

Procedure for Submitting Proposed Orders in Seminole County

1. From e-Portal, main filing page, select “Documents for Judicial Review” (see map, red circle)
2. Click the arrow, and select “Seminole” for the county (see map, blue circle)
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 cover page requirements. (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.

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

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Documents for Judicial Review
Read more about courts accepting documents for Judicial Review

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

Note: Portal communications will come from email address workflow@flcourts18.org make sure this email is not being blocked by your email server.

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: 2020-DR-005726 K

Name,
Father/Petitioner,

vs.

Name,
Child/Respondent.

_____ /

TEST TEST

THIS CAUSE having come before the Court on February 18, 2016, on the Father's Petition for Paternity and Timesharing and the Court having taken testimony and having considered the pleading, affidavits, exhibits and otherwise being fully advised in the premises, finds as follows:

1. The Court has jurisdiction over the subject matter and the parties.
2. The parties have one child in common:

Name	Date of Birth
A.M.D.	June 5, 2013

And pursuant to their being no dispute, paternity of the above child is established with the natural father, John Doe.

3. This Court has continuing jurisdiction over the children pursuant to the applicable Florida Statutes and the Uniform Child Custody Jurisdiction and Enforcement Act.

4. Florida is the home state and the state of habitual residence of the children. Accordingly, Florida is the sole jurisdictional state to determine child custody, parental responsibility, time-sharing, rights of custody, and rights of access concerning the children under the Parental Kidnapping Prevention Act (PKPA), under the Child Abduction Remedies Act (ICARA), and under

the Convention on the Civil Aspects of International Child Abduction enacted at The Hague on October 25, 1980.

5. This Court heard testimony regarding the parties requests for timesharing in this matter and during the Court proceeding the parties were able to realize the framework of an agreement on timesharing and parental responsibility.

REPORTED AND RECOMMENDED in Sanford, Seminole County, Florida on **RRRR**.

GGGG

ORDER

THIS CAUSE is random text for the order for testing purposes

DONE AND ORDERED at the Seminole County Downtown Courthouse, Sanford, Seminole County, Florida on **DDDD**.

JJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY 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