

## **Procedures for Orders Submitted to Chambers – Division 34**

### **All Submitted Orders:**

E-filed cover letter: All proposed orders must be accompanied by an **e-filed** cover letter (the cover letter must have the filing stamp across the top) and must indicate that opposing counsel has reviewed and approved the form of the order when submitting to the Court for review. The cover letter (but not the proposed order) must be e-filed by the attorney with the Clerk.

Agreed/Unopposed Orders: If “agreed or unopposed orders” are provided, the title must indicate the substance of the proposed order in addition to the indication that it is an “agreed or unopposed order.” Please do not include the word “proposed” in the title.

Certificate of Service: Please utilize the following language in proposed orders:

### **CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that the foregoing was filed with the Clerk of the Court on the date set forth in the electronic signature below by using the Florida Courts E-Filing Portal System. Accordingly, a copy of the foregoing is being served on this day to all attorney(s)/interested parties identified on the ePortal Electronic Service List, via transmission of Notices of Electronic Filing generated by the ePortal System.

If there are parties not receiving service through the Florida Courts efilng Portal, counsel will serve a copy of the Order via U.S. Mail to the non-efiling parties and file a certificate of service in the Court file no later than three days from the date of this order.

Other useful information: The Court does not hold orders waiting for approval or objection. Please do not send proposed Orders to the Court until you have approval as to the form by opposing counsel.

**Proposed Orders where all parties receive e-service:** In addition to the above if all parties receive service through the statewide ePortal, the proposed Order(s) in **Word format**, (not PDF), along with a copy of the e-filed cover letter, may be emailed to [34orange@ninthcircuit.org](mailto:34orange@ninthcircuit.org).

**Proposed Orders where some parties receive service by U.S. Mail:** In addition to the above if any party receives service by U.S. Mail, counsel will serve a copy of the Order via U.S. Mail to the non-efiling parties and file a certificate of service in the Court file no later than three days from the date of the order.

**Processing of submitted orders:** Orders are processed as the Judge has time out of Court. If the Judge is out of the office, the Order(s) will be processed upon return in the order they were received. Additionally, there may be a delay if the JA is out of the office. If you want to know if a specific Order has been signed by the Judge, you should first check your e-service email as the Order may have been e-served. If not received by email, then check the Clerk’s system to see if it has been docketed before contacting the Judicial Assistant as she may not be able to track the signing of a specific Order due to the volume of Orders received by the Court.