

SECTION 5 | INSTRUCTIONS FOR PROPOSED ORDERS

1. *When an order is submitted where there is an unrepresented party or parties not receiving service through the e-portal, the attorney is responsible for ensuring copies of the Order are mailed to any unrepresented party or parties and a Notice of Service is filed on the case.

2. PLEASE DO NOT SUBMIT THE SAME PROPOSED ORDER THROUGH THE EPORTAL AND BY EMAIL – sending it both ways may cause duplicate entry of an order.

3. Service list should contain appropriate email addresses for all parties to be copied.

4. A consented or agreed to order should have in the caption "Consent" or "Agreed", or it should have both or all parties' signatures.

5. A cover letter indicating what the Order is for... i.e. hearing (including the hearing date), consent order, etc. and if it is consented to or if opposing party objects, and all parties are copied with same. The cover letter, copy of motion and order should be submitted through the e-portal. (Order only should be in Word format). See instructions below.

6. Exceptions to submitting proposed orders through the e-portal:

If there is an Exhibit or Exhibits to be attached to a Final Judgment/Order, please send via email, including a cover letter, copy of the motion and only the proposed order is in Word format.

If the Judge instructs council to submit order via email (in Word format), any complex Final Judgements following a hearing, or orders where counsel are not in agreement with the proposed order (competing proposed orders).

Orders submitted through the **e-portal** should contain: DDDD, JJJJ and CCCC

Orders submitted via **email** need to include place for the date to be inserted, year and line for the Judge's signature. (... this ____ day of month, 2024.)

The word "Proposed" should **NOT** be in the title of the order.



Procedures for Submitting a Proposed Order for Division CV-A

*** PLEASE be sure you are using one of the Proposed Order templates found on our website at <https://www.jud4.org/Proposed-Orders-EFiling.aspx>. Save these templates to your own PC and re-use them for all Proposed Orders you submit in Duval County. Any Proposed Order received that does not include one of our templates will be subject to rejection by the Court. ***

1. Proposed Orders MUST be submitted in Microsoft Word .docx format (Word 2016 or newer).
2. A Cover Letter is also REQUIRED. Please submit a .pdf page as your Cover Letter with any details that would normally be given to the Judge/JA via email for the Proposed Order (Ex: Stipulation agreed upon by both attorney's). This Cover Letter will be uploaded to the portal as a separate document from your Proposed Order.
3. The corresponding Motion MUST be filed along with the Proposed Order and Cover Letter. This Motion must be attached behind the Cover Letter as a combined single document before being uploaded to the E-Portal.
4. Proposed Orders in Duval County MUST include DJMCA formatting.

A. DJMCA Format: DJMCA is how ICMS (Duval Judicial Bench-viewer) knows where to place a signature, signature date or other code details such as the service list. Please be sure to place the codes in the proper position on the Proposed Order. For example, be sure the DJMCA code for Judge's signature is right justified at the bottom of your Proposed Order just as a usual signature would be.

- a. You must use DJMCA codes in pairs (e.g., JJJJ & DDDD for Judge's signature).
- b. The codes MUST be in all CAPITAL LETTERS.
- c. You must add ONLY 4 letters for each field.
- d. These codes MUST ONLY be used once per line. Two codes per line will not work.



DJMCA Codes in Pairs:

DDDD Judge Signature Date

JJJJ Judge Signature

RRRR Reported and Recommended Date

GGGG General Magistrate or Hearing Officer Signature

CCCC Service list (pulls from the E-Portal service list)

