

What to expect...
**WITNESS
MANAGEMENT**

in the

**N I N T H
J U D I C I A L
C I R C U I T
C O U R T
O F
F L O R I D A**

*The Ninth Judicial Circuit Court
of Florida in and for Orange County
Office of the Court Administrator*

WITNESS MANAGEMENT
425 North Orange Avenue, Suite 130
Orlando, Florida 32801
(407) 836-2045

Juvenile Division
2000 East Michigan Avenue
Orlando, Florida 32806
(407) 836-7500

The judicial process as it pertains to criminal cases can often be confusing for a prospective witness. It can also be perplexing for an employer. The Ninth Judicial Circuit Court has prepared the following to assist you in understanding the criminal judicial process and the role of the witness in this process.

Criminal proceedings begin when the Office of the State Attorney charges someone with a crime.

If your assistance is needed in the case, you will receive a **subpoena**. A subpoena is an official order from the court instructing you to appear at a trial or hearing to give testimony.

KEEP YOUR SUBPOENA

It contains valuable information, such as:

- **Who** to call for more information (located at the bottom in the pink highlighted area).
- **When** to appear (time and date).
- **Where** to appear.
- **What** to bring (evidence, if needed).

OBEY YOUR SUBPOENA

If you don't, the judge could charge you with "contempt of court," for which you could receive a fine or jail time.

IF YOU HAVE QUESTIONS ABOUT YOUR SUBPOENA

If you have questions about your subpoena, call the telephone number listed in the pink area at the bottom of the subpoena. It is important that you follow and understand the instructions. Remember that you are legally bound to obey your subpoena. If you are unable to attend any hearing, call the number at the bottom of the subpoena to see if it can be rescheduled.

The type of proceeding that you have been subpoenaed for will be noted two lines under the defendant's name which is located at the top on the right hand side of the subpoena.

When you receive a subpoena for **trial** in a criminal case, read the instructions that are in pink at the bottom of the subpoena. Call the telephone number listed, one business day prior to the returnable date. The returnable date is located at the very top, right side of the subpoena. The Witness Management Assistant will give you information regarding the trial. You may not have to report to the courthouse if the defendant pleads guilty or the trial is continued or otherwise disposed of.

In Orange County, judges have trial periods lasting

one to three weeks. Some cases are for a certain time while others may be on standby status. If the case is still set for trial in that trial period, and if you can report to the courthouse in approximately one hour, leave a telephone number where you can be reached during business hours (8:30 a.m. to 5:00 p.m.). You will then be put on telephone standby and you **do not** need to come in until you are called and instructed as to the time and place to report.

The Court wishes to save you unnecessary trips to the courthouse.

Please bring your subpoena with you to the courthouse.

COMMONLY ASKED QUESTIONS

1. Do I have to be there on the date indicated on my subpoena?

If the subpoena is for a jury trial, and you can be reached by phone and can be at the courthouse in approximately one hour, you do not appear until called. Non-jury trials, hearings, depositions, etc. are mandatory and you must appear as stated. If you have a problem or want to check if the event is still on — call the telephone number in the pink at the bottom of the subpoena.

2. Should I bring my subpoena with me?

Yes! It is very important to bring your subpoena to the courthouse when you appear.

3. What if my employer will not let me leave work?

Witness Management or the attorney who issued the subpoena will gladly speak with your employer.

4. What if I'm not allowed to receive personal calls at work?

If you do not have a pager, the attorney who subpoenaed you will gladly discuss the subpoena with your employer.

5. What should I wear?

Please dress appropriately for court.

6. What is the witness fee?

The witness fee is \$5.00 per day. If you are in your personal vehicle, you will receive 6 cents per mile for your miles traveled round trip.

7. Do you provide transportation?

No, the Court does not provide transportation. Occasionally, the attorney who issued the subpoena may provide transportation.

8. Is there free parking?

No. Free parking at the downtown courthouse is only for those with a disability parking permit. There is free parking at the Juvenile Courthouse on the west side of the building.

9. Do you provide child care?

No.

10. What if I do not speak English or if I have hearing difficulties?

The Court will provide language or sign interpreters when requested. Please contact Court Administration at (407) 836-2050.

11. What about wheelchair access to the courthouse and courtrooms?

Both courthouses and all courtrooms are wheelchair accessible.

12. What is the security like?

Security is very strict. Everyone who enters the courthouse is subject to a security search. All handbags, packages, and briefcases are scanned. No knives, scissors, mace or an object that may be used as a weapon is allowed in the building.

Employers having questions regarding your employees' responsibilities as a witness, may call **Witness Management at (407) 836-2045 or the Juvenile Division at (407) 836-7500**. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

NOTE: In accordance with the Americans With Disabilities Act, if you are a person with a disability who needs any accommodation in order to participate in **Witness Management**, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at 425 North Orange Avenue, Suite 2130, Orlando, Florida 32801, Telephone: (407)836-2050 for more information and to ensure that reasonable accommodations are available. If you are hearing or voice impaired, call 1-800-955-8771.