

SECTION 6 | PROPOSED ORDER DOCUMENT FORMATTING GUIDELINES

*** Failing to abide by any of the following formatting guidelines will subject your Proposed Order to rejection by the Court ***

Proposed Order Document:

- The Proposed Order must be a Microsoft Word Document (.docx).
- Once the Judge signs the Proposed Order electronically, all Proposed Orders are required to be converted to a PDF/A compliant document for E-Filing by the E-Portal. Therefore, check and save your Word document as a PDF to see if there are any potential formatting issues that need attention. This includes any of the DJMCA codes).
- Plain text must be used; Any additional formatting like TEXT boxes, macros, formulas, Word field codes, etc., could present an issue for the Judge when signing electronically.
- If you or your system is using any system or application to bulk generate Word documents, please check all hidden fields or special characters by clicking the "Show/Hide" button in Word to discover hidden characters like spaces, paragraph markers or hidden tab marks.
- Your Word document should be completely void of any page breaks, line breaks and section breaks, as they pose a significant risk for PDF/A conversion and electronic signing.
- If you are submitting multiple Proposed Orders within a single filing, each order MUST be uploaded as a separate document on the E-Portal.
- All Proposed Orders MUST include the Unified Case Number (UCN).
- Be sure NOT to include or attach any exhibits to your Proposed Order as it will present an issue for the signature and PDF/A conversion process.
- When working from the templates we have provided to you on our website, please keep in mind the DJMCA code for Judge's signature will be replaced by a signature that will occupy 4



lines. Keep your formatting such that the signature does not land on a page by itself.

- Please be sure your Proposed Order is void of ANY images.

BELOW IS EXAMPLE OF THE PROPOSED ORDER AND FORMATTING NO BLOCK
FORMATTING SHOULD BE USED

PLEASE DO NOT PUT "**PROPOSED**" IN THE TITLE OF THE ORDER

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR DUVAL COUNTY, FLORIDA

Plaintiff,

vs.

CASE NUMBER: 16-Year-CA-number

Defendant.

DIVISION: CV-A

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TITLE OF ORDER

THIS CASE is before the Court on

Accordingly, it is

ORDERED:

DONE and ORDERED in Jacksonville, Duval County, Florida on DDDD.

JJJJ

CCCC

