

## E-FILING INSTRUCTIONS

### **E-Filing Documents into a Case**

<https://www.myflcourtaccess.com/authority/>

### **Instructional Videos for Attorneys and Self-Represented Litigants**

<https://www.myflcourtaccess.com/authority/training-videos>

### **Submitting Proposed Orders/Judgments**

Proposed orders must be submitted in Microsoft Word, with 1" margins all the way around, and in the .docx format (all lower-case letters, file name, no other punctuation, and .docx file extension). Do not include unnecessary formatting such as tables, columns, text boxes, macros, headers, footers, etc. These may cause the order to be rejected.

As a courtesy, please minimize unnecessary line spacing or page breaks since the clerk charges on a per-page basis.

**All proposed Orders and Judgments must contain the following language exactly as below. DO NOT change format, spacing, alignment, columns, or margins:**

**DONE AND ORDERED** at the Moore Justice Center, Viera, Brevard County, Florida on DDDD.

JJJJ

### **CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that copies have been furnished via filing with the Florida Courts E-Filing Portal only on MMMM. Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

**Proposed Final Judgments with self-represented litigants must contain the following above the signature lines:**

It is further ORDERED and ADJUDGED that, within 5 days from the filing of this Order/Judgment, the Plaintiff 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 Plaintiff's counsel that delivery of a copy of this Order/Judgment has been made as set forth herein.