

**STATE OF FLORIDA  
SEVENTH JUDICIAL CIRCUIT  
Circuit Court, Putnam County**

**PREPPING FOR INJUNCTION HEARINGS 101 AND WHAT TO EXPECT**

CASE # \_\_\_\_\_

- There are security guards and procedures at the doors of the courthouse and the parking may be difficult. Please budget your time accordingly.
- Roll call is taken beforehand so please be on time.
- If Petitioners are not present at the time the case is called the case may be dismissed.
- The way you dress shows respect to the Court
  - o Dress appropriately – suit, dress, skirt and top, pants, pant suits
  - o Avoid, if possible, sporty or casual clothes – jeans, cut offs, torn or revealing clothes, flip-flops, tank-tops, hats, etc.
  - o Advise your witnesses to dress appropriately as well
- Look for the Lee Conlee or Law Enforcement Domestic Violence Victim’s Advocates as you enter the Courtroom. They usually sit in the back, immediately to your right, as you enter the courtroom – identify yourself before Court begins.
- Cell phones must be TURNED OFF and PAGERS on VIBRATE before entering the courtroom. Upon going off they may be confiscated by the Court. Advise your witnesses of this rule.
- All hearings are RECORDED – if you need to speak with your attorney or a victim’s advocate, please ask them to step outside of the courtroom with you.
- Your children are NOT ALLOWED in the courtroom unless they have been pre-approved by the JUDGE. Children may wait outside the courtroom if accompanied by an adult. IF the children are not witnesses who have been pre-approved to testify, DO NOT BRING THEM TO COURT.
- BRING YOUR WITNESSES AND EVIDENCE TO COURT (pictures, tape recordings, etc.). REMEMBER- this is the time to present your case – YOU have the BURDEN of proving your case with COMPETENT SUBSTANTIAL EVIDENCE. One person’s word against another’s, WITHOUT CORROBORATING EVIDENCE, usually does not meet the burden of proof.
- The Court will normally give a ONE TIME CONTINUANCE to seek the assistance of an Attorney. You should give STRONG consideration to hiring an attorney to represent your interest. Community Legal Services of Mid-Florida may be able to provide you with

an attorney free of charge. It is your responsibility to make the appointment with their attorney and meet ahead of time if possible. Time is of the essence when hiring an attorney as final hearings are held within 2-weeks of filing the injunction pursuant to Florida Law.

- Speak audibly and clearly into the microphone when testifying. Remember the Judge is listening, even if he/she is not looking at you. The Judge is ALWAYS called "YOUR HONOR" or "JUDGE".
- TELL YOUR STORY – Do not assume the Judge is familiar with your case – tell your story slowly and to the point. If multiple incidents have occurred, begin with the most severe or most recent.
- WHEN THE JUDGE IS SPEAKING, PLEASE REFRAIN FROM SPEAKING – If the Judge interrupts you STOP speaking IMMEDIATELY and answer the question directly – Then ask the Judge if you may continue to speak or the Judge may tell you to continue.
- When there is a legal objection, PLEASE STOP SPEAKING IMMEDIATELY, so the Judge can make the appropriate ruling. Please advise your witnesses to do the same.
- DO NOT INTERRUPT the other side when they are speaking – everyone will have ample time and opportunity to present their case before the Court.
- Child Support can be awarded in injunction cases but only if it is properly pled for and the Petitioner asks for it during the hearing.
- If you have legal representation, please have your attorney speak with the opposing party or the opposing parties' attorney before your case is called. If the opposing parties' attorney approaches you, do not speak to them other than to advise them that you have an attorney, or will be hiring one. If you do not have representation, you may speak with them directly if you want to.

**RESPONDENT'S FREQUENTLY PRESENT THEMSELVES IN THE FOLLOWING MANNER:**

- May acknowledge family problems, or that an incident occurred, but will deny any violence.
- When confronted about his/her behavior, may respond by saying, "She/He bruises easily," "She/He was hysterical", "She/He was drunk or high", or "I had to restrain them".
- May contact you before the hearing to persuade you to drop the Protection Order. Report any violations of the Temporary Injunction to local Law Enforcement IMMEDIATELY.

When meeting with your attorney, please bring the following documents: Police Reports, Violation of Injunction Information, Witness list with addresses, Pending or Past Divorce or Custody Papers. Preserve all evidence such as Letters, Emails, Voice Mails, and Pictures. If

you know the Respondent has been convicted of Battery or any other Violent Crime, let your attorney know the County and Date of any Convictions.

VIOLATIONS OF THE INJUNCTION, whether TEMPORARY or PERMANENT, may include ANY contact with you directly or indirectly. This includes personal, telephonic, e-mail, facebook, or a message through a third person. Any Violation should be reported to local Law Enforcement IMMEDIATELY and you should ask for the case number they create. If it is an EMERGENCY, CALL 911. VIOLATIONS can also be reported to the CLERK OF COURT. The Clerk can provide you with the paperwork to report the Violation to the State Attorney's Office.

### **IMPORTANT PHONE NUMBERS**

#### LEE CONLEE HOUSE DOMESTIC VIOLENCE SHELTER

- HOTLINE 386-325-3141
- TOLL FREE 1-800-500-1119
- OFFICE 386-325-4447

COMMUNITY LEGAL SERVICES OF MID-FLORIDA 386-328-8361 ext -2601

PUTNAM COUNTY SHERIFF'S DEPARTMENT 386-329-0800

PALATKA POLICE DEPARTMENT 386-329-0115

CRESENT CITY POLICE DEPARTMENT 386-698-1211

WELAKA POLICE DEPARTMENT 386-467-2303

INTERLACHEN POLICE DEPARTMENT 386-684-2164

STATE ATTORNEY'S OFFICE 386-329-0259

PUTNAM COUNTY HEALTH DEPARTMENT (Victim Advocates) 386-326-3200