



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

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**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. 5<sup>th</sup>, 2021**

Please contact the Judicial Assistant, Misty Conner, at [mconner@circuit5.org](mailto:mconner@circuit5.org), 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<sup>th</sup>  
day of January, 2021.

  
Pam Vergara, Circuit Judge