PROPOSED ORDERS – BREVARD COUNTY

Brevard County judges accepting proposed orders through the portal are listed below. For information related to each judge's requirements, please select the link for the applicable judge. Failure to comply with the instructions for the applicable judge may result in your filing being moved to the Pending Queue for correction.

Judge Lisa Davidson – PROPOSED ORDERS – JUDGE LISA DAVIDSON

Judge David Silverman – PROPOSED ORDERS – JUDGE DAVID SILVERMAN

Judge Rhonda Babb – **PROPOSED ORDERS – JUDGE RHONDA BABB**

Judge Tonya Rainwater – **PROPOSED ORDERS – JUDGE TONYA RAINWATER**

Judge Christina Serrano – **PROPOSED ORDERS – JUDGE CHRISTINA SERRANO (email only)**

Judge Kenneth Friedland – PROPOSED ORDERS – JUDGE KENNETH FRIEDLAND

Judge Benjamin Garagozlo – PROPOSED ORDERS - JUDGE BENJAMIN GARAGOZLO

Judge David Dugan – PROPOSED ORDERS – JUDGE DAVID DUGAN

Judge Michelle Baker – PROPOSED ORDERS – JUDGE MICHELLE BAKER

Judge George Paulk – PROPOSED ORDERS – JUDGE GEORGE PAULK

Judge Robert Segal – PROPOSED ORDERS – Judge Robert Segal

*****The proposed order functionality inserts the judge's signature and a Certificate of Service on all electronically signed orders. The inserted information may create additional pages from the originally submitted document. Be aware of the possibility of additional pages when ordering copies and determining recording fees. To confirm the number of pages of a completed document, view the attachment to the applicable Service of Court Document email that you received for the filing.*****

PROPOSED ORDERS - JUDGE LISA DAVIDSON

Judge Lisa Davidson will accept proposed orders through the portal for Guardianship cases.

Failure to follow the below guidelines may result in your filing being returned to the Correction Queue by the judge.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.
- Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
- There cannot be any attachments to the proposed order.

PROPOSED ORDER REQUIREMENTS

- Must be a Word document (.docx format).
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.

MATTERS REQURING A HEARING OR THAT NEED TO BE SET FOR A HEARING DUE TO URGENCY

- DO NOT file these Orders through the portal.
- Paper Orders are to be brought to the hearing.
- Please include the "Done and Ordered" verbiage as well as the Judge's signature line.

ORDERS THAT CAN BE REVIEWED WITHOUT A HEARING

- These Orders are to be submitted through the portal and will be reviewed in the order they are received.
- Please follow portal instructions for efiling proposed orders.
- If you do not want to wait for the order to be reviewed/signed without a hearing, you may request a hearing but not until the Order has been e-filed for a minimum of 3 weeks. If a hearing is set, you will need to provide the Judicial Assistant with the order(s) submission number(s) so that the eportal orders can be moved to the correction queue. Paper orders will need to be brought to the hearing.

ORDERS APPOINTING ATTORNEY/ELISOR AND ORDERS APPOINTING EXAMINING COMMITTEE

- These Orders are to be e-mailed to the Judicial Assistant at chris.trammell@flcourts18.org

ORDERS RESULTING FROM A HEARING

- If you are submitting an Order resulting from a ruling made at a hearing, please e-mail the Order (complete with Done and Ordered and the Judge's signature line) to the Judicial Assistant, chris.trammell@flcourts18.org

PROPOSED ORDERS – JUDGE DAVID SILVERMAN

Effective Tuesday, September 6, 2016, Judge David Silverman will accept proposed orders through the portal for all divisions. However, he will **NOT** accept proposed Writs of Possession, Writs of Continuing Garnishment, and Writs of Replevin. Failure to follow the below guidelines may result in your filing being returned to the Correction Queue by the judge. You may wish to visit Judge Silverman's website for more information regarding procedures related to cases assigned to him (www.davidsilverman.com).

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. A preferred Cover Letter is included. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.
- Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
- There cannot be any attachments to the proposed order (such as a Fact Information Sheet).

PROPOSED ORDER REQUIREMENTS

- Must be a Word document (.docx extension).
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.
- Each order must contain the following statement:

It is further ORDERED and ADJUDGED that within 5 days from the date of eservice of this Order/Judgment the Plaintiff shall:

1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and,
2. File a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment as been made as set forth herein.

