

**You have been charged.  
Now what?**

*You have been charged in a criminal case in Monroe County and the judge has placed you under the supervision of Pretrial Services. We will assist you for the duration of your case to ensure you attend all court appearances and minimize the risk of non-compliance issues.*

**Complying with your Pretrial Release Conditions will help you succeed.**

- Pretrial Services does not work for the prosecutor or defense; we work for the judges.
- A Pretrial Officer (PTO) has been assigned to you. Your PTO instructs you on the conditions of your release and informs the Judge if you are (or are not) in compliance.
- You can find your conditions listed on the Pretrial Rules and Regulations you signed and received before leaving jail. There is other important information in the Pretrial Packet given to you upon release.
- You and your PTO work as a team to make sure you do what the judge ordered. Make sure your PTO always has your current phone number and address.

**Being Successful on Pretrial Release**

- Be honest with your PTO and communicate. We are here to help and remaining in contact with us increases your chances of success.
- Remain in regular contact with your attorney and remember they work for you; be proactive.
- If you violate your conditions or miss a court date, a warrant will be issued for your arrest.
- We do not want you to go back to jail. Our aim is your freedom. You are presumed innocent and are only charged with a crime. Non-compliance issues must be reported to the Judge should they occur; **but your success is strongly preferred by Pretrial Services.**

**Important Contact Information and Resources**

Pretrial Services Contacts		
Scott Wiles, Manager	305-295-3903	Scott.Wiles @KeysCourts.net
Todd Lambertus, Pretrial Officer	305-292-3497	Todd.Lambertus @KeysCourts.net
Manuel Martinez, Pretrial Officer	305-292-3499	Manny.Martinez @KeysCourts.net
Lakay Barnett, Coordinator	305-295-3902	Lakay.Barnett @KeysCourts.net
Sanat Baratov, Pretrial Officer	305-295-3640	Sanat.Baratov @KeysCourts.net
Duane Triplett, Chief Deputy	305-292-3549	Duane.Triplett @KeysCourts.net
Main Number	305-292-7488	Staff Directory
AUTOMON	786-292-1406	Weekly Check-In

Public Defender Offices/ Monroe County, FL		
Key West	305-295-3100	Info@PD16.ORG  RobertLockwood.Org
Marathon	305-289-6015	
Plantation Key	305-853-7410	

Clerk of Courts		
Key West	305-292-3952	Public Defender Application/ Court Information/ Scheduled Hearings
Marathon	305-289-6015	
Plantation	305-852-7145	

Other Community Resources		
Guidance Care Center (FL KEYS)	305 434-7660	Counseling, Substance Abuse, Recovery Support
Florida Bar Association	(850) 487- 1292	Attorney Referral/ Complaints
National Domestic Violence Hotline	800-799-7233	Get Help/ Find Local Resources by State
Key West Police Department	305-809-1111	Non-Emergency Number
FloridaJobs.Org	833-352-7759	Re/Un Employment
Monroe County Sheriff's Office	(305) 292- 7000	Arrest Reports/ Property
Florida Department of Highway Safety and Motor Vehicles	850- 617-2000	Hardship License' State ID/ Customer Service/ License
Advocate DUI Program	305-289-5605	DUI School Monroe County
Community Foundation (FL KEYS)	305-292-1502	Social Service
Wesley House	305- 809- 5000	Family Services
Alcoholics Anonymous	800-839-1686	24 Hour Help Line (Meetings; to Talk)
Narcotics Anonymous	844--623- 5674	Florida Statewide Help Line



**16<sup>th</sup> Judicial Circuit of Florida, Monroe County**

**Welcome to Pretrial Services**

Our goal, as the 16<sup>th</sup> Judicial Circuit's Pretrial staff, is to effectively guide you through your time on Pretrial Release. Your supervision begins when you are released from jail and ends when your court case is closed.

While we do not provide legal advice, our aim is to offer the tools, encouragement, and direction you may need to successfully complete your Pretrial Release with us.

**OUR OBJECTIVES**

- ***To assist judges in the fair administration of justice by providing services and information to facilitate the release and detention decision-making process.***
- ***To minimize unnecessary pretrial detention and protect the due process rights of our citizens.***
- ***To reduce non-appearance rates and enhance community safety through the use of evidence-based Pretrial Practices.***

**CALL OR CONTACT PRETRIAL SERVICES**

**Main Number: 305-294-7288**

**Address: 5503 College Road 2nd Floor,  
Suite 205, Key West, FL 33040**

## **Conditions of Release:** **Court Ordered Requirements**

Your assigned Pretrial Officer will contact you to review your specific court ordered terms of release.

