

PROPOSED ORDER PROCEDURE

1. **ALL SUPPORTING DOCUMENTS MUST BE FILED FIRST WITH THE CLERK:** Please **verify the assigned Judge by checking the Clerk's Benchmark System.**

2. **THE E-FILING PROCESS AND CLERK ACCEPTANCE OF E-FILED DOCUMENTS:** Documents are not immediately viewable to a user of the system when e-filed. The Clerk must formally accept the document. This may take a few days.

3. **Document Format:** Use the most recent versions of Microsoft Word. No other formats will be accepted at this time. All proposed orders **MUST** be stripped of the following information at the end of document: Date, Judge's name, signature line, and Certificate of Service. **THE FINAL WORDS ON YOUR DOCUMENT SHOULD BE "DONE AND ORDERED".**

4. **Designation of E-mail Address:** (Pro Se) Counsel are encouraged to request that pro se litigants and unrepresented interested parties who must be served with Orders agree to receive their copies by E-Service via the E-Filing Portal.

5. **No Designation:** In cases where an unrepresented party or interested person has no E-mail Address designated pursuant to the Rule, the Court will print copies of electronically signed orders and mail them. **Stamped addressed envelopes must be furnished by the attorney who submitted the proposed order.** Since the judicial software will not be retrieving service information from the Portal for these pro se individuals, it will necessary for the **Attorney submitting the Proposed Order to include the name and address of the unrepresented party** or interested person to be served by mail on the bottom of the document.

6. **Copy Opposing Counsel:** with the Proposed Order and pro se parties/interested persons who must be served and have designated an e-mail address or by mail if there is no designated email address. **Proposed Orders must be submitted via the Florida Courts E-Filing portal at <https://www.myflcourtaccess.com/default.aspx>.** Any proposed Order emailed to the Judicial Assistant will not be processed.