

Pro se Motion to Modify (Change) Sentence

Motions to modify (change) the sentence are *related* to your criminal case, but the Public Defender **cannot file these motions for you or represent you in your hearing** unless the Court appoints us to do so. There are *three* forms attached to that we hope will help you with this matter: (1) Defendant's Motion to Modify Sentence; (2) Notice of Hearing; (3) Order Modify Sentence.

INSTRUCTIONS FOR PREPARING AND FILING YOUR MOTION

1. Fill out all of the attached forms correctly.
 - In each document's "heading," circle either COUNTY (for Misdemeanor cases) or CIRCUIT (for Felony cases)
 - Write in your name, case number, and the court division.
 - Fill in all of the spaces where you see a "_____"
 - Where you see words separated by a slash mark (/), you need to circle one of the words.
 - Write the current date in the last paragraph of the Motion and Notice of Hearing.

****DO NOT** fill in the court date or time on the Notice of Hearing.

 - Sign on the line above "DEFENDANT, PRO SE" on the Motion and Notice of Hearing.
 - Write your telephone number and address in the blanks below your signature.
 - Write the name and telephone number for your probation officer.

****DO NOT** sign and **DO NOT** write a date on the Order. The judge will sign and date the order in court.

2. Once you have the specific instructions from the court, **make 3 copies** of the Motion and Notice of Hearing.

File the original Motion and Notice of Hearing and Order to:

- **Clerk of Court** (select the county/location that applies):
 - Manatee County: P.O. Box 25400, Bradenton, FL 34206
 - Sarasota County: P.O. Box 3079, Sarasota, FL 34230
 - Venice: P.O. Box 3079, Sarasota, FL 34230
 - Arcadia: 115 East Oak Street, Arcadia, FL 34266

Mail a copy of the Motion and Notice of Hearing to each party listed below:

- **State Attorney** (select the county/location that applies):
 - Bradenton: 1112 Manatee Avenue West, 6th Floor, Bradenton, FL 34205
 - Sarasota: 2071 Ringling Blvd, #400, Sarasota, FL 34237
 - Venice: 4000 South Tamiami Trail, Room 135, Venice, FL 34293
 - Arcadia: 115 East Oak Street, Arcadia, FL 34266
- **The judge** (select the county/location that applies):
 - Bradenton: Manatee County Judicial Center, P.O. Box 3000, Bradenton, FL 34206
 - Sarasota: Judge Lynn Silvertooth Judicial Center, 2002 Ringling Blvd, Sarasota, FL 34237
 - Venice: Robert L. Anderson Adm Center, 4000 South Tamiami Tr, Venice, FL 34293
 - Arcadia: Desoto County Courthouse: 115 East Oak Street, Arcadia, FL 34266

Keep a copy of the Motion and Notice of Hearing for yourself.

3. When you go to court, bring your copy of the Motion, Notice of Hearing, and Order. You should also bring copies of all other documents related to your case, including all verification of completed conditions of your probation or community control, or documents explaining why you merit a change of sentence
4. The Judge will notify you in the mail of a hearing date or final disposition of your motion. The Judge may deny or grant your motion without a hearing. Additionally, you can check the status of your motion on the Clerk's website.

IN THE COUNTY / CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT IN
AND FOR SARASOTA/MANATEE/DESOTO COUNTY, FLORIDA
CRIMINAL JUSTICE DIVISION

STATE OF FLORIDA

CASE NUMBER: _____

vs.

DIVISION: _____

DEFENDANT, *pro se*

DEFENDANT'S PRO SE MOTION TO MODIFY SENTENCE

COMES NOW the Defendant, *pro se* pursuant to Florida Rule of Criminal Procedure 3.800, and moves this Court to modify the sentence previously imposed in this case, and in support of this motion states:

1. The Defendant was sentenced on _____.
(date)

2. The Defendant was sentenced as follows:

3. The Defendant requests the sentence imposed on _____ be modified or reduced for the following reasons:

4. The Defendant requests the sentence to be:

WHEREFORE, the Defendant respectfully requests this Court grant this motion and modify the sentence as requested above.

I HEREBY CERTIFY that a true and correct copy of the foregoing motion has been furnished to the Office of the State Attorney, _____ (address), this _____ day of _____, 20____.

Respectfully submitted,

DEFENDANT (Signature)

Telephone: (____) _____

Address: _____

IN THE COUNTY / CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT IN
AND FOR SARASOTA/MANATEE/DESOTO COUNTY, FLORIDA
CRIMINAL JUSTICE DIVISION

STATE OF FLORIDA

CASE NUMBER: _____

vs.

DIVISION: _____

DEFENDANT, *pro se*

NOTICE OF HEARING

To: OFFICE OF THE STATE ATTORNEY

YOU ARE HEREBY NOTIFIED that the motion listed below has been scheduled for hearing
before Judge _____, in courtroom# _____, on the ___ day of _____
20 ___ at _____ a.m./p.m. or as soon thereafter as may be heard.

DEFENDANT'S PRO SE MOTION TO MODIFY SENTENCE

DATED this _____ day of _____, 20 _____.

Respectfully submitted,

DEFENDANT (Signature)

Telephone: (_____) _____

Address: _____

IN THE COUNTY / CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT IN
AND FOR SARASOTA/MANATEE/DESOTO COUNTY, FLORIDA
CRIMINAL JUSTICE DIVISION

STATE OF FLORIDA

CASE NUMBER: _____

vs.

DIVISION: _____

DEFENDANT, *pro se*

ORDER ON DEFENDANT'S PRO SE MOTION TO MODIFY SENTENCE

THIS CAUSE, having come before the Court on the Pro Se Motion to Modify Sentence.
This Court having reviewed the file, taken testimony, and being otherwise fully advised in the
premises therein, it is hereby:

ORDERED AND ADJUDGED that the Defendant's pro se Motion to Modify Sentence is
hereby:

GRANTED – DENIED

Sentence shall be modified in the following way:

CIRCUIT/COUNTY COURT JUDGE

Copies furnished to:

Defendant, *pro se*
Office of the State Attorney