

**BEST PRACTICES FOR SUBMITTING PROPOSED ORDERS THROUGH FLORIDA’S E-FLING PORTAL
IN THE TENTH JUDICIAL CIRCUIT**

Florida Supreme Court Administrative Order AOSC19-74 requires all circuits to implement a judicial filing system through the use of a Court Application Processing System (CAPS viewer) chosen by each circuit. The Tenth Judicial Circuit utilizes the Integrated Case Management System (ICMS) as its CAPS viewer. Among its many features, ICMS allows for the electronic receipt and processing of orders proposed by users through Florida’s E-Filing Portal. In addition to compliance with all formatting specifications required by Florida’s E-Filing Portal, observance of the following best practices will further facilitate the processing of proposed orders submitted in the Tenth Judicial Circuit.

1. One Order, One Case Number (UCN Format)

An order proposed through the E-Filing Portal should contain only one case number. If the same order needs to be submitted under multiple case numbers, it should be submitted to each case separately with a single, discreet case number. The case number should be in the complete 20-character Uniform Case Number (UCN) format. The complete UCN is listed in the case information in the E-Filing Portal.

2. Motion Filed First and Courtesy Copy Included in Submission

Before submitting a proposed order through the E-Filing Portal, the accompanying motion should be filed. However, motions filed through the E-Filing Portal may not be viewable by the judge for several days. Therefore, a courtesy copy of the motion reflecting the date/time stamp applied by the E-Filing Portal should be included as an additional document along with the proposed order.

3. Cover Letters

The Tenth Judicial Circuit does not require submission of a cover letter along with a proposed order submitted through the E-Filing Portal. However, a particular judge may. Contact the assigned judge to inquire about his or her particular preferences.

4. Font Styles

In addition to using Word .docx format as required by the E-Filing Portal, a proposed order should be in only one of three font styles – Times New Roman, Courier, or Calibri.

5. Minimize Complex Formatting

Proposed orders should not be generated using tables, styles, or auto-populating fields. Such complex formatting will cause delay in the processing of the proposed order and may result in the order being returned for correction.

6. ICMS Coded Date/Signature Block

Signatures and signature dates are applied to proposed orders received in ICMS via the E-Filing Portal using unique code. Therefore, in lieu of the traditional “DONE AND ORDERED” date line and signature block, proposed orders should include the specialized code instead. For instance:

DONE AND ORDERED in Bartow, Polk County, Florida on DDDD.

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For formatting specifications for specialized code blocks, [click here](#).

7. Add Service Recipients First/Appropriately Format Distribution List

Before submitting a proposed order through the E-Filing Portal, all parties who are to be served by electronic service with a copy of the order should be added to the service recipient list if they are not already listed. Additionally, proposed orders should include a distribution list after the coded signature block which includes the recipients name and email address, or name and mailing address if the recipient is not required to or has not agreed to be served electronically. As an example:

DONE AND ORDERED in Bartow, Polk County, Florida on DDDD.

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Copies:

John Doe, Esquire (johndoe@emsp.com)
Jane Doe, Esquire (janedoe@emsp.com)
Joe Defendant, Defendant, 123 Anywhere Street, Anytown, USA 00000

8. Exhibits and Attachments

Exhibits and attachments intended to be appended to a proposed order should, whenever possible, be pre-attached, resulting in a single .docx document. In most cases, exhibits and attachments may be added as additional Word text or as an image inserted into the document.

9. No Duplicate Submission

To avoid the signing of duplicate orders, do not submit a duplicate by e-mail, mail, or fax.