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|  *TEL: 277-5980* ***Fax: 277-1485***  | ***Law Office of******JULIANNE M. HOLT******Public Defender******Thirteenth Judicial Circuit of Florida******700 East Twiggs Street, Fifth Floor******P.O. Box 172910******Tampa, Florida 33672-0910*** | ***Revised: 07/09/13*** |

RE: Appointment of the Public Defender’s Office

The Court has appointed our office to represent you in the above referenced case(s). The Assistant Public Defender, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (813) 277-\_\_\_\_\_\_\_\_\_, has been assigned to represent you.

Please **do not discuss your case** with anyone **except your attorney or an investigator in our office.** Information you share with other people **can be used against you** in a criminal proceeding. While in custody at the Hillsborough County Jail, **all** telephone calls and video visitations are recorded and saved. **Do not** say, show, or discuss anything that you would not want to read in a police report or hear a witness say in court. Please be aware that our office ***cannot accept*** collect telephone calls.

It is important that you speak to your attorney before your next court date. Please call the phone number listed above or on the business card you have received.

**Your next court date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_**

**Time:** 8:30 / 9:00 / 1:30 / \_\_\_:\_\_\_ a.m. / p.m**.**

**Type of appearance:** Arraignment / Disposition / Pretrial / Non-Jury Trial

 **Judge:** Margaret Courtney **Courtroom:**  22 (2nd Floor – Annex Tower)

***Payment of the $50 Public Defender Application Fee is due on or before the court date mentioned above. Please see payment locations on the back of this letter.***

Please arrive at least **fifteen (15)** minutes before the start time mentioned above; being late for court could result in your pre-trial release status being revoked and taken away; meaning **you could be sent to jail** simply for being late. If you are scheduled for a motion hearing, status review, etc., court will begin either at 8:30a.m. or 1:30p.m. Cases scheduled for trial will begin at 8:00 a.m.

Please make sure you are in the courthouse and in your assigned courtroom **no later than 7:45 a.m.** Please dress appropriately for all court (men: slacks, shirt and tie; women: dress pants, skirt or dress).

Sincerely,

LAW OFFICE OF JULIANNE M. HOLT, PUBLIC DEFENDER

 Enclosure(s)

**REMINDER - PAYMENT OF THE PD APPLICATION FEE ($50)**

***ON OR BEFORE YOUR NEXT COURT DATE***

**FELONY, MISDEMEANOR & JUVENILE:** Payments can be made in person, by telephone or US mail.

***ACTUAL LOCATIONS FOR MAKING PAYMENTS***

***Monday – Friday (8 AM – 5 PM)***

FELONY CLERK’S OFFICE MISDEMEANOR CLERK’S OFFICE

401 N. Jefferson Street 700 E. Twiggs Street

Courthouse Annex Room 752 (7th floor)

Room 202 (2nd floor)

**By phone**: (813) 276-8100 or (813) 276-8200

**By US mail**: ATTENTION: Felony / Misdemeanor

Clerk of the Circuit Court

P.O. Box 1110

 Tampa, FL 33601

**TRAFFIC TICKETS:** Payments can be made in person, US mail, **online\*,** or atan **AMSCOT\*** location.

***ACTUAL LOCATIONS FOR MAKING PAYMENTS***

***Monday – Friday (8 AM – 5 PM)***

DOWNTOWN TAMPA

Clerk of the Circuit Court’s (*Traffic Department*)

419 N. Pierce Street

Room 107 (1st floor)

PLANT CITY COURTHOUSE BRANDON CLERK’S OFFICE SOUTHSHORE CLERK’S OFFICE

301 N. Michigan Avenue  311 Pauls Drive, Suite 110 410 30th Street, S.E.

Plant City, FL 33563 Brandon, FL 33511 Ruskin, FL 33570

**By US mail**: ATTENTION: Traffic Division

Clerk of the Circuit Court

P.O. Box 3360

Tampa, FL 33601

***\*If payment is made*** within the **first thirty (30) days** from the date on the citation (not late), does not require proof, and is **not** for a red light or toll ticket – payment can be made online or at a local AMSCOT location.

 **\*ONLINE:** <http://www.hillsclerk.com/publicweb/Pay_Traffic_Fine.aspx>

\***AMSCOT:** 800-333-6130 [www.AMSCOTFINANCIAL.com](http://www.AMSCOTFINANCIAL.com)

**NOTE:** The Clerk’s Office cannot accept partial payments of costs ***unless a prior payment plan has been made***.

*If the case is pending* and the $50 PD application fee is the only assessed cost on the case, then the Clerk will accept the $50 payment.