

## **QUICK REFERENCE FOR SUBMITTING ORDERS**

**ALL ORDERS** must include:

1. The date of the hearing or reference that it was submitted without a hearing.
2. The title of the motion heard or resolved, with the docket number.
3. The names of the attorneys and parties attending a hearing.
4. The judge's signature on a page with substantive content.
5. An actual certificate of service with recipient name and email/address.

**Orders via the portal** must:

1. Be agreed upon.
2. Be based on a motion, stipulation, etc. which is actually docketed.
3. Include a cover letter.
4. Include all DJMCA codes (unless you are typing in the service list, in which case you may exclude CCCC).

**I. PROPOSED ORDERS – BY AGREEMENT OR WHEN THE COURT MAKES A RULING:**

The Court will strive to issue orders and rulings in a timely manner.

A. Proposed orders after a hearing are to be timely submitted to the Court as follows:

1. If counsel is asked to prepare an order, the order should be drafted and circulated to opposing counsel within three (3) working days and must be submitted to the Court within seven (7) days of the hearing, with a copy to opposing counsel.

2. All orders must describe, in the caption, the subject and ruling of the court, e.g., “Order Granting Respondent’s Motion for Temporary Timesharing.” The introductory paragraph of the Order must include the date of the hearing and the title, date filed, Clerk’s docket number of the subject Motion, and the names of the parties and attorneys in attendance.

3. Once the parties have agreed to the form of the Order to be submitted, the proposed Order should be submitted to the Court via the "Proposed Document" section of the Florida Courts E-Filing Portal, in accordance with the **instructions in Paragraph C below**.

4. If the parties are unable to agree on the form of the order that accurately reflects the Court’s ruling, both sides shall present their respective proposed orders to the court for consideration within seven (7) days of the hearing, via email with copies to opposing counsel.

**The party objecting to the proposed order shall also present a “redline” version of the proposed order to the Court, in Microsoft Word format and using the “Track Changes” function, together with a transcript of the holding if a Court Reporter was requested by any party.**

The purpose of providing the Court with a “redline” version of the proposed order in Microsoft Word format, using the “Track Changes” function, is to allow the Court to compare the versions of the competing proposed orders to consider and comprehend what has been changed, revised or added. Copies of any such “redline” version of the proposed order and hearing transcript shall be provided to opposing counsel/ unrepresented party.

B. Proposed Orders without a hearing:

Do not submit your proposed order until the motion or stipulation is docketed.

All "Consent" or "Agreed" Orders shall include the word "Consent," "Agreed," or "Uncontested" in the title of the proposed Order, and must include in the title the subject and ruling of the Court, e.g., "Agreed Order Granting Petitioner's Leave to Amend."

C. PROPOSED ORDERS SUBMITTED VIA THE E-PORTAL **MUST BE AGREED UPON** AND MUST INCLUDE A COVER LETTER INDICATING:

1. The Motion, docket number, date of hearing, (or submitted without a hearing), and title of the Order; and
2. The cover letter must be submitted in .pdf format, and the proposed Order itself must be submitted in Microsoft Word, in the .docx format, with 1" margins, with no unnecessary formatting (i.e., do not include text boxes, macros, headers, footers, etc.). **The Judge's signature shall be on the same page as some substantive content.**
3. Brevard proposed Orders submitted via the e-Portal require "DJMCA" codes on proposed Orders. The DJMCA codes identify where to place electronic signatures, dates, and related information.
4. DDDD is the code used for the date the Order is signed by the Judge; JJJJ is the code for the Judge's signature. For the Certificate of Service, MMMM is the code for the mailing/service date; CCCC is the code for the service list, and AAAA is the code for the Judicial Assistant's signature.
5. The signature code (JJJJ and AAAA) must be on its own line. It can be left, center, or right justified. It cannot be "fully" justified. There can be no characters, spaces, or tabs before or after the signature code.

D. All Orders with self-represented parties must contain the following statement:

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

- Furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid (or by email if the self-represented party has designated an email address); and
- File a certificate signed by Petitioner's counsel that delivery of this Order has been made as set forth herein.