

*Law Offices of
LISA B. McLEAN
Public Defender
Thirteenth Judicial Circuit of Florida
700 East Twiggs Street, Fifth Floor
P.O. Box 172910
Tampa, Florida 33672-0910*

REVISED 6/16/26

RE: 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. Call the judicial assistant in your assigned division for special instructions and/or requirements to process your request. Access to the court's contact via their website: <http://www.fljud13.org/JudicialDirectory.aspx>
2. 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 until you have instructions from the judicial assistant.

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

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

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

- Clerk of Court:
 - o Downtown Tampa: 800 E. Twiggs Street, Room 101/1st Floor Lobby, Tampa, FL 33602
 - o Plant City: 301 N Michigan Avenue, Room 1071/1st Floor Lobby, Plant City, FL 33563
 - State Attorney:
 - o Downtown Tampa: 419 N. Pierce Street, Tampa, Florida 33602
 - o Plant City: 301 N Michigan Avenue, Room 1022, Plant City, FL 33563
 - The judge (the Clerk of Court has an interoffice drop box for the judges)
4. 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.

IF YOU NEED MORE HELP, you can call the HILLSBOROUGH COUNTY BAR LAWYER REFERRAL SERVICE at (813) 221-7780. You can also send an email to lrs@hillsbar.com.

IN THE **COUNTY / CIRCUIT** COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH 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 found to be in violation of probation / community control on _____.
(date)
2. The Defendant's supervision was revoked and the Defendant was sentenced as follows:

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

WHEREFORE, the Defendant respectfully requests this Court grant this motion to modify sentence.

I HEREBY CERTIFY that a true and correct copy of the foregoing motion has been furnished to the Office of the State Attorney, 419 North Pierce Street, Tampa, Florida, this day of _____, 20__.

Respectfully submitted,

DEFENDANT (Signature)

Telephone: (____) _____

Address: _____

IN THE **COUNTY / CIRCUIT** COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA
CRIMINAL JUSTICE DIVISION

STATE OF FLORIDA

CASE NUMBER: _____

vs.

DIVISION: _____

DEFENDANT, *pro se*

NOTICE OF HEARING

To: SUSAN S. LOPEZ
OFFICE OF THE STATE ATTORNEY
419 N. PIERCE STREET
TAMPA, FLORIDA 33602

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 at Tampa, Hillsborough County, Florida this ____ day of _____, 20____.

Respectfully submitted,

DEFENDANT (Signature)

Telephone: (____) _____

Address: _____

Courtesy Copy to Judge

IN THE **COUNTY / CIRCUIT** COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH 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

DONE AND ORDERED at Tampa, Hillsborough County, Florida, this ____ day of _____, 20__.

CIRCUIT/COUNTY COURT JUDGE

Copies furnished to:

Defendant, *pro se*
Office of the State Attorney