### **All Defendants**

- Weekly Check-in to 1-786-292-1406
  - Monday, Wednesday or Friday
  - Call from your Own Phone or Use ID#
- Notify Pretrial Officer if Leaving County
- Refrain from Criminal Activity/ New Arrests
- Appear at All Court Hearings
  - Unless Appearance Waived per Attorney

### **Some Defendants**

- Random Urinalysis (Alcohol and/or Illicit Substances)
- No Contact or No Harmful Contact Order
- Travel Restrictions
- Treatment/Rehab or Mental Health Counseling
- Electronic (GPS) Monitoring/House Arrest
- Other Conditions as Ordered by Judge

### **Successful Pretrial Completion** **Vs. Non-Compliance**

➤ You will be expected to comply with conditions of Pretrial Supervision from the date of your release until the resolution of your case (closure). More than 90% of Pretrial Defendants succeed, and that is the goal. However, there are times when non-compliance issues do occur, such as:

- **Two or more Missed Weekly Check-ins**
- **Positive Alcohol and/or Drug Test;**  
**Failing to Appear for Test; or Insufficient or Invalid Urine Sample**
- **Violation of No Contact or No Harmful Contact Order**
- **Failure to Provide Current Address or Phone Number**
- **New Arrest**

➤ Judges will be notified of any non-compliance issues and may choose to initiate a violation. A warrant will then be issued with a bond amount for each of your charges. Your release will be revoked and you can go back to jail as a result. Please comply with each of your court-ordered Pretrial Release Conditions. Everyone wins when rules are followed.

**ALWAYS CONTACT YOUR ATTORNEY  
FOR LEGAL COUNSEL IN EVENT  
OF NON-COMPLIANCE.**

## **Random Urinalysis Testing**

Random urinalysis for the presence of illicit drugs, alcohol, or both illicit drugs and alcohol, may be required as a condition of your pretrial release from jail while your case is pending.

- If required to undergo random urinalysis testing for alcohol and/or illicit substances, you will receive a text notification and email from Pretrial Services the day before you are to appear for your test.
- Testing takes place in Key West, Marathon, and Plantation Key (see next column for specific testing times and locations) or elsewhere if you live outside Monroe County (see below).
- In Monroe County, each test costs \$10, payable by money order/cashier's check ONLY to Monroe County Clerk of Courts. Neither cash nor personal checks will be accepted.
- If you take any prescribed medications, ask your pharmacy to provide a list of current medications **OR** take clear photos of any medications showing type of medication, quantity, date, # of refills.
- Provide this list or photos to your Pretrial officer:
  - **Todd Lambertus**([todd.lambertus@keyscourts](mailto:todd.lambertus@keyscourts)
    - **Phone** 305-292-3497) **OR**
  - **Manuel Martinez**([manny.martinez@keyscourts](mailto:manny.martinez@keyscourts)
    - **Phone** 305-292-3499).
- You must also provide a copy of your medications list to Lab staff at your first test.
- Please show up at your testing site fifteen (15) minutes early, since there will be paperwork to fill out and sign before your first test.
- If you are traveling outside Monroe County, follow the procedure below for testing outside Monroe County.

### **If you reside OUTSIDE Monroe County (Florida Keys)**

- Your officer will email procedures and link to register and pay \$40 in advance. Or call CMG at (336) 768-8104 to pay. Once you receive a registration number, please keep it, since you must bring it to the LabCorp facility where you'll be testing.
- **YOU MUST FOLLOW REGISTRATION PROCEDURE PRIOR TO GOING TO LABCORP AND BRING PHOTO ID OR YOU WILL NOT BE PERMITTED TO PROVIDE SAMPLE FOR TEST.**

## **Random Urinalysis:** **Locations and Times**



**Marathon @**  
**Marathon Courthouse**  
**3117 Overseas Highway**  
**Marathon, FL 33050**

**Mondays: 4:00pm to 4:45pm**  
**Wednesdays 3:30pm – 4:45pm**  
**Thursdays: 2:00pm to 3:30pm**

**\*Urinalysis Lab is inside Courthouse**  
**Proceed Though Court Security**



**Key West @**  
**Freeman Justice Center**  
**302 Fleming Street**  
**Key West, FL 33040**

**Mondays through Fridays:**  
**8:30am - 11:30am**

**\*Urinalysis Lab Entrance is on Thomas Street**  
**Back Side of Courthouse**



**Plantation Key Courthouse @**  
**Plantation Key**  
**Government Center**  
**88770 Overseas Highway Suite 1**  
**Tavernier, FL 33070**

**Mondays: 1:00pm to 2:45pm**  
**Wednesdays: 12:30pm – 2:00pm**  
**Thursdays: 4:45pm to 6:15pm**

**\*Urinalysis Lab is in Drug Court**  
**Through Security inside the Courthouse**

***Always Best to Contact your***  
***Pretrial Officer for Assistance***  
***if any Questions!***

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