

Proposed Order Formatting Guide

Use the sample on the following page as a layout example. Replace its placeholder text with the findings and directives applicable to the case. Do not include these instructions in a proposed order.

Document format

- Submit the proposed order as an editable Word document in Bookman Old Style, 12 point. Use double spacing where practical; adjust spacing as needed to keep the final directive and signature block together.
- Use a bold, underlined order title. Write out dates throughout the order, including hearing dates, dates of birth, the entry clause, and the certificate of service.
- Use lettered findings (A, B, C) and numbered directives (1, 2, 3). Place each letter at the half-inch mark on the ruler. If a finding continues onto another line, align each continuation line with the left margin (the zero mark on the ruler), as shown in the sample order.
- Use “Based upon the foregoing, it is therefore ORDERED AND ADJUDGED as follows:”
- Align “Based upon the foregoing, it is therefore ORDERED AND ADJUDGED as follows:” with the letters. If an ordered directive continues onto another line, align each continuation line with the left margin (the zero mark on the ruler),
- Place page numbers centered in the footer, Use “Page X of Y”; “Bold Numbers 2.” If a page is intentionally left blank, center “*[The remainder of this page was intentionally left blank.]*” on that page, italicized.
- The final numbered directive, “DONE AND ORDERED” clause, and the Judge’s signature block must appear together on the same page. Do not place the signature block on a page by itself.
- Use “in Chambers” in the “DONE AND ORDERED” clause when the order is entered without a hearing. If a hearing was held, omit “in Chambers.”
- Align the Judge’s signature line approximately at the three-inch mark. Keep the certificate of service in full on one page, with its signature line; start a new page if needed.
- Include a formal, fully written certificate of service at the end of the order. Identify the persons served, the method of service, and the date of service, and provide a signature line for the person completing service. Keep the entire certificate of service, including its signature line, on one page.

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR SUMTER COUNTY, FLORIDA**

In Re: The Interest Of
FIRST NAME LAST NAME

CASE NO.

Petitioner,

v.

FIRST NAME LAST NAME

Respondent.

_____/

ORDER ON [MATTER]

THIS CAUSE came before the Court on [written out date] on [name of pleading]. [If a hearing was held, identify the parties and counsel present.] The Court, having reviewed the matter and being otherwise fully advised, makes the following findings:

A. The Court has jurisdiction over the parties and the subject matter of this proceeding.

B. The Court reviewed the relevant filings and considered the information presented.

C. The Court finds that [insert findings applicable to the case].

Based upon the foregoing, it is therefore

ORDERED AND ADJUDGED as follows:

1. [insert first directive.]
2. [insert the final directive.]

DONE AND ORDERED in Chambers at Bushnell, Sumter County,
Florida, on this ____ day of _____ 2026.

Mary P. Hatcher
Circuit Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished to [identify recipients and method of service] on this _____ day of _____ 2026.

Judicial Assistant/Clerk of Court