

Instructions for Preparing Proposed Orders

The following information is taken from a document provided by the 14th Circuit. Their instructions to the attorneys and a video demonstration can be found on their website.

<https://www.jud14.flcourts.org/e-filing-proposed-orders>

- You must use the codes as pairs (e.g., JJJJ & DDDD for Judge's signature). Below are the required pairs.
 - a. DDDD = Judge Signature Date/ JJJJ = Judge Signature
 - b. MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
 - c. RRRR = Reported and Recommended Date/ GGGG = GM or JHO Signature
 - d. CCCC = Service List
- The codes must be all capital letters.
- You must add all 4 letters for each field.
- These codes should only be used once per line.

Below are additional nuances that you should also be aware of in conjunction with the DJMCA formatting listed above.

- **Do not put spaces in front of the JJJJ, GGGG or AAAA.** To move the signature fields to the preferred location you should only use the alignment buttons (Align Left, Center, Align Right) OR use the tab key. Failure to do this will result in the signature(s) not adhering and possible rejection of your document.
- **Do not use page breaks or section breaks in your document.** This causes blank pages to occur in the system. This will also result in the rejection of your document because the clerk's office cannot delete pages once filed. It will look as though a page of the filing is missing, even though it was only a blank page.
- **Do not insert memos, notes, or comments into your documents.** Hidden formatting like this will show up in the system and is difficult to remove for the recipient. This can also result in the rejection of your document.