EPORTAL CODES

FILING REQUIREMENTS

1. All proposed orders should be filed with a cover letter. If the proposed order approves and adopts a stipulation, then the signed stipulation may be used in lieu of a formal cover letter unless further explanation is required.

Stipulations and cover letters should be uploaded in .pdf (Adobe) format. Proposed orders should be uploaded in .docx – the latest Microsoft Word format.

2. (Word) format. Due to these requirements, it may not be possible to upload a stipulated order for the Court's approval, i.e. an order separate from the stipulation may need to be uploaded. In that case, please forward the signed stipulated order to the Court's judicial assistant via email using the "normal" certificate of service, WITHOUT the codes.

3. Please note a few changes in the formatting of proposed orders:

a. The use of the word "ordered" will no longer cause the program to "strip out" any language that follows.

b. So that orders may be **dated properly**, please use the following language, "Done and Ordered at Viera, Brevard County, Florida on DDDD." The program will insert a properly formatted date code during the signing process. It is ok and recommended to include a period after DDDD.

c. For the **Judge's signature**, please use the code "JJJJ". The program will insert a properly formatted signature during the signing process. Do NOT include a signature line, the Judge's printed name or position. Please make sure that this code appears on a line separate from any other text and is not preceded or followed by any other characters. Do NOT place "JJJJ" at the end of a row, as this will cause the Judge's signature to improperly display. Do NOT format this code using the "justified" or "align right" option.

d. For the **Certificate of Service date**, please use the code "MMMM" for the date of service of the signed order. The program will insert a properly formatted service date in the certificate of service. Please precede the code with the appropriate language of a certificate of service that ends, "on MMMM." It is ok and recommended to include a period after DDDD.

e. For the **Judicial Assistant's signature**, please use the code "AAAA." As with the Judge's signature, do NOT include signature lines, printed names or titles. Please make sure that this code appears on a line separate from any other text and is not preceded or followed by any other characters.

f. For the list of parties or other **persons served** with the pleading, the code "CCCC" will insert a properly formatted service list during the signing process. Do NOT include a printed list of party recipients.

g. All codes should appear on a separate line. Two codes per line confuses the supercomputers.

h. Please do not format any line that a code appears on using the "justified" or "align right" setting. Please use the "left" formatting setting.

i. Please note that quotation marks should not be included.

4. If a proposed order is unopposed, please so state in the cover letter. If a proposed order is opposed, please do NOT submit via the e-portal. Follow the procedure listed in the Uniform Procedures for opposed proposed orders.

5. It is the Court's intent to "clear" all proposed orders submitted each day. Due to variations in schedules, the peculiarities of the electronic filing process and other factors, a signed and filed document may not appear online for some period of time after it has been filed. Your patience is appreciated.

SAMPLE PROPOSED ORDER

****If the parties are all in the e-portal****

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT,
IN AND FOR BREVARD COUNTY, FLORIDA

State of Florida,
Plaintiff, **CASE: 05-2024-CF-012345-AXXX-BR**

vs.

Name,
Defendant.

SAMPLE ORDER

THIS CAUSE having come before the Court on April 25, 2025, having considered the exhibits, reviewed the file, and otherwise being fully advised in the premises, finds as follows:

The State / Defendant's Motion is hereby GRANTED.

DONE and ORDERED in Viera, Brevard County, Florida on DDDD.

JJJJ

Copies have been furnished via the Florida Courts E-filing portal to the following:

CCCC

SAMPLE PROPOSED ORDER

****If the parties are NOT all in the e-portal,
or some parties are currently *pro se*****

**IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT,
IN AND FOR BREVARD COUNTY, FLORIDA**

State of Florida,
Plaintiff, **CASE: 05-2024-CF-012345-AXXX-BR**

vs.

Name,
Defendant.

SAMPLE ORDER

THIS CAUSE having come before the Court on April 25, 2025, having considered the exhibits, reviewed the file, and otherwise being fully advised in the premises, finds as follows:

The State / Defendant's Motion is hereby GRANTED.

DONE and ORDERED in Viera, Brevard County, Florida on DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished by U.S. Mail or via filing with the Florida Courts E-filing Portal to the below listed parties on MMMM.

CCCC

AAAA