



**DONALD SCAGLIONE
CIRCUIT JUDGE
FIFTH JUDICIAL CIRCUIT OF FLORIDA**

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PROPOSED ORDER SUBMISSION PROCEDURES

(Updated 9/29/21)

Proposed orders can be submitted to the Court via email at the Court's Courtesy Copy link or to 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.

AGREED PROPOSED ORDERS

Agreed proposed orders must be accompanied by a written stipulation or confirmed agreement by the parties. A confirmed agreement can be submitted either by email or letter form in where it states that the opposing counsel agrees to the contents of the agreed order.

An agreed proposed order should follow the same procedures as the proposed order submission procedures stated above.