



ORLANDO JUDGES - PROCEDURES FOR SUBMITTING PROPOSED ORDERS VIA WEB SITE

Proposed Orders (Hearing and Non-Hearing Orders):

- Include in the first paragraph of the proposed order:
 - * title and docket number of pleading order refers to
 - * hearing date (if a hearing was held)
- Allow 3 inches of space for Judge's electronic signature.
- Orders must be generated in Word or Word Perfect, using 12-point, Times New Roman font with justified right margins.
- Proposed hearing and non-hearing orders must be uploaded in Adobe Portable Document Format (PDF) format. Scanned order will not be accepted.

Proposed orders must include one of these service statements:

- 1) For an Attorney: "Attorney [Name of submitting attorney] is directed to serve a copy of this order on interested parties and file a proof of service within 3 days of entry of the order"
- 2) For a Trustee: "Trustee [Name of submitting trustee] is directed to serve a copy of this order on interested parties and file a proof of service within 3 days of entry of the order"

The statement should be located after the text of the order with two hard returns preceding it. Proposed orders that do not include this statement will be rejected and the submitting party will be required to submit a new order with the appropriate language included.

Competing Orders:

- When an attorney submits an order that opposing counsel has not agreed to, the attorney will be required to include (as the first page of the proposed order) a letter that states:
 - 1) the order is not agreed to by opposing counsel;
 - 2) whether a competing order is expected; and
 - 3) the issue that is in dispute.
- Competing orders for Orlando (hearing and non-hearing) should be uploaded in PDF.