

## Using DJMCA codes for proposed orders

1. 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.
2. DJMCA FORMAT: DJMCA is how the Seminole and Brevard filing review systems identify where to place signature and signature dates.
  - a. You must use the date and signature codes as pairs (e.g., **JJJJ & DDDD** for Judge's signature)
  - b. Signature codes (**JJJJ**, **GGGG**, **AAAA**) must be on their own line.  
There can be no characters of any sort (including spaces or tabs) on the same line before or after the signature codes. Do not change document margins or add indentations to position the codes. Signature codes may only be positioned using the align-left, center, or align-right features in Word.
  - c. The codes must be all capital letters with all four letters for each field.
  - d. These codes should only be used once per line. Two codes per line will not work.

### DJMCA signature and date codes are used in pairs:

- 1) **DDDD** = Judge Signature Date/ **JJJJ** = Judge Signature  
When a Judge electronically signs the order, the **DDDD** will be replaced with the current date and a digital copy of their signature will be inserted in place of the **JJJJ**.
- 2) **MMMM** = Mailing Date/ **AAAA** = Judicial Assistant Signature  
When a JA electronically signs the order, the **MMMM** will be replaced with the current date and a digital copy of their signature will be inserted in place of the **AAAA**.
- 3) **RRRR** = Reported and Recommended date /**GGGG** = GM or JHO signature  
When a General Master/Judicial Hearing Officer electronically signs the order, the **RRRR** will be replaced with the current date and a digital copy of their signature will be inserted in place of the **GGGG**.
- 4) **CCCC** = Service List (standalone – is not paired with a corresponding date code)  
**CCCC** is replaced with contact information of the parties selected for service.

Please see the following page for a sample order utilizing **DJMCA** codes. Note the signature codes are positioned using left/center/right justification only. There can be no tabs or spaces around these codes. (Yellow highlighting is for illustration purposes only and should not be used in an actual order.)

# **SAMPLE PROPOSED ORDER**

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT IN AND  
FOR COUNTYNAME, FLORIDA

Case: 2020-DR-000000

Name,  
Father/Petitioner,  
**vs.**  
Name,  
Child/Respondent.  
\_\_\_\_\_ /

## **SAMPLE ORDER**

**THIS CAUSE** having come before the Court on January 1, 2022, on the Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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**REPORTED AND RECOMMENDED** in CityName, CountyName, Florida on RRRR.  
GGGG

## **ORDER**

THIS CAUSE is random text for the order for testing purposes  
**DONE AND ORDERED** at the CourthouseName, City, CountyName, 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 on MMMM.

CCCC

AAAA

**SAMPLE PROPOSED ORDER**