

BOGIN, MUNNNS & MUNNNS



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&M

Welcome to our Team!



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About Our

FIRM MISSION

SINCE 1979, OUR LAW FIRM HAS BEEN SERVING CLIENTS USING OUR FOUNDING PRINCIPLES OF INTEGRITY, RESPECT, DIGNITY, AND FAIRNESS. OUR GOAL IS TO PROVIDE YOU WITH EXPERIENCED, COMPREHENSIVE, COMPASSIONATE, AND RESPONSIVE LEGAL REPRESENTATION WHILE HELPING YOU NAVIGATE EVERY STEP OF THE LEGAL PROCESS AHEAD.

WE ARE PROUD OF THE FIRM WE HAVE BUILT AND WE LOOK FORWARD TO SHARING OUR SKILLS, KNOWLEDGE AND EXPERIENCE WITH YOU. WE ARE GRATEFUL THAT YOU HAVE CHOSEN US TO GUIDE YOU ON THIS JOURNEY.

WE ARE NOW YOUR LEGAL TEAM.



“

**EXPERIENCE
IS THE FOUNDATION
UPON WHICH
RESULTS
ARE BUILT”**

Ryan Munns



Bogin, Munns
& Munns



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TEAM MEMBERS

Criminal Defense



CHRISTINA C. HEDLEY

SENIOR ASSOCIATE ATTORNEY
CHEDLEY@BOGINMUNNS.COM

CHRISTINA IS A SENIOR ASSOCIATE ATTORNEY WITH THE FIRM AND THE LEAD ATTORNEY ASSIGNED TO LITIGATE YOUR CASE. SHE IS A FLORIDA BAR BOARD CERTIFIED SPECIALIST IN CRIMINAL TRIAL LAW AND HAS BEEN PRACTICING LAW HERE IN FLORIDA FOR OVER 10 YEARS. SHE WILL BE YOUR COUNSELOR, YOUR ADVISOR AND YOUR WARRIOR - BOTH IN AND OUT OF THE COURTROOM.



MATTHEW S. BOOMERSHINE

MANAGING ATTORNEY
MBOOMERSHINE@BOGINMUNNS.COM

MATT IS THE MANAGING ATTORNEY AND TEAM LEADER FOR THE FIRM'S CRIMINAL DEFENSE TEAM. A LAWYER HERE IN CENTRAL FLORIDA FOR OVER 15 YEARS, HE WILL OVERSEE THE TEAM'S PROGRESS ON YOUR CASE AND ASSIST WITH ANY QUESTIONS OR CONCERNS YOU MAY HAVE ALONG THE WAY.



KEVIN PUENTES

PARALEGAL
KPUENTES@BOGINMUNNS.COM

KEVIN IS THE PARALEGAL ASSIGNED TO YOUR CASE, AND THE BACKBONE OF OUR FIRM'S CRIMINAL DEFENSE TEAM. HE WILL BE YOUR FIRST POINT OF CONTACT AND COMMUNICATION FOR ANY AND ALL ISSUES RELATED TO YOUR CASE, INCLUDING SCHEDULING, CASE UPDATES, UPCOMING COURT DATES, AND DISCOVERY/ EVIDENCE MANAGEMENT.

Communication

EMAIL: We love email! Email is always the best way to communicate with our team regularly. Your first and best point of contact with us will always be email with the team's paralegal. Please remember to also copy your dedicated Filevine email address to ensure all communication is recorded directly to your file. We strive to return all emails received within 48 business hours.

TELEPHONE: We know that sometimes email just doesn't cut it! However, outside of emergencies, we prefer to avoid unplanned telephone calls. This is one way we offer reasonable rates and it helps to ensure we don't play phone tag. Anytime you wish to schedule a call with a member of our team, please email your team's paralegal and request to coordinate a scheduled call in advance.

IN-PERSON MEETINGS: From time to time during the progression of your case, a face-to-face meeting may become necessary. If you need to schedule an office meeting with a member of our team, email your team's paralegal and request an appointment at our office.

LIMIT TEXTING: Text messages are quick and easy, and therefore sometimes effective for short inquiries or scheduling. When texting with our team for these purposes, always use your dedicated Case Management Text Message Number to ensure that the entire team is kept apprised of your case details. However, for anything more involved email will be the best option to ensure a thorough and meaningful response from us.

Policy



NEED TO KNOW THE PERSONALIZED FILEVINE EMAIL ADDRESS OR TEXT MESSAGE NUMBER THAT'S LINKED DIRECTLY TO YOUR FILE? CHECK YOUR INITIAL WELCOME MESSAGE OR EMAIL YOUR TEAM PARALEGAL.

