SAMPLE PROPOSED ORDER

(orders must be created in most recent version of Word .docx)

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

Case Style CASE NO.
_____/

ORDER

[the following is for illustration purposes]

THIS CAUSE came before the Court on the __ day of _____, ___, before the Honorable Bruce E. Carney upon a motion, and appearing before the Court were _____, and upon the pleadings and proofs and the Court being fully advised in the premises and having taken testimony, and finding that it has jurisdiction of the subject matter and of the parties; it is

ORDERED and ADJUDGED *[type text in the body of the order as usual]*

Align Left (Ctrl + L) All CAPS, no spaces

DONE and ORDERED in Inverness, Citrus County, Florida on DDDD.

One Single Line Space

Align Right (Ctrl + R) JJJJ
All CAPS, no spaces

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the foregoing document has been furnished to the following using the Florida Courts E-filing Portal, via U.S. mail and/or electronic mail on MMMM. All CAPS, no spaces

One Single Line Space

CCCC Align Left (Ctrl + L)
All CAPS, no spaces

One Single Line Space

Align Right (Ctrl + R) AAAA
All CAPS, no spaces

INDEX OF CODES (codes are all in CAPS, no spaces)		
DDDD	=	Date of Judge's Signature
JJJJ	=	Judge's Signature
MMMM	=	Mailing Date
CCCC	=	Service List
AAAA	=	Judicial Assistant's Signature
RRRR	=	Reported and Recommended Date
GGGG	=	GM or JHO Signature