



DONALD SCAGLIONE
CIRCUIT JUDGE
FIFTH JUDICIAL CIRCUIT OF FLORIDA

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PROPOSED ORDER SUBMISSION REQUIREMENTS & PROCEDURES

(Updated 9/23/22)

Proposed orders are to be submitted to the Court via email at the Court's Courtesy Copy link DES-circuitcivil@circuit5.org

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

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, either a postage paid, preaddressed envelopes for the parties needs to be provided or the motioning party must send a copy to the pro-se party.

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.

EXAMPLE OF PROPER CERTIFICATE OF SERVICE FORMAT:

CERTIFICATE OF SERVICE

I hereby certify copies of the foregoing were furnished by E-Service delivery on this ___ day of _____, 2022 to:

Plaintiff's Name
Plaintiff's Address
Plaintiff's email address

Defendant's Name
Defendant's Address
Defendant's email address

Judicial Assistant