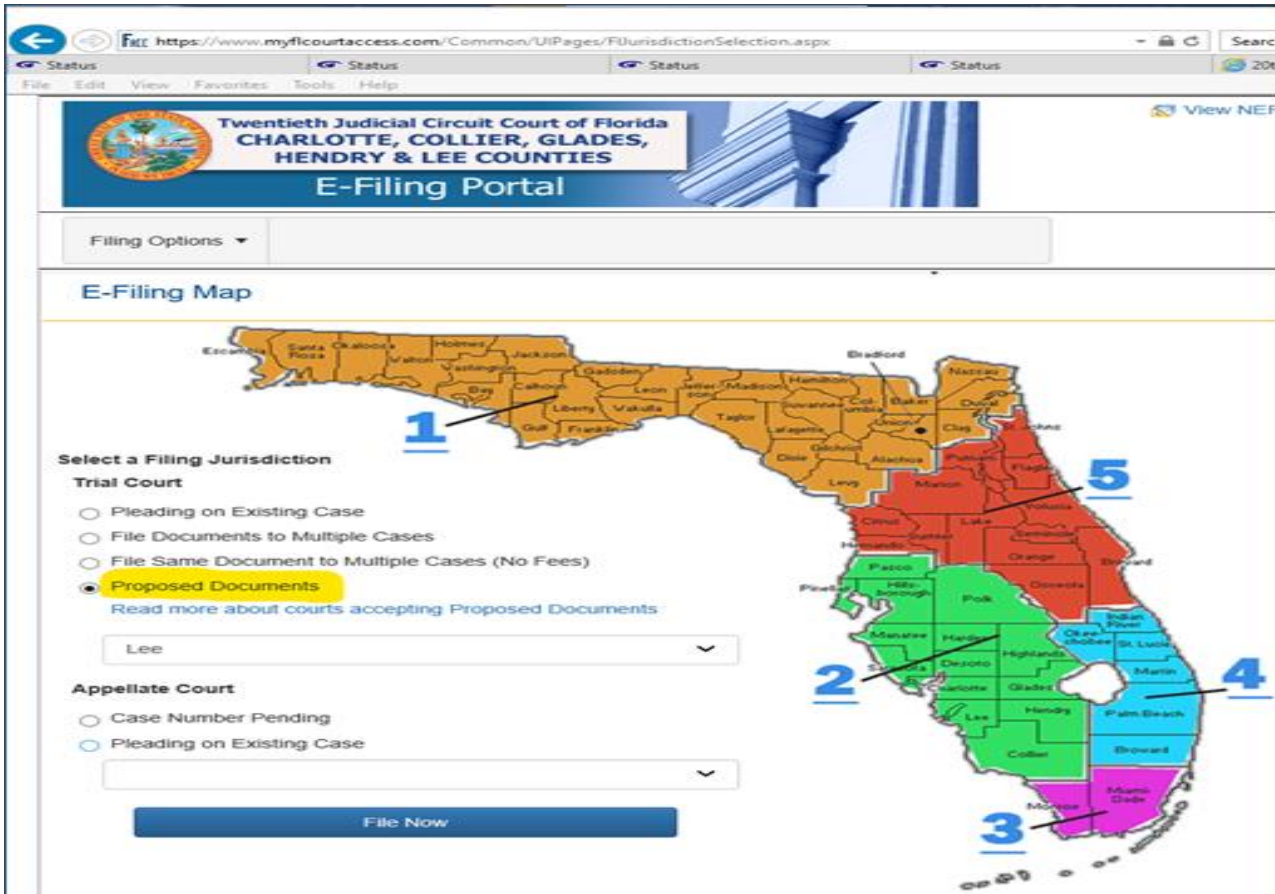


Proposed Orders should now be submitted via the e-filing portal at <https://www.myflcourtaccess.com/default.aspx>.

The Motion will need to appear on the Clerk's docket, before the order can be considered. Once the motion appears on the Clerk's docket, you can submit the proposed order.

When you upload proposed orders, please put the case number first in the "Document Title" field on the "Add/Edit Document screen when you submit the order. Also, if your document is an emergency or time-sensitive, please put the word "emergency or urgent" before the case number in the "Document Title" field. Please use the following format for the case number, 20CA123, (two digit year, CA, CP, GA, or MH and case number with no leading zeros).

When e-filing a proposed order, be sure to select "Proposed Documents" to ensure that that the order gets routed to us. See image below.



If there are any parties in the case without an email address set up for electronic service, you will be responsible for sending them a signed copy by regular mail.

If you are having a problem with e-filing, please visit <https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>.

If you need assistance with e-filing, please visit <https://www.youtube.com/user/FLCrtsEFilingPortal/> or <https://www.myflcourtaccess.com/authority/trainingvideos.html> or <https://www.myflcourtaccess.com/authority/trainingmanuals.html> or contact your local Clerk's Office to request training sessions or contact 850-577-4609 to request training.