

**DOCUMENT SUBMISSION PROCEDURE FOR MAGISTRATE
(FAMILY & CIVIL)**

***As of January 1, 2024 all proposed
Report and Recommendations of the Magistrate, Orders on Report and Orders of
Referral must be submitted electronically via the E-portal.
Email submissions are no longer accepted.***

All documents requiring signature of the **Magistrate** should be submitted via the E-portal using the instructions contained in this document.

GENERAL INFORMATION

1. ALL SUPPORTING DOCUMENTS MUST BE VIEWABLE:

Before submitting proposed Report and Recommendations of the Magistrate and Orders on Reports that will require Magistrate Koch's review of online documents, check the Clerk's website to make sure that all required supporting documents are viewable online. Do not submit the proposed Report and Recommendations of the Magistrate and Orders on Reports until the supporting document(s) are viewable on the clerk's site. **When the E-Filing Portal acknowledges receipt of your e-filed document, it is not immediately viewable on the Clerk's website. Wait until you can view the recently filed document(s) on the Clerk's website** before you submit the proposed Report and Recommendations of the Magistrate and Orders on Report to the Magistrate's office.

2. ELECTRONIC SUBMISSION OF REPORT AND RECOMMENDATIONS OF THE MAGISTRATE AND ORDERS ON REPORTS:

Proposed Report and Recommendations of the Magistrate and Orders on Reports shall be submitted directly to the Magistrate via the E-portal. Once the Magistrate has signed the Report and Recommendations of the Magistrate and the exceptions period has expired, the judicial assistant will forward the accompanying Orders on Report to the Judge.

Do not route proposed Report and Recommendations of the Magistrate and Orders on Report through the Clerk. If certain Clerk action is needed, send the document/request directly to the Clerk.

3. WHOM TO CONTACT WITH QUESTIONS:

- ❖ Clerk's Office Manager Grace Colon will respond to questions regarding the **Clerk's** e-filing processes at grace.colon@charlotteclerk.com
- ❖ Documents must be submitted electronically via the E-Portal.
- ❖ All other inquiries, scheduling requests, etc. should be directed to: ksandrock@ca.cjis20.org

E-mail is the much preferred method of communication.

**ELECTRONIC SUBMISSION OF PROPOSED
REPORT AND RECOMMENDATIONS AND ORDERS ON REPORT
TO THE MAGISTRATE:**

1. DOCUMENT FORMAT:

- ✓ All electronically submitted Report and Recommendations of the Magistrate and Orders on Report 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. "DOC, RTF, PDF, etc." files are not acceptable.
- ✓ WordPerfect documents must be converted to Word files and saved as "docx" file type.
- ✓ It is recommended to save any forms/downloads available on the 20th Judicial Circuit Court website locally. In the event that there is a computer outage at any of the several transmission nodes or networks that must be working in order for this process to work, you will retain the option to return to the previous practice of email or hard copy paper submission and continue functioning with limited interruption of service.
- ✓ **EXHIBITS:** Whenever possible, submit marked exhibits directly following the Report and Recommendation of the Magistrate within the same Word document. You can simply include "Exhibit A", etc. in the footer of the document. If this is not possible, you may submit marked exhibits in PDF format, Excel spreadsheet or like formats.

2. ORDER FORMAT:

- ✓ Report and Recommendations of the Magistrate and Orders on Report must be **two separate documents**.
- ✓ Report and Recommendations of the Magistrate and Orders on Report should be reviewed and edited so any paragraphs that are **unnecessary or irrelevant to that case are stricken**.
- ✓ **All Reports and Recommendations of the Magistrate should 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.

ROBERT F. KOCH
GENERAL MAGISTRATE
TWENTIETH JUDICIAL CIRCUIT

Service List:
John Doe, Esq. <johndoe@court.com>
Jane Smith, 123 Elm Street, Anywhere, FL 12345

✓ All FAMILY **Orders on Report** and **Orders of Referral and Notice of Hearing** should end as follows:

DONE AND ORDERED in Chambers at Punta Gorda, Charlotte County, Florida.

MARY C. EVANS, CIRCUIT COURT JUDGE

Service List:
John Doe, Esq. <johndoe@court.com>
Jane Smith, 123 Elm Street, Anywhere, FL 12345

✓ All CIVIL **Orders on Report** and **Orders of Referral and Notice of Hearing** should end as follows:

DONE AND ORDERED in Chambers at Punta Gorda, Charlotte County, Florida.

