

LOCAL RULE 03 | PROCEDURE FOR UPLOADING ORDERS VIA COURT MANAGEMENT SYSTEM (CMS)

1. AGREED OR UNOPPOSED ORDERS (NO MOTIONS)

The word "AGREED" or "UNOPPOSED" must be in the title and in the body of the Order being uploaded without the motion.

DO NOT upload:

- (1) agreed order to continue a hearing and/or trial;*
 - (2) agreed order to withdraw as counsel of record; and*
 - (3) agreed order regarding any telephonic hearings.*
- Motions to continue and withdraw as attorney of record must be set for hearing on the Uniform Motion Calendar.***

2. PROPOSED ORDERS 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 AND whether the opposing party will be submitting their own competing proposed order or are in agreement that the Order is an accurate representation of the ruling. [if the opposing party "will not" be submitting a proposed order, paragraph 1 must so state]. A misrepresentation by counsel or a party on whether a competing order will be submitted may be subject to sanctions.

3. 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, through the Division 12 email address: div12@17th.flcourts.org Agreed Orders must be submitted through the "Agreed Orders" tab on CMS, not the "Proposed Orders" tab.

4. FINAL ORDER OF DISMISSAL **ONLY** (no stipulation)

5. 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.

5. EX-PARTE ORDER COMPELLING DISCOVERY (motion **only** followed by Order)



The above orders **MUST** be submitted through the Court Management System (CMS). For further information please visit:
<http://www.17th.flcourts.org/agreed-and-proposed-orders/>

