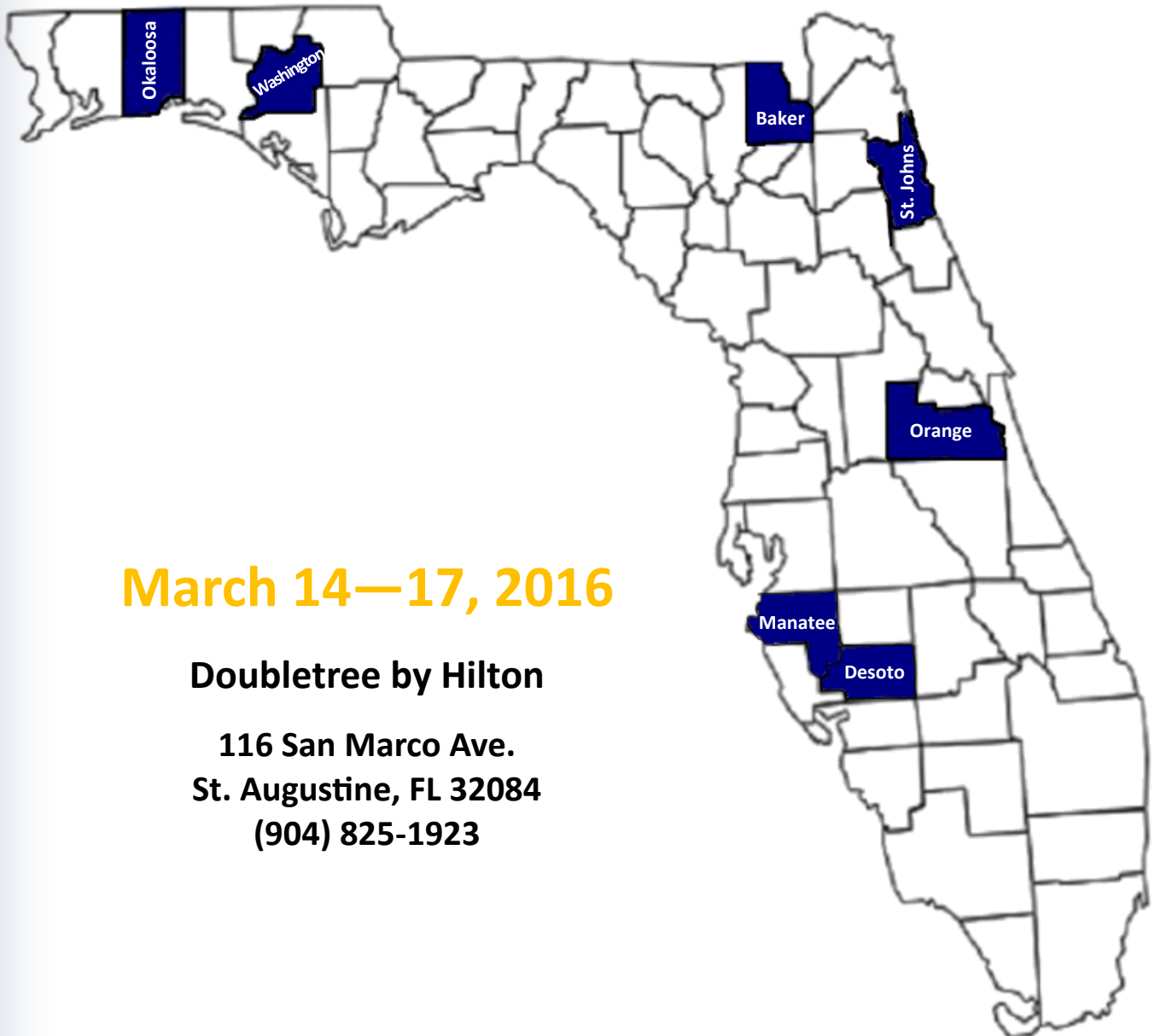


FLORIDA COURT CLERKS & COMPTROLLERS
NEW CLERK ACADEMY
CRIMINAL COURT



March 14—17, 2016

Doubletree by Hilton

**116 San Marco Ave.
St. Augustine, FL 32084
(904) 825-1923**

2014 New Clerks



The Honorable Stacie Harvey Baker County

Since 1995, Stacie Harvey has had continuous experience with the Baker County Clerk of Court's Office. She has more than 19 years of experience in the following divisions: Misdemeanor, Felony, Juvenile, Criminal Traffic, Child Support, Family Law, Probate, Guardianship, Drug Court and Appeals. Stacie was one of two Baker County Courthouse employees appointed to the Tri-County Clerk's Office Code System Task Force, assigned to unify the clerical codes used in all three counties represented.