GEOFFREY H. GENTILE
CIRCUIT COURT JUDGE

Service List:
John Doe, Esq. <johndoe@court.com>
Jane Smith, 123 Elm Street, Anywhere, FL 12345

✓ All PROBATE **Orders on Report** and **Orders of Referral and Notice of Hearing** should end as follows:

DONE AND ORDERED in Chambers at Punta Gorda, Charlotte County, Florida.

SHANNON McFEE or LISA S PORTER
CIRCUIT COURT JUDGE

Service List:
John Doe, Esq. <johndoe@court.com>
Jane Smith, 123 Elm Street, Anywhere, FL 12345

3. COMMUNICATION WITH OPPOSING PARTIES:

- ✓ Report and Recommendations of the Magistrate and Orders on Report must be prepared and circulated to all attorneys/parties for approval **before** submitting to the court.
- ✓ If all attorneys/parties do not agree to the language contained in the Report and Recommendation of the Magistrate and Order on Report, a cover letter by the person who is disputing the language in the report and order must be submitted to the Magistrate detailing the *specific* language disagreement by the attorneys and the submission should be flagged as “opposed” in the e-portal.
- ✓ **DESIGNATION OF E-MAIL ADDRESS:** Counsel is encouraged to request that pro se litigants and unrepresented interested parties who must be served with the Report and Recommendations of the Magistrate and Orders on Report agree to receive their copies by e-service via the E-Filing Portal. The form for designation of e-mail address can be found at one of the following links: [Family matters](#) or [Civil matters](#). Note: the form requires that the unrepresented party or interested person sign the document under oath before a notary. *Attorneys are authorized to advise pro se litigants that the Court requests that they agree to Portal e-service, but that they are not required to do so.*
- ✓ **NO DESIGNATION OF E-MAIL ADDRESS:** In cases where there are pro se parties or parties’ have not designated an e-mail address, the hard copy addresses must be listed on the Report and Recommendation and Order. The Court will print copies of electronically signed Report and Recommendations of the Magistrate and Orders on Report and mail them hard copy. Stamped addressed envelopes must be furnished by the attorney who submitted the proposed Report and Recommendations of the Magistrate and Orders on Report if over 5 hard copy recipients. If there are less than 5 hard copy parties, the Court will provide the envelopes.
- ✓ Include a hard copy of the submitted Report and Order with any provided envelopes. Report and Recommendations of the Magistrate and Orders on Report will not be processed until the appropriate envelopes are received. The attorney’s office submitting the documents must include the name and address of those persons to be served by hard copy at the end of the Report and Order when submitting the proposed Report and Recommendations of the Magistrate and Orders on Report.
- ✓ **DO NOT INCLUDE A PHYSICAL ADDRESS ON THE CERTIFICATE OF SERVICE, IF SERVING ELECTRONICALLY.** Any documents that include a physical address block in the Certificate of Service will be rejected for correction.

4. SUBMITTING ORDERS:

- ✓ Both the Report and Recommendations of the Magistrate and Orders on Report documents should be submitted via the *Magistrate's* E-portal.

<http://www.myfloridacourtaccess.com/default.aspx>

If you are having technical issues with e-filing, please visit:
<http://www.myfloridacourtaccess.com/UIPages/Contactus.aspx>

If you need assistance with the e-filing process, please visit:
<https://www.youtube.com/user/FLCrtsEfilingPortal/>
<https://www.myfloridacourtaccess.com/authority/trainingvideos.html>
<https://www.myfloridacourtaccess.com/authority/trainingmanuals.html>

To request training, contact 850-577-4609.

- ✓ You must save Report and Recommendations of the Magistrate and Orders on Report as two separate documents. **Be consistent with the document names.** The Report and Recommendations of the Magistrate and Orders on Report are two separate documents, traveling together. Consistent file names will help ensure that the two documents remain together and avoid unnecessary delays.

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- ✓ **Submittals sent to the judicial assistant's e-mail address after January 1, 2024 will not be accepted.** Failure to submit via the *Magistrate's* e-portal will result in a failure to issue the proposed Report and Recommendations of the Magistrate and Orders on Report.
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Any proposed documents submitted incorrectly will be rejected and must be resubmitted after the appropriate revisions have been made.

5. REJECTED DOCUMENTS:

- ✓ If there is an error in your submission, you will receive a rejection email that contains an excerpt from these instructions with the appropriate specific information explaining the error. Your initial submission will then be deleted. Please READ the error message and make appropriate revisions. The Judicial Assistant will *not* follow up on rejected documents. It is your responsibility to revise and resubmit through the *Magistrate's* e-portal.