

LOCAL RULE 12 | ORDERS SUBMITTED AFTER A HEARING

1. If the Judge has requested the parties to submit orders after a hearing, either proposed or agreed to, please follow these instructions:
2. If the Judge requests that the parties submit their orders via email:
 - a. Please make sure the orders are in **Word format**
 - b. Email to Div04@17th.flcourts.org.
3. **Proposed Orders Only** (i.e.- each party has been requested to provide their own order, with their own wording):
 - a. **Order itself must** contain the date when the hearing took place and type of motion.
 - b. If your order is a multi-page order:
 - i. It must contain a portion of the language of the order on the page with the Judge's signature line.
 - ii. Do **not** submit an order with a blank page (i.e. no actual language of the order on the page with the Judge's signature line). This will be rejected. If you must shrink to fit the Judge's signature line on the previous page of the Order, please do so by changing the size of the font of your document, etc.
 - iii. Each page of the order shall have, the case number, and the title of the order, in the header of each page, including the page with the Judge's signature line.
 - c. Please submit enough copies of the Order for all parties, along with self-addressed stamped envelopes for all parties, unless the parties wish to be sent copies via email. Please indicate email addresses.
4. **Agreed Orders Only:**
 - a. Submit via e-courtesy
 - b. Agreed Order itself must contain the date when the hearing took place and type of motion.
 - c. The agreed order **must** reflect the court's ruling at the hearing
 - d. The language of the agreed order **must** be agreed to by all parties.
 - i. Please include a cover letter indicating this information as an attachment when uploading via e-courtesy.

