

DEPENDENCY ORDER SUBMISSION PROCEDURE
(for Judge and Magistrate)

Beginning on April 4, 2019, proposed orders to the Judge Evans should be submitted electronically via E-mail. The Report and Recommendations to the Magistrate and Order on Report will be emailed to the Magistrate. A grace period of ten (10) days will follow April 4, 2019 during which period the submission of proposed paper orders will continue to be accepted by delivery to Magistrate Koch.

This grace period ends on May 2nd, 2019, after which date all proposed reports and orders must be submitted electronically. No paper submissions will be accepted at this point.

All documents requiring signature of the **Judge** should be submitted by E-mail using the instructions contained in this document. E-mails must be sent to the following address:

cha-dependency@CA.CJIS20.ORG

All documents requiring signature of the **Magistrate** should be submitted by E-mail using the instructions contained in this document. E-mails must be sent to the following address:

cha-magistrate@CA.CJIS20.ORG

WHOM TO CONTACT WITH QUESTIONS: Clerk's Office Manager Stacey Mininsohn will respond to questions regarding the **Clerk's** E-filing processes at stacey.mininsohn@charlotteclerk.com.

Questions regarding **Judge Evans'** procedures will be answered by the Judge's Judicial Assistant, Amanda Rooney at cha-dependency@CA.CJIS20.ORG. *E-mail is the much preferred method of communication.*

Questions regarding **Magistrate Koch's** procedures will be answered by the Magistrate's Assistant, Kristy Sandroek at cha-magistrate@CA.CJIS20.ORG. *E-mail is the much preferred method of communication.*

Any documents submitted to the incorrect assistant will NOT be forwarded from one assistant to the other. It is your responsibility to ensure you are emailing the correct office.

(Continue to next page)

ELECTRONIC SUBMISSION OF PROPOSED DEPENDENCY ORDERS TO THE JUDGE:

Document Format:

- ✓ All electronically submitted proposed orders MUST be submitted to the Court utilizing recent versions of Microsoft Word.
- ✓ No other formats will be accepted. Recent versions of Word include all versions from 2003 to now with a “docx” file type. “RTF, PDF, etc” files are not acceptable.
- ✓ If your offices use WordPerfect you can convert the WP files to Word files.

Order Format:

- ✓ Orders should be edited so any paragraphs that are unnecessary or irrelevant to that case are stricken/deleted.
- ✓ N/A is ok to leave next to a title of a paragraph. Ex. Appointment of Attorney ad Litem: N/A
- ✓ Every order should end with the following: ORDERED at Charlotte County, Florida and e-signed and e-filed as noted below.
- ✓ The distribution list should be at the very bottom of the document and should only include attorneys and, on some occasions, parents and/or the mediator. If you want to provide a copy to a staff member please print the signed copy out and provide to them - do not add them to the distribution list.
- ✓ Orders should be prepared and circulated to all attorneys for approval **before** submitting to the court.
- ✓ If attorneys do not agree on the order, an email by the person who is submitting the order should be sent to the judge with details of the disagreement by the attorneys.
- ✓ DO NOT include the judge on your emails back and forth regarding the terms of the order.

Emailing Orders:

- ✓ Please submit one order per email and you must label each order with the name and case number of that order.
- ✓ If emailing the Judge any **Thursday Court Orders** please send with the subject line as such: “Arr. Order – Smith 19-123D”.

Any proposed documents submitted incorrectly will be rejected and must be resubmitted after the appropriate revisions have been made.

(Continue to next page)

ELECTRONIC SUBMISSION OF PROPOSED DEPENDENCY REPORT AND RECOMMENDATION AND ORDERS ON REPORT TO THE MAGISTRATE:

Note: Much of the information provided below is very similar to the Judge's requirements. However, there are important differences; do not disregard the below information for the Magistrate's procedures.

Document Format:

- ✓ All electronically submitted proposed orders MUST be submitted to the Court utilizing recent versions of Microsoft Word.
- ✓ No other formats will be accepted. Recent versions of Word include all versions from 2003 to now with a "docx" file type. "RTF, PDF, etc." files are not acceptable.
- ✓ WordPerfect documents must be converted to Word files.

Order Format:

- ✓ Report and Recommendations and Orders on Report must be **two separate documents**.
- ✓ Reports and Orders on Report should be reviewed and edited so any paragraphs that are **unnecessary or irrelevant to that case are stricken**.
- ✓ It is acceptable to leave the title of the paragraph with an N/A next to it if it does not apply to the particular case. For example: Appointment of Attorney ad Litem: N/A.
- ✓ Do not include a signature line on the document. Every report must end as follows:

WHEREFORE, the General Magistrate files this Report with the Clerk of the Circuit Court and recommends entry of an Order approving same.

- ✓ The distribution list must be at the very end of the document and should **only** include attorneys and, on some occasions, parents and/or the mediator. If you wish to provide a copy to other staff members, please print the signed copy and provide to them. **Do not add them to the distribution list.**
- ✓ Reports and Orders on Report must be prepared and circulated to all attorneys for approval **before** submitting to the court.
- ✓ If all attorneys do not agree to the language contained in the Report and Order on Report, an email by the person who is submitting the report and order must be sent to the Magistrate's office detailing the language disagreement by the attorneys.
- ✓ **DO NOT** include the Magistrate on your emails back and forth regarding the terms of the order.

Emailing Orders:

- ✓ You may send multiple Reports and Orders on Report in one email, but you must label each Report and Order on Report with the name and case number of that Report and Order on Report. **Be consistent with the saved document names.** The Report and Order on Report are two separate documents, traveling together. Consistent file names will help ensure that the two documents remain together.
- ✓ Anything submitted for the Magistrate for signature must be sent to cha-magistrate@ca.cjis20.org with the subject line of: "DEP – R&R/Order – Smith/19-123D".

Any proposed documents submitted incorrectly will be rejected and must be resubmitted after the appropriate revisions have been made.