



## MARION COUNTY

## SHERIFF'S OFFICE

State Attorney's Office  
c/o Toby Hunt, ASA  
Via E-mail to: [thunt@sao5.org](mailto:thunt@sao5.org)

Office of the Public Defender  
c/o LeAnn Mackey Barnes, Esq.  
Via E-mail to: [lbarnes@pdo5.org](mailto:lbarnes@pdo5.org)

Marion County Assoc. of Criminal Defense Lawyers  
c/o President Ian Pickens, Esq.  
Via E-mail to: [ipickens@meldonlaw.com](mailto:ipickens@meldonlaw.com)

All Marion County Criminal Conflict  
Registry Attorneys  
Via E-mail to addresses on file with Clerk

Office of Regional Conflict Counsel  
c/o Marion County Office  
Via E-mail to: [eplaster@rc5state.com](mailto:eplaster@rc5state.com); [narreaga@rc5state.com](mailto:narreaga@rc5state.com)

October 15, 2019

Dear friends and colleagues,

Please be advised that effective immediately, you may send inmate transport requests via e-mail to [dockets@marionso.com](mailto:dockets@marionso.com). This will allow you to request inmates be transported to hearings at the Marion County Courthouse without the necessity of sending a fax (although a fax will still be accepted). This e-mail address should be used only for sending transportation requests. It should not be used to communicate with the classifications division or for any other purpose.

In your e-mail requesting transport, please provide the following information regarding the hearing:

1. Defendant's name
2. Defendant's case number
3. Judge's name
4. Courtroom
5. Date and time of hearing

The person requesting the inmate to be transported should also provide the following information:

1. Name of the attorney representing Defendant
2. Name of law firm
3. Name of person submitting the request
4. Telephone number of person submitting the request
5. Fax number of person submitting the request

Please be advised that this e-mail account is monitored between 8 AM and 5 PM on normal business days. Requests submitted after 5 PM, on weekends, and on holidays will not be processed until the next business day. Requests for transportation will be processed in the order in which they are

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received. Accordingly, to ensure your requests are received with sufficient time to allow transportation of an inmate to occur, all "last minute" requests should be avoided.

Several of you have asked me whether we could implement a system to allow transport requests to be submitted through e-mail. Lt. Jennifer Lucky, together with our classifications division and other members of our agency, have worked to accommodate this request. It is the hope of the Sheriff's Office that this will lead to the increased efficiency in the administration of criminal justice at a decreased cost to taxpayers.

Should you encounter issues with this process, I would ask that you please contact me via telephone at (352) 369-6758 or via e-mail at [tmccourt@marionso.com](mailto:tmccourt@marionso.com).

Sincerely,

WILLIAM "BILLY" WOODS  
SHERIFF OF MARION COUNTY

By: Timothy McCourt  
General Counsel  
Florida Bar No. 44604

Copy: Hon. Edward L. Scott, Circuit Judge and Administrative Judge  
Hon. R. James McCune, County Judge and Administrative Judge  
Chief Deputy Robert Douglas  
Major Clint Bowen  
Lt. Jennifer Lucky

Billy Woods, Sheriff