminal/sign<br>Division C<br>Division D<br>Division E<br>Division F-duty/MH-DV hrg   | <b>September 8, 2020</b><br>Monday-Sep 7-holiday<br>Division A-criminal/duty/sign<br>Division B-civil<br>Division C<br>Division D<br>Division E-MH-DV hrg<br>Division F |
| <b>June 8, 2020</b><br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D<br>Division E<br>Division F-duty/sign         | <b>July 27, 2020</b><br>Division A-criminal/duty/MH-DV<br>Division B-civil<br>Division C<br>Division D<br>Division E-sign<br>Division F             | <b>September 14, 2020</b><br>Division A-civil trial<br>Division B-criminal/duty/sign<br>Division C<br>Division D<br>Division E<br>Division F-MH-DV hrg                  |
| <b>June 15, 2020</b><br>Division A-criminal/duty/sign<br>Division B-civil trial<br>Division C<br>Division D<br>Division E-MH-DV hrg<br>Division F  | <b>August 3, 2020</b><br>Division A-civil<br>Division B-criminal/duty/MH-DV<br>Division C<br>Division D<br>Division E-<br>Division F-sign           | <b>September 21, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil<br>Division C-duty<br>Division D<br>Division E-sign<br>Division F                        |
| <b>June 22, 2020</b><br>Division A-civil<br>Division B-criminal/duty/sign<br>Division C<br>Division D<br>Division E<br>Division F-MH-DV hrg        | <b>August 10, 2020</b><br>Division A-criminal/sign<br>Division B-civil trial<br>Division C-duty<br>Division D<br>Division E-MH-DV hrg<br>Division F | <b>September 28, 2020</b><br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D-duty<br>Division E<br>Division F-sign                        |
| <b>June 29, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil<br>Division C-duty<br>Division D<br>Division E-sign<br>Division F        | <b>August 17, 2020</b><br>Division A-civil<br>Division B-criminal/sign<br>Division C<br>Division D-duty<br>Division E<br>Division F-MH-DV hrg       | <b>October 5, 2020</b><br>Division A-criminal/sign<br>Division B-civil trial<br>Division C<br>Division D<br>Division E-duty/MH-DV hrg<br>Division F                     |
| <b>July 6, 2020</b><br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D-duty<br>Division E<br>Division F-sign         | <b>August 24, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil<br>Division C<br>Division D<br>Division E-duty/sign<br>Division F       | <b>October 12, 2020</b><br>Division A-civil<br>Division B-criminal/sign<br>Division C<br>Division D<br>Division E-<br>Division F-duty/MH-DV hrg                         |
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| <b>October 19, 2020</b><br>Division A-criminal/duty/MH-DV<br>Division B-civil<br>Division C<br>Division D<br>Division E-sign<br>Division F                                     | <b>December 7, 2020</b><br>Division A-civil<br>Division B-criminal/duty/sign<br>Division C<br>Division D<br>Division E<br>Division F-MH-DV hrg   |
| <b>October 26, 2020</b><br>Division A-civil<br>Division B-criminal/duty/MH-DV<br>Division C<br>Division D<br>Division E<br>Division F-sign                                     | <b>December 14, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil trial<br>Division C-duty<br>Division D<br>Division E-sign<br>Division F  |
| <b>November 2, 2020</b><br>Division A-criminal/sign<br>Division B-civil<br>Division C-duty<br>Division D<br>Division E-MH-DV hrg<br>Division F                                 | <b>December 21, 2020 **</b><br>Thurs/Fri-Dec 24-25-Holiday*<br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D-duty<br>Division E-<br>Division F-sign                  |
| <b>November 9, 2020</b><br>Monday-Nov 11-holiday<br>Division A-civil<br>Division B-criminal/sign<br>Division C<br>Division D-duty<br>Division E<br>Division F-MH-DV hrg        | <b>December 28, 2020 **</b><br>Wed-Jan 1-New Years observed<br>Division A-criminal/sign<br>Division B-civil<br>Division C<br>Division D<br>Division E-duty/MH-DV hrg<br>Division F                   |
| <b>November 16, 2020</b><br>Division A-criminal/MH-DV hrg<br>Division B-civil<br>Division C<br>Division D<br>Division E-duty/sign<br>Division F                                | <b>January 4, 2021</b><br>Division A-civil<br>Division B-criminal/sign<br>Division C<br>Division D<br>Division E<br>Division F-duty/MH-DV hrg  |
| <b>November 23, 2020</b><br>Thurs/Fri-Nov 28/29-Holiday<br>Division A-civil<br>Division B-criminal/MH-DV hrg<br>Division C<br>Division D<br>Division E<br>Division F-duty/sign | <b>**Holiday schedules-<br/> dates subject to change</b>   |
| <b>November 30, 2020</b><br>Division A-criminal/duty/sign<br>Division B-civil<br>Division C<br>Division D<br>Division E-MH-DV hrg<br>Division F                                | Division A – criminal/civil<br>Division B – criminal/civil<br>Division C – county/delinquency<br>Division D – county/delinquency<br>Division E – family/dependency<br>Division F – family/dependency |
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