

Procedure for Submitting Proposed Orders in Seminole County

1. From e-Portal, main filing page, select “Proposed Orders” (see map, step 1)
2. Click the arrow, and select “Seminole” for the county (see map, step 2)
3. 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).
4. Please see judges Policies and Procedures for what is needed on your cover page. (Cover page format must be .pdf and there must only be 1 period in the file name).
5. DJMCA FORMAT: DJMCA is how ICMS knows where to place signature and signature dates.
 - a. You must use the two codes as pairs (e.g., JJJJ & DDDD for Judge’s signature)
 - b. The codes must be all capital letters.
 - c. You must add all 4 letters for each field.
 - d. These codes should only be used once per line. Two codes per line will not work.
 - e. JJJJ and AAAA must be right justified.

DJMCA Codes in pairs:

- 1) DDDD = Judge Signature Date/ JJJJ = Judge Signature
- 2) MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
- 3) ~~RRRR = Reported and Recommended date / GGGG = GM or JHO signature~~
- 4) CCCC = Service List

Step 1 - Proposed Order

Step 2 -

File Now

For Portal support use this link:

<https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>

SAMPLE PROPOSED ORDER

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

Case: 2022-XX-00000

STATE OF FLORIDA,
Plaintiff,

vs.

NAME,
Defendant.

_____ /

TEST TEST

THIS CAUSE came to be heard before this Court upon the random text random text random text random text random text. The Court in review of the records and files herein, having considered the Defendant's motion and being otherwise fully advised in the premises, it is, hereby

ORDERED and ADJUDGED that the motion is _____.

THIS CAUSE is random text for the order for testing purposes.

DONE AND ORDERED in Chambers at Sanford, Seminole County, Florida, this **DDDD**.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via the Florida Courts E-Filing Portal on **MMMM**. Moving party is responsible for service of all non-registered pro-se parties.

AAAA

CCCC