IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA

ADMINISTRATIVE ORDER NO. 1-61.1

UNIFORM PROCEDURES AND REQUIREMENTS FOR
ELECTRONICALLY SUBMITTING PROPOSED ORDERS THROUGH CAPS

WHEREAS, the Florida Supreme Court entered *In Re: Judicial Electronic Filing*, AOSC19-74 (November 1, 2019) (hereinafter "AOSC19-74"), which created a "policy that the Court Application Processing System (CAPS) be deployed in every circuit, county, and division of Florida's trial courts and that CAPS be used by all judges, when available"; and

WHEREAS, AOSC19-74 "requires judges to electronically sign orders and file them through the Portal or directly to the clerk's case maintenance system when CAPS is available, fully-operational, and integrated with the Portal to receive proposed orders and file electronically signed orders"; and

WHEREAS, AOSC19-74 "encourages the submission of proposed orders through the [Florida Courts E-Filing] Portal to CAPS"; and

WHEREAS, the Court has been electronically signing and filing orders for some time and is ready to enable the local CAPS to accept proposed orders from the Florida Court's E-Filing Portal; and

WHEREAS, the Court finds it necessary to establish uniform procedures and requirements for electronic submission of proposed orders through the local CAPS; and

WHEREAS, by virtue of the authority vested in me as Chief Judge of the Tenth Judicial Circuit of the State of Florida under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2),

NOW THEREFORE, IT IS ORDERED that the below uniform procedures and requirements must be followed when electronically submitting proposed orders through the ICMS CAPS system:

A. Baseline Technical Requirements

1. Proposed orders must be submitted in Microsoft Word .docx format.

2. Complex formatting such as tables, styles, and auto-populating fields should be minimized.

3. Font size and type, margins, and blank spacing must meet the requirements of Rule 2.520(d)(2)(A), Florida Rules of General Practice and Judicial Administration. Additionally, for proposed orders intended to be filed in the circuit court acting in its

appellate capacity, font type and size must meet the requirements of Rule 9.045, Florida Rules of Appellate Procedure.

4. All submissions must comply with the requirements of Rule 2.526, Florida Rules of General Practice and Judicial Administration relating to accessibility of information and technology.

B. Proposed Order Composition

1. A proposed order should, whenever possible, contain only one case number. The case number should be the complete 20-character Uniform Case Number (UCN). If the proposed order contains multiple case numbers, a separate submission is required for each case number.

2. The traditional "DONE AND ORDERED" date line and signature block or a magistrate's recommendation date and signature block must be replaced by specialized ICMS code found in Attachment A.

3. Distribution lists should follow the judicial signature block and include for each recipient the name of the service recipient. For recipients required to participate in e-service, the e-mail address of the recipient must appear to the right of the recipient's name. For recipients not required to participate in e-service, the mailing address of the recipient should appear to the right of the recipient's name. Additional information, such as the organizational or party affiliation/designation of the recipient may also be included.

4. Proposed orders shall include any exhibits/attachments in the same .docx file. Exhibits/attachments in formats other than Word .docx must be converted to image files and be embedded in the proposed order.

5. Pages consisting of embedded images may be formatted with ½-inch margins to maximize image size.

6. Exhibits/attachments must be clearly referenced in the body of the proposed order.

C. General Submission Requirements

1. If the submission relates to a written motion, the motion must be e-filed prior to submission of the proposed order. A courtesy copy of the motion with the E-Filing Portal date/time filing stamp must be included in the submission of the proposed order as an additional document.

2. If a person or entity is entitled to service of the order and is also a person or entity required to participate in e-service, if the person or entity is not included as a service recipient in the E-Filing Portal, that person or entity must be added as a service recipient in the E-Filing Portal prior to submission.

3. The proposed order and all accompanying materials submitted electronically must be provided contemporaneously to all interested parties. The submitting party must select all interested parties required to participate in e-service for service of the proposed order and accompanying materials in the E-filing Portal and must select the appropriate option indicating whether the order is opposed or unopposed. The submitting party must serve all interested parties not required to participate in e-service with hard-copies of the proposed order and accompanying materials by first-class U.S. mail or facsimile transmission.

4. Duplicate proposed orders must not be submitted by mail, fax or e-mail.

D. Technical Guidance

1. Tenth Judicial Circuit Information Technology department has developed a detailed written technical guide and formatting "how-tos" related to the electronic submission of proposed orders. The technical guide and formatting "how-tos" will be posted to the Tenth Judicial Circuit Court's website.

2. The Tenth Judicial Circuit Court "portal banner" will include a link to any administrative order governing electronic submission of proposed orders as well as links to the Court's technical guide and formatting "how-tos."

E. Effective Date: This Administrative Order vacates and supersedes Administrative Order No. 1-61.0, entered on March 3, 2023, and is effective on April 17, 2023.

DONE AND ORDERED in Bartow, Florida, on this 14 day of April, 2023.

s/ELLEN S. MASTERS, Chief Judge

Original:
Polk County Clerk of Courts

Copies:
All Judges
Hardee County Clerk of Court
Highlands County Clerk of Court
Polk County Clerk of Court
Nick Sudzina, Trial Court Administrator
Office of the State Attorney
Office of the Public Defender
Office of Criminal Conflict and Civil Regional Counsel, Second District
Department of Juvenile Justice
Department of Children and Families
Electronic Bar Mailing

ATTACHMENT A

FORMATTING FOR DATE AND SIGNATURE BLOCK

I. SPECIALIZED DATE AND SIGNATURE BLOCK CODE FOR USE WHEN SUBMITTING PROPOSED ORDERS THROUGH FLORIDA'S E-FILING PORTAL IN THE TENTH CIRCUIT

