



DONALD SCAGLIONE  
CIRCUIT JUDGE  
FIFTH JUDICIAL CIRCUIT OF FLORIDA

BECKY HAIMES  
JUDICIAL ASSISTANT  
(352) 754-4030  
FAX: (352) 754-4273  
EMAIL:  
bhaimes@circuit5.org

HERNANDO COUNTY JUDICIAL CENTER  
20 N. MAIN ST., ROOM 444  
BROOKSVILLE, FLORIDA 34601  
5TH CIRCUIT WEBSITE:  
www.circuit5.org

**PROPOSED ORDER SUBMISSION REQUIREMENTS & PROCEDURES**

(Updated 10/18/23)

Proposed orders are to be submitted to the Court via email at the Court's Courtesy Copy link [DES-circuitcivil@circuit5.org](mailto:DES-circuitcivil@circuit5.org). **Proposed orders must be submitted with all motion practice motions. Proposed orders must be submitted in Word Format.**

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 (INCLUDING JUDGE’S SIGNATURE LINE WHICH COMES BEFORE THE CERTIFICATE):**

DONE AND ORDERED in Chambers, at Brooksville, Hernando County, Florida, this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Donald E. Scaglione, Circuit Judge

**CERTIFICATE OF SERVICE**

I hereby certify copies of the foregoing were furnished by E-Service delivery on this \_\_\_\_ day of \_\_\_\_\_, 2023 to:

Plaintiff’s Counsel’s Name  
Plaintiff’s Counsel’s Address  
Plaintiff’s Counsel’s email address

Defendant’s Counsel’s Name  
Defendant’s Counsel’s Address  
Defendant’s Counsel’s email address

\_\_\_\_\_  
Judicial Assistant