

SECTION 9 | PROPOSED ORDERS FOLLOWING A HEARING

The Court may request the lawyers prepare proposed orders pursuant to the Court's verbal announcements of rulings made during a hearing. Such proposed orders after a hearing are to be timely submitted to the Court as follows:

1. If there is an unrepresented party involved in the case not using the e-Portal, the proposed Order must be submitted to the Court in writing, with sufficient copies for an original to be entered by the Court and a copy for each party not using e-Portal. Further, the party presenting the proposed Order, shall be responsible for providing **addressed, stamped envelopes for parties not using the e-Portal**. The proposed Order service list must contain addresses for any unrepresented party or party not using the e-Portal.
2. If all parties before the Court are using the e-Portal, the proposed Order shall be submitted to the Court via the Florida Courts e-Portal.

All proposed Orders presented following a hearing **MUST INCLUDE A COVER LETTER INDICATING:**

1. What the Order is for (i.e., the case, the motion heard, including date and time, the title of the Order, etc.); and
2. That all opposing counsel/unrepresented parties have been provided with the same materials being provided to the Court, and whether the parties agree with the language of the proposed Order.

All counsel and unrepresented parties must be copied on the cover letter, including any proposed Order, at the same time provided to the Court. If counsel does not have an email address for an unrepresented party, counsel must mail or hand deliver the proposed Order and letter to the Court consistent with the instructions above.

