



DONALD SCAGLIONE  
CIRCUIT JUDGE  
FIFTH JUDICIAL CIRCUIT OF FLORIDA

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PROPOSED ORDER SUBMISSION PROCEDURES  
(Updated 8/5/20)

Proposed orders can be submitted to the Court via email at the Court's Courtesy Copy link or to [bhaimes@circuit5.org](mailto:bhaimes@circuit5.org).

If pro-se parties (or parties with no email contact information provided in the e-portal system for electronic delivery) must receive a copy of the order, a hard copy must be submitted along with postage paid, preaddressed envelopes for the parties.

This Court requires all proposed orders have a proper certificate of service. ("attorneys of record" is not proper) It must include all party names and e-filing email addresses and a signature space for the JA to sign for certification.