

## PROPOSED ORDERS – JUDGE MORGAN LAUR REINMAN

Effective July 1, 2021, all proposed probate, trust, and guardianship orders must be e-filed to Judge Reinman's queue through the Proposed Orders section of the portal. Failure to follow the below guidelines may result in your filing being returned to the Correction Queue.

### FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.
- Filer must select himself/herself in the e-service list.
- COVER LETTER
  - PDF format
- PROPOSED ORDER
  - Word document (.docx extension).
  - No additional formatting – text boxes, macros, headers, footers, etc.
  - Do not leave the bond amount blank in the appropriate order appointing personal representative in a formal administration (intestate or testate). Please insert “\$0” or “waived” as the amount of the bond.
  - The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).
  - Use the phrase “Done and Ordered” only as part of the judge’s signature block. **The sign and file process strips all text after the word “Ordered” and inserts the judge’s signature and a Certificate of Service.** Suggested to use “it is therefore Adjudged...” In the body of a proposed order instead of “it is therefore Ordered and Adjudged...”.
  - 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.
  - **Please DO NOT submit proposed order until after your documents have been accepted by the clerk’s office.**
- MATTERS REQUIRING A HEARING OR THAT NEED TO BE SET FOR A HEARING DUE TO URGENCY
  - DO NOT file these Orders through the portal.
  - Paper Orders are to be brought to the hearing.
  - Please include the “Done and Ordered” verbiage as well as the judge’s signature line.
- ORDERS THAT CAN BE REVIEWED WITHOUT A HEARING
  - These Orders are to be submitted through the portal and will be reviewed in the order they are received.
  - Please follow the portal instructions for e-filing proposed orders.

- If you do not want to wait for the order to be reviewed/signed without a hearing, you may request a hearing, but not until the Order has been e-filed for a minimum of 3 weeks. If a hearing is set, you will need to provide the Judicial Assistant with the order(s) submission number(s) so that the e-portal orders can be moved to the correction queue. Paper orders will need to be brought to the hearing.
- **ORDERS APPOINTING ATTORNEY/ELISOR AND ORDERS APPOINTING EXAMINING COMMITTEE**
  - These Order are to be e-mailed to the Judicial Assistant at [linda.pauken@flcourts18.org](mailto:linda.pauken@flcourts18.org)
- **ORDERS RESULTING FROM A HEARING**
  - If you are submitting an Order resulting from a ruling made at a hearing, please email the Order (complete with Done and Ordered and the Judge's signature line) to the Judicial Assistant at [linda.pauken@flcourts18.org](mailto:linda.pauken@flcourts18.org).