

## **EFILING PROPOSED ORDERS ~ JUDGE DAVID DUGAN**

All proposed civil orders must be efiled to Judge Dugan's queue through the Proposed Document section of the portal. Then you must email the Judicial Assistant at [monica.gabbard@flcourts18.org](mailto:monica.gabbard@flcourts18.org), and in the body of your email (not in an attachment), provide the case number/style, date of the hearing, and the date order was filed, and state whether or not the opposing side has any objections to the proposed order (and include opposing in the email to the JA).

### **ALL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:**

It is further ADJUDGED that within five days from the date of eservice of this Order/Judgment, the Petitioner shall:

1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and
2. File a certificate signed by Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

**Brevard eportal filings require DJMCA codes on proposed orders. Refer to below announcement link for more information.**

[http://www.brevardclerk.us/?a=Files.Serve&File\\_id=023197ba-807c-4908-876a-246bd18da343](http://www.brevardclerk.us/?a=Files.Serve&File_id=023197ba-807c-4908-876a-246bd18da343)

### **FILING REQUIREMENTS:**

Each filing must contain a Cover Letter and at least one proposed order. Filer must select himself/herself in the eservice list.

### **COVER LETTER:**

Must be in pdf format.

### **PROPOSED ORDER:**

Must be in Word format.

No additional formatting ~ text boxes, macros, etc.

Each order must be submitted as a separate document.

The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).

**There cannot be any attachments to the proposed order.**

**The case style must make reference to the Eighteenth Judicial Circuit, i.e.,  
IN THE CIRCUIT COURT OF THE 18<sup>TH</sup> JUDICIAL CIRCUIT,  
IN AND FOR BREVARD COUNTY.**