

## **EFILING PROPOSED ORDERS ~ JUDGE JUDITH ATKIN**

All proposed civil orders must be e-filed to Judge Atkin's queue through the Proposed Orders section of the portal. Then you must email the Judicial Assistant at [shannon.morgan@flcourts18.org](mailto:shannon.morgan@flcourts18.org), and in the body of your email (not in an attachment), provide the case number/style, date of the hearing, the submission number of the proposed order, and state whether or not the opposing side has any objections to the proposed order (and include them on the email to the JA).

### **ALL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:**

It is further ADJUDGED that within five days from the date of eservice of this Order/Judgment, the Petitioner 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 Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

**PROBATE CASES: Do NOT file your proposed order until your filings/documents have been accepted by the Clerk's Office.**

### **FILING REQUIREMENTS:**

Each filing must contain a Cover Letter and at least one proposed order.

Filer must select himself/herself in the eservice list.

### **COVER LETTER:**

Must be in pdf format.

### **PROPOSED ORDER:**

Must be in Word format.

No additional formatting ~ text boxes, macros, etc.

Each order must be submitted as a separate document.

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.**