The Honorable John Dolan "JD" Peacock Okaloosa County

JD Peacock is a lifelong resident of Okaloosa County and currently resides in Shalimar, FL. Mr. Peacock served his country in the US Army from 1984 through 1988. From 1989 until 2014, he worked for the Okaloosa County Sheriff's Office, starting as a volunteer deputy in the Sheriff's Posse and working his way up through every rank to Major and Chief Administrator.



The Honorable Tiffany Moore Russell Orange County

Tiffany Moore Russell is a native of Orlando, Florida. Clerk Russell received her BA in Political Science from the University of South Florida and a Juris Doctorate from Florida State University College of Law. She was previously elected to two terms as an Orange County Commissioner, representing District 6.

The Honorable Lora Bell Washington County

Lora C. Bell has been a resident of Washington County for 46 years. Lora's career with the Clerk of Court's Office began in January of 2003. She has enjoyed serving the public through the office and has gained such a desire to continue to care and to have concern for the citizens of Washington County as their Clerk of Court.



2015 New Clerks



The Honorable Nadia Daughtrey

Desoto County

Nadia Daughtrey was born and raised in DeSoto County, Florida. She began working for the Clerk's Office part-time as a high school DECA student. Nadia has been with the Clerk's Office for 14 years with knowledge in the Criminal, Civil, Child Support and Financial Divisions of the office. Effective October 1, 2015 Nadia was appointed Interim Clerk by Chief Judge Charles Williams. Nadia and her husband Chris have been married for 11 years and they have two children, ages ten and three. Nadia plans to seek election for Clerk of Court in 2016.

The Honorable Angel Colonnese

Manatee County

With more than 20 years experience as a public servant, Angelina "Angel" Colonnese has served Manatee County as an Assistant State Attorney and as General Counsel for the Manatee County Clerk's Office until she was appointed Clerk by Governor Scott in 2015. Clerk Colonnese earned her BA in Criminal Justice from the University of South Florida and her Juris Doctorate from the New England School of Law. Clerk Colonnese is active in various FCCC Committees and serves on the Access Governance Board, a subcommittee of the Florida Courts Technology Commission.



The Honorable Hunter Conrad

St. Johns County

Hunter S. Conrad was appointed as Clerk of the Circuit Court and Comptroller by Governor Rick Scott in October 2015. Prior to being appointed as Clerk, Mr. Conrad was an attorney at Canan Law and also previously worked as an Assistant State Attorney in the Seventh Judicial Circuit. He earned his Bachelor of Science degree in accounting from North Greenville University and his Juris Doctorate from Florida Coastal School of Law. Clerk Conrad is actively involved with several charitable organizations. Mr. Conrad resides in St. Augustine and is a devoted husband to Jane, and father to Collins, Chandler and baby Caleb.





Meeting Schedule

Monday, March 14

10:00 a.m. - 3:00 p.m.

3:20 p.m. - 5:00 p.m.

6:30 p.m.

CCOC Budget Meeting (**Anastasia Ballroom**)

Education Sessions (**Anastasia Ballroom**)

DINNER– *The Columbia, 98 St. George Street, St. Augustine, Florida*

Tuesday, March 15

7:45 a.m. - 8:45 a.m.

8:20 a.m. - 12:00 p.m.

10:00 a.m. - 10:20 a.m.

12:00 p.m. - 1:00 p.m.

1:20 p.m. - 5:00 p.m.

3:00 p.m. - 3:20 p.m.

Breakfast

Education Sessions (**Anastasia Ballroom**)

Mid– Morning Break

Lunch

Education Sessions (**Anastasia Ballroom**)

Mid-Afternoon Break

DINNER ON YOUR OWN

Wednesday, March 16

7:45 a.m. - 8:45 a.m.