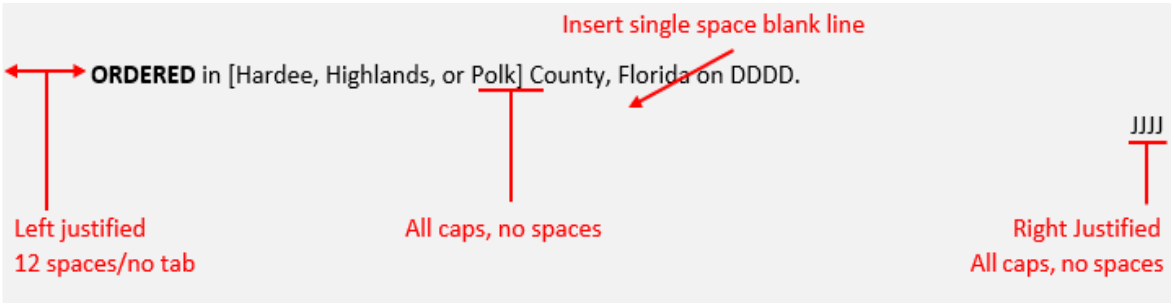
Signatures and signature dates are applied to proposed orders received in the Integrated Case Management System (ICMS) via the E-Filing Portal using unique code. Therefore, in lieu of the traditional "ORDERED" date line and signature block, proposed orders should include the specialized code instead.

The following is a list of specialized code recognized by ICMS in the processing of digital orders:

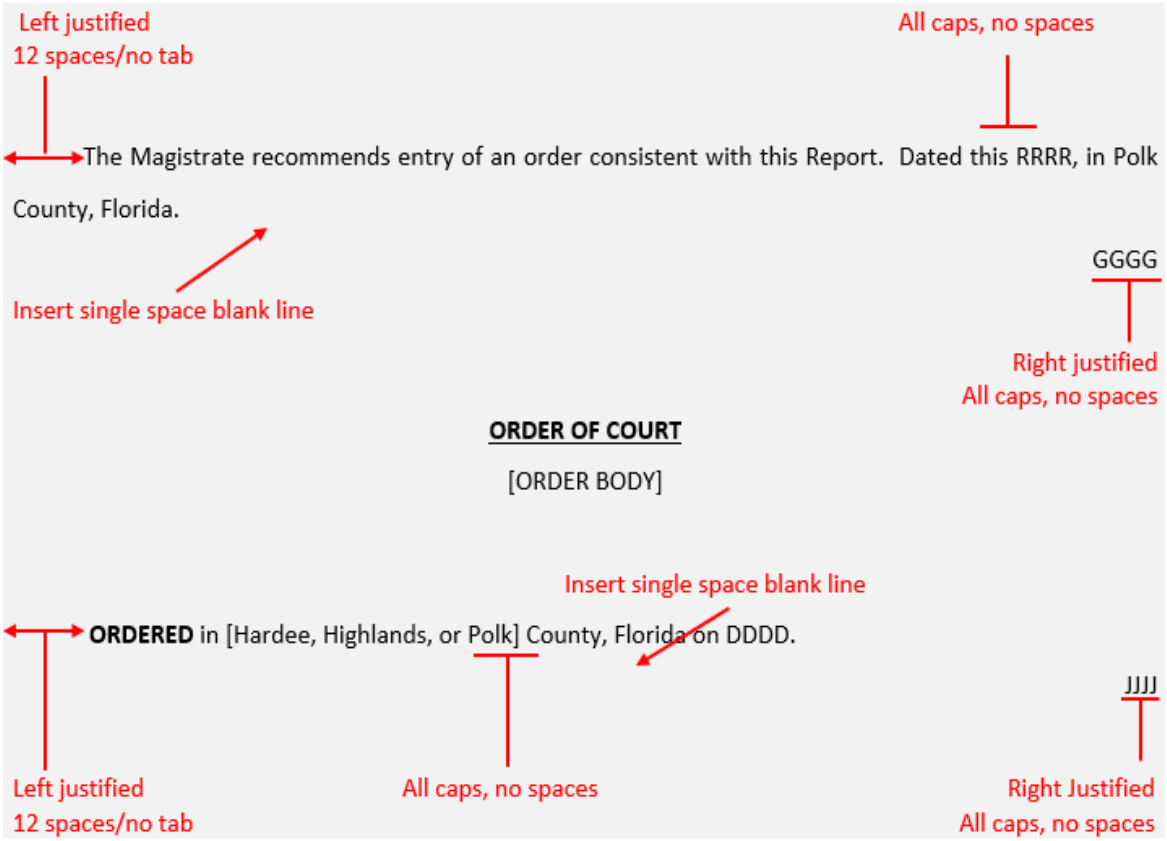
No.	CODE	DESCRIPTION
1	DDDD	Signature date of Judge
2	RRRR	Signature date of Magistrate or Hearing Officer
3	JJJJ	Judge's signature
4	GGGG	Magistrate's or Hearing Officer's signature

II. FORMATTING SPECIFICATIONS

a. FOR STANDARD JUDGE-ONLY DATE/SIGNATURE BLOCK



b. **FOR MAGISTRATE/HEARING OFFICER & JUDGE DATE/SIGNATURE BLOCKS**



c. In addition to the formatting specifications in Sections II. a. and II. b., the date line and signature block should not appear on different pages. Further, they should not appear together, but on a page alone by themselves. To prevent the date line and signature block from appearing on different pages, the "JJJJ" or "GGGG" should not appear below line 35 or more than 6 ¾ inches from the top margin of a document formatted with 1-inch margins in 12-point type size.