



State of Florida  
 Counties of Brevard and Seminole  
 Circuit Court Eighteenth Judicial Circuit

2825 Judge Fran Jamieson Way  
 Viera, Florida 32940-8006  
 (321) 637-5304 (Tel)  
 (321) 617-7225 (Fax)

**Electronic Filing of Proposed Orders**

**PROBATE ORDER(S) REQUIRED TO BE ELECTRONICALLY FILED:**

ITEM	Description
	Effective November 1, 2016, the following orders SHALL be submitted:
	<b>FORMAL ADMINISTRATIONS:</b>
1.	Order Admitting Will and Appointing Personal Representative-Testate
2.	Order Appointing Personal Representative-Intestate
3.	Letters of Administration
4.	Order Determining Homestead Status of Real Property (within a Formal Administration ONLY)
5.	Order Determining Exempt Property (within a Formal Administration ONLY)

FILING REQUIREMENTS	
ITEM	Description
1.	Each filing must contain a Cover Letter and at least one proposed order.
2.	The filer must be selected on the e-service list.
3.	The order to determine homestead and order to determine exempt property must be filed under a separate filing number. (Not to be included with the orders for formal administration listed above.)

COVER LETTER	
ITEM	Description
1.	The Cover letter must be in PDF format.

PROPOSED ORDER(S)	
ITEM	Description
1.	The proposed orders must be a Microsoft Word document.
2.	No additional formatting- Text boxes, macros, ect.
3.	If you are submitting multiple orders within a single filing each order must be attached as a separate document.
4.	All orders must include the case number.
5.	Do not leave the bond amount blank. Please insert -0- or waived as the amount of the bond.
6.	Do not leave any blank information to be completed by the Judge. Additional information cannot be added to electronically filed orders.
7.	Do not attach exhibits to the proposed orders.
8.	The phrase "Done and Ordered" should only be used as part of the Judge's signature block. Use "adjudged" within the body of the order, instead of "ordered and adjudged. The portal signing process strips all text after the phrase "Done and Ordered" and inserts the Judge's signature and a Certificate of Service.