COMMUNICATION POLICY

Sending Documents and Evidence

VIA FILEVINE

FILEVINE IS OUR FIRM'S CLOUD BASED CASE MANAGEMENT SYSTEM. EVERYTHING RELATED TO YOUR CASE - INCLUDING DOCUMENTS, EMAILS AND COURT PLEADINGS - IS SAVED IN THIS SYSTEM AT OUR OFFICE. WHEN NEEDED, YOU WILL RECEIVE A PERSONALIZED, SECURE FILEVINE SHARE LINK TO UPLOAD ALL EVIDENCE YOU WISH FOR US TO REVIEW OR DOCUMENTS WE HAVE REQUESTED FROM YOU. THIS LINK WILL ALLOW YOU TO SECURELY AND DIRECTLY UPLOAD YOUR DOCUMENTS AND EVIDENCE DIRECTLY TO YOUR FILE FOR OUR TEAM'S REVIEW.

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VIA EMAIL

ALTHOUGH OUR TEAM WILL USUALLY PREFER FILEVINE, AS A BACKUP YOU CAN ALSO EMAIL DOCUMENTS AND EVIDENCE TO US DIRECTLY IF THE INDIVIDUAL FILES ARE NOT TOO LARGE AND THE OVERALL QUANTITY OF THE MATERIALS IS NOT EXCESSIVE. EMAIL PROVIDERS SOMETIMES LIMIT THE SIZE AND NUMBER OF ATTACHMENTS THAT CAN BE SENT OR RECEIVED, SO DEPENDING ON WHAT YOU NEED TO SEND US THIS MIGHT NOT BE THE BEST OPTION.

IF YOU NEED TO EMAIL DOCUMENTS AND EVIDENCE TO US, PLEASE SEND THE EMAIL TO OUR TEAM'S PARALEGAL AND CC YOUR DEDICATED FILEVINE EMAIL ADDRESS TO ENSURE THE MATERIALS ARE RECORDED DIRECTLY TO YOUR FILE.

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ACCEPTABLE FORMATS

DOCUMENTS MUST BE IN PDF FORMAT.

PHOTOGRAPHS MAY BE IN PDF FORMAT OR JPG FORMAT. DO NOT SEND US PHOTOGRAPHS OF DOCUMENTS.

AUDIO FILES MUST BE IN MP3 OR M4A FORMAT. VIDEO FILES MUST BE IN MP4 FORMAT.

IF YOU ARE UNABLE TO FORMAT YOUR DOCUMENTS AND EVIDENCE IN THESE WAYS, PLEASE CONTACT OUR TEAM'S PARALEGAL BEFORE UPLOADING OR EMAILING.

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CLIENT *Responsibilities*

HOW YOU CAN ENSURE A GREAT RELATIONSHIP WITH OUR TEAM

- STAY IN COMMUNICATION WITH OUR TEAM THROUGHOUT YOUR CASE. KEEP US UPDATED IF YOUR CONTACT INFORMATION CHANGES IN ANY WAY. WE CAN ONLY HELP YOU IF WE CAN REACH YOU.
- BE HONEST WITH US. ALL COMMUNICATIONS WITH OUR TEAM ARE CONFIDENTIAL AND PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE. WE CAN'T DO OUR BEST JOB FOR YOU IF WE DON'T HAVE ALL OF THE CORRECT INFORMATION ABOUT ALL OF THE FACTS IN YOUR CASE.
- BE COURTEOUS, RESPECTFUL, & PROFESSIONAL IN YOUR COMMUNICATIONS WITH ALL OF OUR TEAM MEMBERS AT ALL TIMES. NO YELLING, NO SCREAMING, NO NAME CALLING, & NO CURSING. WE UNDERSTAND THE ISSUES IN YOUR CASE ARE EXTREMELY PERSONAL AND CHALLENGING, BUT OUR RELATIONSHIP WITH YOU DEPENDS ON MUTUAL CIVILITY AND RESPECT. HELP US TO HELP YOU!
- BE ON TIME FOR ALL SCHEDULED MEETINGS, CALLS, AND COURT APPEARANCES. COMPLY WITH THE TERMS OF YOUR PRETRIAL RELEASE AT ALL TIMES.
- COOPERATE WITH OUR TEAM AS NEEDED, INCLUDING TIMELY PROVIDING REQUESTED DOCUMENTS & EVIDENCE AND TIMELY COMPLETING OR SIGNING REQUESTED FORMS.
- PAY ANY AND ALL MONTHLY BILLS TIMELY. WE WANT THE FOCUS OF OUR RELATIONSHIP WITH YOU TO BE ON THE ISSUES IN YOUR CASE SO WE CAN ACHIEVE POSITIVE RESULTS FOR YOU. UNPAID LEGAL FEES OR COSTS CREATE DISTRACTIONS FROM WHAT MATTERS MOST - YOUR CASE.

