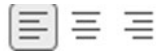


PROPOSED ORDERS – JUDGE MICHELLE PRUITT STUDSTILL – 1/1/2023

Orders submitted after a hearing, please email to Judicial Assistant complete with signature and date lines for the Court to utilize. All other proposed probate, trust, and guardianship orders must be e-filed through the Proposed Documents section of the portal in the jurisdictional map; choose Brevard County from the drop down menu and select Viewer/Judicial. Failure to follow the below guidelines may result in your filing being Rejected.

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.
 - Use the phrase “**Done and Ordered**” as the last portion of the order for the Judge’s signature and date codes. The Date and Signature codes must be on their own line and all in Capital letters with all four letters in each field. The **Signature code, JJJJ, must be aligned left or center or right.**



Example:

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

JJJJ

- There can be **no characters or verbiage or use of the tab key or space bar before or after the codes.**
- There can be attachments to the proposed order.
- The case style must make reference to the Eighteenth Judicial Circuit, i.e.,
IN THE CIRCUIT COURT OF THE 18TH 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.**
- **Please DO NOT** add the **Certificate of Service codes** to the proposed order for this division. **E-Service** will be provided to those selected by the Filer.

- **Please DO NOT** add the Reported and Recommended General Magistrate codes. They are not applicable to this division.
- **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 Orders are to be e-mailed with signature and date lines to the Judicial Assistant at 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.