

SECTION 13 | INSTRUCTIONS FOR PROPOSED ORDERS

All proposed orders should be filed through the e-portal, except when directed by Judge Daniel.

You may click on this link for order templates and instructions on how to file your proposed orders via the e-portal:
<https://www.jud4.org/Proposed-Orders-EFiling.aspx>

1. A cover letter indicating what the Order is for... i.e. hearing date and time, etc. The cover letter should also indicate 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). (One cover letter is sufficient for all proposed order(s) - you do not need to submit cover letter for each order).

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

3. When an order is submitted where there is an unrepresented party or parties not receiving service through the e-portal, the attorney submitting the order is responsible for ensuring copies of the order(s) are mailed to any unrepresented party or parties and a Notice of Service is filed on the case. The following language should be on all orders for party or parties not receiving service through the e-portal:

Counsel shall serve a copy of this Order, by regular mail, to all parties not receiving service of court filings through the Florida Courts E-Filing Portal and shall file a certificate of service in the court file.

4. Please DO NOT submit an order by email unless Judge Daniel REQUESTS the order to be sent via email. Sending an order via email without a request may cause a delay in an order being entered.

- a. Requested orders from the outcome of a hearing should be emailed in Word format for any potential modifications.