8:20 a.m. - 12:00 p.m.

10:00 a.m. - 10:20 a.m.

12:00 p.m.- 1:00 p.m.

1:20 p.m. - 5:00 p.m.

3:00 p.m. - 3:20 p.m.

Breakfast

Education Sessions (**Anastasia Ballroom**)

Mid– Morning Break

Lunch

Education Sessions (**Anastasia Ballroom**)

Mid-Afternoon Break

DINNER ON YOUR OWN

Thursday, March 17

7:45 a.m. - 8:45 a.m.

10:00 a.m. - 10:20 a.m.

8:20 a.m. - 12:00 p.m.

Breakfast

Mid– Morning Break

Education Sessions (**Anastasia Ballroom**)

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Agenda

MONDAY, MARCH 14, 2016

10:00 a.m. – 3:00 p.m. CCOC Budget Meeting

12:00 p.m. – 1:00 p.m. LUNCH PROVIDED

CRIMINAL COURT OPERATIONS

3:20 p.m. – 5:00 p.m. **Communication and Relationship Building with Other Judicial Partners**
This will be a discussion about the tools and processes for developing and fostering relationships with judicial partners.

Presenter: The Honorable P. DeWitt Cason, Clerk of Court, Columbia County
The Honorable Ronnie Fussell, Clerk of Court, Duval County
The Honorable Tara Green, Clerk of Court, Clay County
The Honorable Angela Vick, Clerk of Court, Citrus County

6:30 p.m. DINNER PROVIDED - *The Columbia, 98 St. George Street, Saint Augustine, Florida*

TUESDAY, MARCH 15, 2016

THE JUVENILE CRIMINAL PROCESS

8:20 a.m. – 10:00 a.m. **A General Process Review, including Clerk Responsibilities**
This session will address Warrants, Detention, Arraignment Diversion, Petitions, Hearings, Trial, Disposition, Adjudication, and Commitment.

Presenter(s): Sandy Chavis, Juvenile Delinquency Clerk,
Lake County Clerk's Office
Sheri Woodruff, Senior Clerk, Lake County Clerk's Office

10:00 a.m. – 10:20 a.m. MID-MORNING BREAK

10:20 a.m. – 12:00 p.m. **Civil Citations & Diversion Programs and Phase 2 of the Workload Study**
The presentation will include an historical look at the revenue trend available to Clerks over the last several years for operating their court-related budgets and the reasons for less revenues. This will include looking at how diversion programs and the use of civil citations can decrease revenues to the Clerks. Likewise there will be a presentation on other factors outside the control of Clerks that impact not only their revenues but also their expenditures as documented in a recent consultant study funded by the CCOC entitled: "Cost and Revenue Drivers Analysis Report". This will also include an understanding that the types of cases received and volume of those cases will impact revenues.

Presenter(s): The Honorable Bob Inzer, Clerk of Court, Leon County
John Dew, Executive Director, Florida Clerks of Court Operations Corporation

12:00 p.m. – 1:00 p.m. LUNCH PROVIDED

Agenda

TUESDAY, MARCH 15, 2016, CONT'D.

THE JUVENILE CRIMINAL PROCESS

1:20 p.m. – 3:00 p.m.

Large and High Profile Cases

What happens when a huge profile case comes to your courthouse? Lessons learned from recent cases.

**Presenter(s): The Honorable J.K. “Buddy” Irby, Clerk of Court, Alachua County
The Honorable James M. Colaw, Circuit Judge, Eighth Judicial Circuit**

3:00 p.m. – 3:20 p.m.

MID-AFTERNOON BREAK

3:20 p.m. – 5:00 p.m.

Larger Issues Associated with the Criminal Process: AOSC 15-18 Electronic Access to Court Records and Best Practices

Since 2004, considerable effort has been directed toward developing the infrastructure and policies necessary to protect and limit confidential and sensitive information in court records, while simultaneously establishing mechanisms to offer online public access. This work included the adoption of a limited moratorium on viewing internet-based court records to address concerns about sensitive and confidential information. The Supreme Court, through the Florida Courts Technology Committee (FCTC), and Clerks of the Circuit Courts of Florida are very close to the implementation of these standardized practices. This training will discuss this history and examines where we are going from here.

