



DONALD SCAGLIONE
CIRCUIT JUDGE
FIFTH JUDICIAL CIRCUIT OF FLORIDA

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CERTIFICATE OF SERVICE REQUIREMENTS

1. A proper certificate of service includes the judge's signatory line above the Certificate of Service for the judge to sign the order.
2. The certification in the Certificate of Service must include the method of serving the parties (i.e. U.S. Mail and/or the Florida Court's e-filing portal) and the date that the parties were served. *Saying "all parties of record have been served" is NOT the proper format.*
3. Each party must have their counsel's information reflected in the Certificate of Service. Or if the party is *pro se* then the individual party's information must be reflected. Which at a **minimum** this must include:
 - a. The attorney of records name or *pro se* party **name**; the attorney of record or *pro se* party's **physical address**; and the attorney of record or *pro se* party's **email address**.
4. The Certificate of Service must include a signatory line for the Court's Judicial Assistant to sign.
5. If the order is more than one page, please include a header that has the case number, and a footer that has the page number following the format reflected in the sample Certificate of Service below.

DONE AND ORDERED in chambers, Hernando County, Florida, on this _____ day of _____, 2024.

DONALD E. SCAGLIONE
CIRCUIT COURT JUDGE

CERTIFICATE OF SERVICE

I **HEREBY CERTIFY** that a true copy of the foregoing has been furnished to the following individuals by U.S. Mail and/or the Florida Court's e-filing portal this _____ day of _____, 2024:

Plaintiff Counsel's Name
Law Office Name
Law Office Address
service e-mail; service e-mail
Counsel for Plaintiff

Defendant's Counsel's Name
Law Office Name
Law Office Address
service e-mail; service e-mail
Counsel for Defendant

Judicial Assistant