

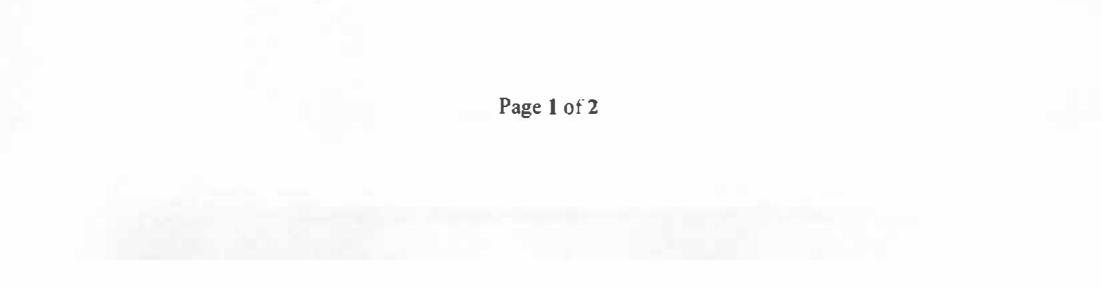
Pam Vergara CIRCUIT COURT JUDGE FIFTH JUDICIAL CIRCUIT of FLORIDA Hernando County Courthouse Room 335 20 N. Main Street Brooksville. FL 34601

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT HERNANDO COUNTY, FLORIDA

ADMINISTRATIVE ORDER REGARDING PROPOSED ORDER SUBMISSION PROCEDURES FOR THE HONORABLE PAM VERGARA CIRCUIT CIVIL DIVISION Effective Jan. 5th, 2021

Please contact the Judicial Assistant. Misty Conner. at <u>mconner@circuit5.org</u>. for instructions on submitting proposed orders (Word format).

If pro-se parties (or parties with no e-mail 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) The proposed order must include all party names and e-filing email addresses and a signature space for the JA or Clerk to sign for certification.

DONE AND ORDERED, in Chambers, Brooksville, Hernando County this 5^{+h} day of January, 2021.

Pam Vergara, Circuit Judge

