

LOCAL RULE 16 | PROCEDURES FOR UPLOADING ORDERS VIA COURT MANAGEMENT SYSTEM (CMS)

AGREED ORDER:

The word "AGREED" must be in the title and in the body of the Order being uploaded. An Agreed Order must have the following language: The parties have reviewed the Agreed Order and have no objection to the entry of the Order.

PROPOSED ORDERS FOLLOWING ORAL RULING:

Pursuant to division rules, PROPOSED ORDERS may be uploaded to the CMS system ONLY following a hearing and ruling by the Court on the motion at bar. The Proposed E-ORDER shall state the date the matter which is the subject of the Proposed Order was heard.

PROPOSED ORDERS AFTER HEARING WITH NO ORAL RULING BY THE COURT:

Pursuant to division rules, PROPOSED ORDERS following a hearing where the Court made no oral ruling, may be submitted only with permission of the Court, via div03@17th.flcourts.org

COMPETING ORDERS:

Pursuant to division procedures, COMPETING ORDERS must be sent via email to div03@17th.flcourts.org. The COMPETING ORDER shall state the date the matter which is the subject of the COMPETING ORDER was heard, a copy of a transcript (if available). The attachment of the COMPETING ORDER shall be in word format and indicate Plaintiff or Defense, and that opposing counsel has reviewed the form of the Order submitted.



STIPULATIONS with separate ORDER APPROVING STIPULATION (stipulation followed by Order). Any Stipulation for Substitution of Counsel must contain the client's consent. The Order Approving the Stipulation for Substitution of Counsel must contain the new attorney's name, mailing address, e-mail address and telephone number.

The above orders MUST be submitted through the Court Management System (CMS).

No Proposed Orders may be submitted in advance of any hearing or trial, any proposed Orders submitted in advance of a hearing WILL be considered EX PARTE communications and the party submitting such Order may be sanctioned.

