

## **Proposed Orders and Other Court Filings**

All filings must be submitted through the E-portal unless otherwise directed by the Court. Proceed to <https://www.myflcourtaccess.com/default.aspx>. Choose “File Document(s) on Existing Case to Clerk” option under the “trial court” filing jurisdiction. Cover letters are not required, only pleadings. Multiple documents must be filed individually under specific title, do not file multiple motions/proposed orders, as a single document, do not file proposed orders as an attachment to the motion.

### **Proposed orders**

Proposed orders must be submitted through the E-portal like any other e-filed document, unless otherwise directed by the Court. To file a proposed order, proceed to <https://www.myflcourtaccess.com/default.aspx>. Choose “File Document(s) on Existing Case to Clerk” option under the “trial court” filing jurisdiction.

The subject line should state the case number and case style and should be properly circulated between the parties before submission to the Court.

Place a title on all proposed orders, such as “Order Dismissing Complaint,” or “Order Extending Time,” not simply “Order.”

An order granting a motion should grant the relief requested rather than merely reciting that a motion is granted. For example, if a Motion to Dismiss is granted, the proposed order should both grant the motion and dismiss the case. Please format

proposed orders so that the date of signing and the judge's name are not a page separate from the substantive text. The judge's name should be right aligned. No signature line is required.

### **Stipulations/settlement agreements**

After Stipulations/settlement agreements/notices of settlement are e-filed please prepare and e-file proposed **order accepting the settlement agreement and dismissing the case.**

### **Cancelations of hearing**

The party which scheduled the hearing is to e-file notice of cancelation and e-mail courtesy copy to the JA.