

INSTRUCTIONS FOR SUBMITTING PROPOSED ORDERS TO JUDGE KISSNER

Once the Motion has been filed with the Clerk of Court, a courtesy copy of the motion should be e-mailed with the proposed order to zvargas@circuit5.org.

FORMAT: All proposed orders must be submitted in Microsoft **Word** format (.docx) via email. Please do not send paper orders. Please do not send orders through the e-Portal.

The email must include case name, case number, whether opposing counsel was consulted and whether there is or is not an agreement.

CERTIFICATE OF SERVICE: All proposed orders shall include a certificate of service on all parties in compliance with Florida Rule of General Practice and Judicial Administration 2.516.

The certificate of service shall contain language substantially similar to the following:

“I hereby certify that a true and correct copy of the foregoing has been provided through electronic service and/or regular U.S. mail to the following parties.”

All parties shall then be listed with contact information.

Please double-check your proposed orders to ensure the caption includes the correct circuit (Fifth Judicial Circuit) and county (Marion County).

PRO SE MOTIONS: Pro se motions must be filed with the Clerk of Circuit Court, Criminal Division, with copies to the State Attorney and the Judge’s office. **Pro se motions will not be accepted via e-mail.** This includes motions to modify or terminate probation.

SIGNATURE BLOCK FORMAT: **Please note:** There is a specialized date and signature block code to use when submitting proposed orders. Signatures and signature dates are applied through the Integrated Case Management System (ICMS) using unique codes.

Here is a list of specialized code recognized by ICMS in the processing of digital orders:

DDDD Signature date of Judge

JJJJ Judge’s signature

MMMM Signature date of Judicial Assistant

AAAA Judicial Assistant’s signature

The signature codes (JJJJ and AAAA) must be right-justified in the document.

Sample:

SIGNED at Ocala, Marion County, Florida on DDDD.

JJJJ

Certificate Of Service

I hereby certify that a true and correct copy of the foregoing has been furnished using the Florida Court’s E-Filing E-Portal, via U.S. Mail, and/or Electronic Mail in accordance with the corresponding addresses listed therein to the following on MMMM.

INSERT PARTIES NAMES AND ADDRESSES/EMAILS

AAAA