

IN THE CIRCUIT COURT OF
THE EIGHTEENTH JUDICIAL
CIRCUIT IN AND FOR
BREVARD COUNTY, FLORIDA

ADMINISTRATIVE ORDER
26-32-B
SUPERSEDES 18-53-B AMENDED

**RE: JAIL INITIAL PROCEEDINGS - ESTABLISH A STANDARD PROCEDURE FOR
INITIAL APPEARANCES AT THE BREVARD COUNTY DETENTION CENTER, AND
TO ESTABLISH COMMENCEMENT TIME AND PROCEDURES FOR CLERK OF
COURT AND SHERIFF**

I. Time of Initial Appearance

A. Weekdays

1. All initial appearances will begin at 1:15 p.m. at the Brevard County Detention Center.

B. Weekends/Holidays:

1. All initial appearances will begin at 9:00 a.m. at the Brevard County Detention Center.
2. Juvenile detention hearings will precede adult hearings.

II. Cut-off Time for Paperwork

A. Weekdays:

1. All paperwork involving an inmate shall be e-filed to the Clerk of Court for court preparations no later than 8:30 a.m.
2. Paperwork e-filed after 8:30 a.m. shall be processed for initial appearance the following day.

B. Weekends/Holidays:

1. All paperwork involving an inmate shall be e-filed to the Clerk of Court for court preparations no later than 6:00 a.m.
2. Paperwork e-filed after 6:00 a.m. shall be processed for initial appearance the following day.

DONE AND ORDERED this 31st day of July, 2026.



MELANIE CHASE
CHIEF JUDGE

Distribution:

All Circuit and County Judges (Brevard County)
Court Administration (Brevard and Seminole Counties)
Clerk of Court (Brevard County)
State Attorney
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Sheriff (Brevard County)
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