

## **SPECIAL MAGISTRATE FREQUENTLY ASKED QUESTIONS**

### ***WHEN AND WHERE ARE SPECIAL MAGISTRATE MEETINGS HELD?***

Special Magistrate Hearings are once a month, every third Thursday of the month. The meetings are held at the Government Center located at 8401 N.W. 53<sup>rd</sup> Terrace, 3<sup>rd</sup> Floor Council Chambers, Doral, Florida 33166, (schedule is subject to change).

### ***HOW DO I GET A COPY OF A CASE FILE AND/OR AN AUDIO COPY OF A SPECIAL MAGISTRATE HEARING?***

Contact the City Clerk's Office at 305-593-6730 to learn more about the public records request process.

### ***HOW DO I REQUEST A CONTINUANCE IF I CAN'T ATTEND ON THE DATE MY CASE WAS SCHEDULED FOR?***

Requests for continuances must be submitted in writing to the Code Compliance Department at least seven (7) working days prior to the hearing. The request is granted or denied by the Special Magistrate at the hearing, **NOT** before. If your request is granted, your case will be placed on the Agenda for the date specified on the Magistrate's Order. If your request is denied, your case will be heard as scheduled.

### ***I JUST RECEIVED A NOTICE TO APPEAR AND I DON'T KNOW WHAT VIOLATIONS ARE ON MY PROPERTY. WHAT ARE THE VIOLATIONS AND HOW CAN I GET A COPY?***

Contact the Code Compliance Department at 305-593-6680 to inquire about the violations. To obtain a copy of the Notice, please contact the City Clerk's Office at 305-593-6730 to learn more about the public records request process.

### ***I BELIEVE THAT I HAVE COMPLIED WITH THE VIOLATIONS, WHAT DO I DO NOW?***

Call the Code Compliance Department at 305-593-6680 and ask to speak with the Code Compliance Officer who is handling the case. Let the Code Compliance Officer know that you are calling to advise that you are in compliance, and that you need to request a re-inspection to verify compliance. It is also recommended that you send an email to the Officer requesting the re-inspection. Departments' email addresses are available online on the Code Compliance webpage under personnel.

### ***I COMPLIED WITH THE VIOLATION ALREADY. WHY DID I GET A NOTICE TO APPEAR?***

Call the Code Compliance Department at 305-593-6680 and ask to speak with the Officer. Let them know that you are calling to advise that you are in compliance, and that you need to request a re-inspection to verify compliance. It is also recommended that you send an email to the Code Compliance Officer requesting the re-inspection. You must also understand that the Department can request that the Special Magistrate hear the case, even if you are already in compliance, for the purpose of obtaining an adjudication of guilt. This means that you complied with the violation, but that if you repeat the same violation within a certain period, the Department can request a hearing before the Special Magistrate so that fines can be imposed.

## SPECIAL MAGISTRATE FREQUENTLY ASKED QUESTIONS

### ***I AM NOT GOING TO BE ABLE TO COMPLY BY THE DATE THE SPECIAL MAGISTRATE ORDERED. HOW CAN I GET MORE TIME TO COMPLY?***

If you are unable to comply with the Special Magistrate Order, and you need to request an extension of time, you must fill out and submit a “Request for Extension to Comply” **BEFORE** your compliance date passed. Mail, fax, hand-deliver or e-mail your request forms for additional time to comply with any supporting documentation to the Code Compliance Department. Once an order has been entered by the Special Magistrate, **ONLY** the Special Magistrate can grant you the additional time. The case will be scheduled for the next available hearing and you will receive a Notice to Appear with the date, time and location. The Special Magistrate will review your request for extension. **You must be present at the hearing in order for your request to be granted.** Requests received on or after the compliance date are considered untimely and a Special Magistrate may deny your request.

***FORMS ARE AVAILABLE ONLINE!***

### ***I COMPLIED WITH THE SPECIAL MAGISTRATE ORDER, BUT MY COMPLIANCE DATE PASSED AND I HAVE FINES ACCRUED, HOW CAN I REQUEST A MITIGATION OR REDUCTION OF PENALTY?***

After reaching compliance, the Code Compliance Officer must issue an Affidavit of Compliance and provide a copy to you. Then, you must fill out a “Request for Mitigation/Reduction of Penalty” and submit it to the Department, please include a copy of the Affidavit. Your case will be scheduled for the next available hearing and you will receive a Notice to Appear with the date, time and location. At the hearing, the Magistrate will give you the opportunity to explain the extenuating circumstances that you experienced not to comply on the timeframe given on his/her order. The Magistrate will grant or deny the reduction of the penalty and decide the amount to be paid. **You must be present at the hearing in order for your request to be granted.**

### ***A LIEN SEARCH WAS JUST DONE ON MY PROPERTY AND THERE IS A SPECIAL MAGISTRATE LIEN. WHAT DO I DO NOW?***

Call the Code Compliance Department at 305-593-6680. You must provide the Clerk with either the Special Magistrate Case Number or the Property Address. The Clerk will look up the case to determine if the property is in compliance, the amount of the fine/lien and advise you accordingly.

### ***I AM PAYING MY ADMINISTRATIVE FEE AND/OR FINE BY CHECK. WHO DO I MAKE THE CHECK PAYABLE TO AND WHERE DO I SEND IT?***

Make the check payable to: CITY OF DORAL  
Send it to: Code Compliance Department  
8401 N.W. 53<sup>rd</sup> Street, Second Floor  
Doral, Florida 33166

**Make sure you put the Special Magistrate Case Number on the check, so we can apply the payment to your case.**

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### ***HOW DO I APPEAL A CITATION WHICH HAS A MONETARY FINE?***

Look on the back of the citation, it will tell you how many days you have to appeal and where to file the appeal. If you are within the time-frame, make a written request to the Code Compliance Department. Your request must include your name, mailing address, daytime telephone number, the property address, the case number and a copy of the violation.