"ONLY STRENGTH CAN COOPERATE."

Dwight D. Eisenhower

Payment OPTIONS



FOR YOUR CONVENIENCE, OUR FIRM ACCEPTS THE FOLLOWING METHODS OF PAYMENT:

ONLINE

WE PREFER ONLINE PAYMENTS! TO PAY ONLINE, VISIT OUR WEBSITE AT WWW.BOGINMUNNS.COM. SCROLL DOWN TO THE VERY BOTTOM OF THE HOME PAGE UNTIL YOU SEE A LINK TO "SUBMIT PAYMENT". CLICK THE LINK, THEN FOLLOW THE PROMPTS TO PAY USING A CREDIT OR DEBIT CARD ONLINE. IN ORDER TO PROPERLY APPLY YOUR PAYMENT TO YOUR ACCOUNT, WHERE SPECIAL INSTRUCTIONS ARE REQUESTED PLEASE TYPE: "PAYMENT FOR ACCOUNT: <INSERT CLIENT NAME>". YOU WILL RECEIVE A COPY OF YOUR RECEIPT BY EMAIL.

PHONE

PLEASE CONTACT ACCOUNTING AT OUR MAIN OFFICE BY CALLING 407-578-1334 TO HAVE YOUR CREDIT OR DEBIT CARD PAYMENT PROCESSED BY A MEMBER OF OUR ACCOUNTING TEAM OVER THE PHONE. YOU WILL RECEIVE A COPY OF YOUR RECEIPT BY EMAIL.

OFFICE

YOU MAY GO TO ANY OF OUR LOCAL OFFICES TO PAY BY CASH, CHECK, MONEY ORDER, CASHIER'S CHECK, CREDIT CARD, OR DEBIT CARD. IF YOU CHOOSE THIS OPTION, PLEASE CALL THAT LOCATION BEFORE ARRIVING TO ENSURE A TEAM MEMBER WILL BE AVAILABLE TO COLLECT YOUR PAYMENT AND PROVIDE A RECEIPT. A LIST OF OUR OFFICE LOCATIONS IS AVAILABLE ON OUR WEBSITE.

WIRE

IF YOU WISH TO PAY BY WIRE TRANSFER, FIRST CONTACT OUR TEAM PARALEGAL FOR THE FIRM'S WIRE INSTRUCTIONS. YOU CAN THEN PRESENT OUR FIRM'S WIRE INSTRUCTIONS AT YOUR BANK AND REQUEST INITIATION OF A WIRE TRANSFER TO THE FIRM. FOR SECURITY PURPOSES, ALWAYS CALL THE FIRM AT 407-578-1334 IMMEDIATELY BEFORE AND AFTER INITIATING A WIRE TRANSFER TO US. BEFORE THE TRANSFER TO VERIFY ALL BANK INFORMATION; AFTER THE TRANSFER TO CONFIRM DELIVERY AND ENSURE THE FUNDS ARE DIRECTED TO YOUR ACCOUNT WITH THE FIRM.

"AN INVESTMENT IN KNOWLEDGE PAYS THE BEST INTEREST."

Benjamin Franklin



DO THIS, NOT THAT

HOW YOU CAN HELP US PRESENT YOUR BEST CASE



do

don't

COMMUNICATION/ SOCIAL MEDIA

THINK BEFORE SPEAKING, SENDING A TEXT OR EMAIL, OR POSTING TO SOCIAL MEDIA. DO YOUR WORDS REFLECT WHO YOU TRULY ARE? WILL YOUR WORDS HELP OR HURT YOUR CASE? IF YOU'RE UNSURE, ASK US FIRST. SAVE ALL WRITTEN AND RECORDED COMMUNICATIONS.

SAY, SEND, OR POST ANYTHING YOU WOULD NOT WANT YOUR JUDGE TO SEE. DELETE WRITTEN OR RECORDED COMMUNICATIONS, INCLUDING MESSAGES, EMAILS OR VOICEMAILS. AUDIO OR VIDEO RECORD ANYTHING PRIVATE WITHOUT ALL PARTIES' DOCUMENTED CONSENT.

SEEKING HELP OR ADVICE

EDUCATE YOURSELF WITH OUR PROFESSIONAL HELP. TRUST THE ADVICE OF OUR LEGAL TEAM. FIND A GREAT THERAPIST OR OTHER MENTAL HEALTH PROFESSIONAL FOR YOU AND YOUR LOVED ONES IF YOU FEEL IT MIGHT BE NEEDED.

