



**United States Bankruptcy Court  
Middle District of Florida, Tampa/Fort Myers Divisions**

**Electronic Order Submission Procedures**

- The following guidelines should be followed when submitting orders using the online form. Failure to follow these guidelines will result in the return of the proposed order.
- Submit ALL proposed orders in Adobe Portable Document Format (PDF) only using only 12-point Times New Roman with full-justified margins. Documents may be no larger than 8.5" x 11".
- Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this \_\_ day of \_\_\_\_\_, 200\_").
- Provide the names and addresses of ALL parties to be served under the heading "Copies furnished to". Do not include any service certification for the Clerk's Office to complete.