



STATE OF FLORIDA  
FIFTH JUDICIAL CIRCUIT

**Donald Scaglione**  
CIRCUIT JUDGE

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**ADMINISTRATIVE ORDER AS TO  
E-FILINGS/FILINGS/PAPERLESS COURT**

THIS MATTER having come before the Court upon its own review and finds as follows:

1. Parties **MUST** adhere to the previously issued Administrative Order as to Courtesy Copies.

If the Court does not received a courtesy copy, it will not know the pleading exists. The parties must provide proposed orders and self addressed, stamped, envelopes to process the pleading.

2. Parties **MUST** adhere to all Administrative Orders on the 5<sup>th</sup> Circuit and DES website.

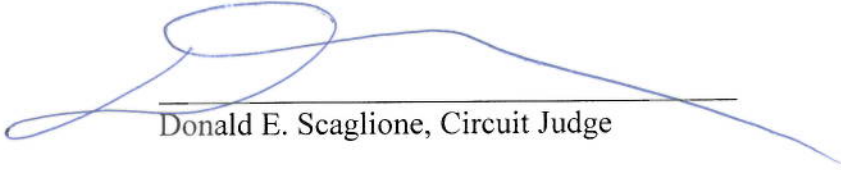
As to the new paperless court

The clerk requests a minimum of three (3) days to docket E-filed documents to the file (computer file). Thus the Court requires all pending motions/pleadings be filed at least five (5) days prior to hearing/court/trial.

Failure to adhere to timely filing requirement could/should/would result in the striking of pleadings and/or delay of hearings – charged to the violating party and could be contemptable if the Court deems intent to delay.

Additionally, it is the moving party's responsibility to procure and provide to the Court any original document the party wishes the Court to see. For example: Notes and Mortgages in foreclosure cases, Affidavits of Surrenders in Dependency cases.

**DONE AND ORDERED** at Brooksville, Florida, this 11 day of August, 2015.

  
Donald E. Scaglione, Circuit Judge