LISTEN TO FRIENDS, FAMILY MEMBERS, INMATES AND INTERNET ADVICE. EVERY CASE IS DIFFERENT AND NUANCED. WELL MEANING ADVICE CAN LEAD TO CONFUSION AND ANXIETY.

MINDSET AND ATTITUDE

FOCUS LONG TERM & BIG PICTURE. TAKE CARE OF YOUR MIND, BODY & SPIRIT. STAY CALM, STAY PROFESSIONAL. BE PREPARED TO COMPROMISE WHERE YOU CAN SO THAT YOU HAVE THE FORTITUDE TO STAND FIRM WHERE YOU MUST.

PANIC, YELL, OR SCREAM. RESORT TO BEHAVIOR THAT IS BENEATH YOU. ALLOW SHAME OR SADNESS TO OVERRIDE HOPE.

COURT

BE ON TIME. BE WELL RESTED AND PREPARED. BE WELL DRESSED & GROOMED - PROFESSIONAL DRESS ATTIRE ALWAYS. TURN OFF YOUR CELL PHONE. FOLLOW COURTROOM DEPUTIES' INSTRUCTIONS. LISTEN TO THE JUDGE AT ALL TIMES.

BE LATE. BE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS. ARGUE WITH THE JUDGE OR COURTROOM DEPUTIES. YELL, SCREAM OR CURSE. INTERRUPT THE JUDGE. LET YOUR CELL PHONE RING OR VIBRATE. BRING ANY WEAPONS, FIREARMS, OR OTHER CONTRABAND TO THE COURTHOUSE.

Managing EXPECTATIONS

TIME

UNFORTUNATELY, CRIMINAL LITIGATION IS NOT USUALLY QUICK. ALTHOUGH WE ARE VERY GOOD AT WHAT WE DO AND MAKE EVERY EFFORT TO MOVE YOUR CASE ALONG QUICKLY, WE ARE ALSO LIMITED BY THE PROCESS, AND SOMETIMES DELAY CAN WORK IN YOUR FAVOR. LIKE FINE DINING OR ANYTHING ELSE IN LIFE WORTHWHILE, "GOOD" AND "FAST" RARELY PLAY NICE TOGETHER. PLEASE BE PATIENT AND KEEP THE FAITH.

TRUTH

OUR GOAL IS ALWAYS TO MAKE SURE OUR CLIENTS ARE WELL PREPARED FOR EVERY POSSIBLE OUTCOME. SOMETIMES THAT MEANS HARD TRUTHS AND TOUGH LOVE. IT IS OUR OBLIGATION AS YOUR LEGAL TEAM TO BE HONEST WITH YOU - ABOUT THE GOOD AND THE BAD. WITH HONESTY AND INTEGRITY, WE CAN TACKLE ANY PROBLEM.

RESULTS

OUR SUCCESS RATE IN COURT IS STELLAR, BUT WE CANNOT MAKE ANY PROMISES OR GUARANTEES FOR ANY PARTICULAR OUTCOME. WE WILL ALWAYS WORK IN EVERY WAY TO ENSURE YOUR CASE IS RESOLVED IN THE BEST WAY POSSIBLE FOR YOU, AND WE WILL COMMUNICATE WITH YOU THROUGHOUT YOUR CASE TO ENSURE YOU UNDERSTAND ALL OF YOUR RIGHTS AND YOUR OPTIONS.

SUPPORT

WE WILL TREAT YOU WITH KINDNESS AND COMPASSION, BUT WE ARE NOT TRAINED MENTAL HEALTH PROFESSIONALS. IF YOU FEEL LIKE YOU MIGHT NEED IT OR IT MIGHT BE HELPFUL, WE URGE YOU AND YOUR FAMILY TO SEEK ASSISTANCE FROM A MENTAL HEALTH PROFESSIONAL TO MINIMIZE THE EMOTIONAL TOLL OF THIS PROCESS.

Contact INFORMATION

EMAIL

KEVIN PUENTES PARALEGAL
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WEB

WWW.BOGINMUNNS.COM

PHONE

MAIN OFFICE ORLANDO
FAX ORLANDO

(407) 578-1334
(407) 578-2181

OFFICE

GATEWAY CENTER
1000 LEGION PLACE, SUITE 1000
ORLANDO, FLORIDA 32801

ADDITIONAL OFFICE LOCATIONS &
CONTACT INFORMATION:
WWW.BOGINMUNNS.COM/AREASWESERVE

A photograph of three professionals (two men and one woman) standing in a hallway, dressed in business attire. The image has a blue color overlay. The woman is on the left, and the two men are in the center and right. They are all looking directly at the camera. The background shows a hallway with glass doors and an 'EXIT' sign.

THANK YOU

for trusting us with your case