**Presenter(s): The Honorable Ken Burke, CPA, Clerk of Court, Pinellas County
Alan Hebdon, Project Coordinator, Pinellas County Clerk’s Office**

WEDNESDAY, MARCH 16, 2016

8:20 a.m. – 10:00 a.m.

Guidelines for Handling Civil and Criminal Evidence

This presentation will include an in-depth look at evidence handling procedures, chain of custody, maintaining the integrity of evidence, safety and security, and evidence storage and destruction. Florida Statutes, the Florida Rules of Judicial Administration, and the Florida Court Clerks & Comptrollers’ Evidence Storage and Destruction Best Practices will be referenced to support the presented material.

**Presenter(s): The Honorable Paula S. O’Neil, Ph.D., Clerk of Court, Pasco County
Debbie Gay, Interim Director of Records Department,
Pasco County Clerk’s Office**

10:00 a.m. – 10:20 a.m.

MID-MORNING BREAK

10:20 a.m. – 12:00 p.m.

Statutorily Mandated Reporting

This session will include SRS/OBTS (adult and juvenile); Jury/Witness/Grand Jury; Drug/Alcohol (adult and juvenile); Mental Competency; TCATS; Sexual Predator; FWC; Post Conviction; Juvenile Delinquency

**Presenter(s): The Honorable Bob Inzer, Clerk of Court, Leon County
Suzanne Tompkins, Business Analyst, Leon County Clerk’s Office**

12:00 p.m. – 1:00 p.m.

LUNCH PROVIDED

Agenda

WEDNESDAY, MARCH 16, 2016, CONT'D.

THE ADULT CRIMINAL PROCESS

**Presenter(s): The Honorable Angel Colonnese, Clerk of Court, Manatee County
Gypsy Bailey, Courts Director and General Counsel, Leon County Clerk's Office
Jean Sperbeck, General Counsel, Alachua County Clerk's Office**

1:20 p.m. – 5:00 p.m.

Investigative stage, arrest and 1st Appearance

- Subpoenas, Search Warrants
- Arrest Warrants v. Capias
- Probable Cause Affidavits
- Role of the 1st Appearance
- Clock, docket and file
- Indigence application forms
- Posting bond—difference between surety, cash and property bonds

Charging and diversion process, appointment of counsel

- Information v. indictment
- Pretrial intervention and diversion programs
- Notice of Appearance by Attorneys

Assignments, Motions, and Pre-trial Events

- Arraignments
- Motions and Competency Matters, interlocutory appeals
- Bonds—longer discussion about forfeiture, remission, DFS audit, Best Practice

Trials and the Disposition of Criminal Cases

- Pleas
- Nolle prosequi v. No Information
- Steps of a criminal trial
- Evidence and Jury Tracking

Sentencing Issues

- Presenting Investigation
- Capital v. non-capital sentencing
- DOC packets
- Collection of Court Costs and fines, payment plans, distribution
- Sealing and expunging

Post-Conviction

- Violations of Probation
- Lunsford Act
- Motions for new trial
- Post-conviction motions
- Notice of Appeal

3:00 p.m. – 3:20 p.m.

MID-AFTERNOON BREAK

Agenda

THURSDAY, MARCH 17, 2016

THE JUVENILE CRIMINAL PROCESS

8:20 a.m. – 10:00 a.m.

Continuity of Operations Plan (COOP)

In this session, the Office of the State Courts Administrator will provide a general overview of their Continuity of Operations Plan (COOP). COOP is the initiative that ensures that court system is able to continue operations of their essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats and national security emergencies.

**Presenter(s): The Honorable Angela Vick, Clerk of Court, Citrus County
Steven Hall, Chief of General Services, Office of the State Courts
Administrator**

10:00 a.m. – 10:20 a.m.

MID-MORNING BREAK

10:20 a.m. – 11:20 a.m.

Court Security Alternatives and Measures

This session will discuss the fundamentals of court security and contemporary issues challenging courthouses. Attendees will develop or enhance an understanding of: structural security plan details, descriptions of special circumstances and description of basic emergency procedures

**Presenter: Corporal T.J. Williams, Senior Deputy, St. Johns County Sheriff's
Department**

END OF SEMINAR