

Proposed Orders and Other Court Filings

General Instructions

1. All motions, proposed orders, and other filings, must be filed with the Clerk of Court. Emailing or mailing documents to the judicial chambers does not cause them to be filed, and proposed orders will not be accepted by mail.
2. All filings must be submitted through the E-portal unless otherwise directed by the Court. **See below for additional instructions on e-filing proposed orders.**
3. Self-represented litigants without access to the e-filing portal may file documents in person with the Clerk of Court. Contact the Flagler County Clerk of Court's office for additional information.
4. Cover letters are not required. If a party wishes to file a cover letter, it must be filed separately through the E-portal, not attached to the motion or order it references.
5. 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. **See "Exhibits for Evidentiary Proceedings" for additional information.**
6. Place a title on all proposed orders, such as "Order Dismissing Complaint," or "Order Extending Time," not simply "Order." When a proposed order has been agreed to by the parties, the title of the order should reflect "agreed." For example, "Agreed Order Granting Defendant's Motion for Extension of Time."

7. 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.
8. Please format proposed orders so that the date of signing and the judge's name are not on a page separate from the substantive text. The judge's name should be right aligned. No signature line is required.
9. After Stipulations/settlement agreements/notices of settlement are e-filed, please prepare and e-file a notice of voluntary dismissal if applicable, or a proposed order accepting the settlement agreement and dismissing the case while reserving jurisdiction to enforce the settlement agreement.

Filing Proposed Orders

Proposed orders must be submitted through the E-portal like any other e-filed document, unless otherwise directed by the Court. **Please note that Flagler County does not have a direct option to e-file proposed orders.** To file a proposed order, proceed to <https://www.myflcourtaccess.com/default.aspx>. Choose the "File Document(s) on Existing Case to Clerk" option under the "trial court" filing jurisdiction.

Cancelling a Hearing

The party who scheduled the hearing must e-file a Notice of Cancellation. Please email a courtesy copy to the judicial assistant at mwolfe@circuit7.org.