FINAL JUDGMENTS OF EVICTION

TO REQUEST A FINAL JUDGMENT OF EVICTION BE SIGNED BY JUDGE DAVID E. SILVERMAN

1. **AFTER** a Clerk's Default or Notice that the Clerk will not be Issuing a Default has been issued;
2. Please submit the proposed "Final Judgment of Eviction" form via the e-portal.

Please note: The proposed "Final Judgment of Eviction" form can be found at davidsilverman.com/filings

UNCONTESTED DISSOLUTIONS OF MARRIAGE (UDOM)

TO SCHEDULE A FINAL HEARING before Judge David E. Silverman:

Please visit davidsilverman.com/calendar/UDOM; then

1. Email tiffany.troutt@flcourts18.org with case number and requested hearing date and time.

2. The morning of the scheduled final hearing, please upload the proposed “Final Judgment for Dissolution of Marriage” via the portal.

PROPOSED ORDERS – JUDGE RHONDA BABB

Effective Thursday, May 3, 2018, Judge Rhonda Babb requires that all proposed orders be submitted through the portal in County Criminal, Criminal Traffic, and Civil Traffic cases. When efiling a proposed order, please contact the Judicial Assistant by email at Henrietta.frazier@flcourts18.org and provide the case number/style and the submission number for the proposed order. Failure to follow the below guidelines may result in your filing being returned to the Correction Queue by the judge.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. A preferred Cover Letter is included. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.
- Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
- There cannot be any attachments to the proposed order.

PROPOSED ORDER REQUIREMENTS

- Must be a Word document (.docs extension).
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.
- Each order must contain the following statement:

It is further ORDERED and ADJUDGED that within 5 days from the date of eservice of this Order/Judgment the Plaintiff shall:

3. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and,
4. File a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment as been made as set forth herein.

Date of submission

Dear Judge Babb:

This letter accompanies a proposed Order or Judgment that is being submitted through the E-Portal for entry in the following case: Case Name: Name of case; Case Number: Case number. This proposed Order or Judgment is titled Title of Order and it comprises Number of pages pages.

This proposed Order or Judgment is submitted for entry ☐ after hearing on Date of hearing ☐ without hearing.

The opposing party ☐ has ☐ has not been furnished a copy of this proposed Order or Judgment. If furnished to the opposing party, it was furnished by Email, U.S. Mail or other

service on Date of service. If furnished to the opposing party, the opposing party ☐ has ☐ has not objected to the proposed Order or Judgment.

The attorney or party submitting this proposed Order or Judgment is as follows: Name of attorney or, if unrepresented, name of party; If attorney, Florida Bar Number; Email address; Mailing address; and, Telephone number. The attorney or party is or represents the Plaintiff or Defendant.

Sincerely,

Name, title, email address and Florida Bar Number, if applicable, of person signing letter

PROPOSED ORDERS – JUDGE TONYA RAINWATER

Probate and Guardianship cases ONLY.

Effective January 1, 2019, ALL guardianship orders must be filed through the portal including proposed orders resulting from a hearing in which Judge Rainwater made a ruling. When efiling a proposed order that resulted from a ruling made by Judge Rainwater, please contact the Judicial Assistant by email at megan.taylor@flcourts18.org and provide the case number/style, if there is opposing counsel please state whether or not they have any objections to the proposed order (and include them on the email), date of the hearing and the submission number for the proposed order.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.

- Filer must select himself/herself in the e-service list.

- COVER LETTER
  - pdf format

- PROPOSED ORDER (samples attached)
  - Word document (.docx extension)
  - No additional formatting – text boxes, macros, etc.
  - Each order must be submitted as a separate document.
  - Do not leave the bond amount blank in the appropriate order appointing personal representative in a formal administration (intestate or testate). Please insert "$0" or "waived" as the amount of the bond.
  - The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).
  - Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
  - There cannot be any attachments to the proposed order.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

ORDER APPOINTING PERSONAL REPRESENTATIVE
(Intestate)

On the Petition of MARY DOE for administration of the estate of JANE DOE, deceased, the court finding that the decedent died on January 1, 2016, and that MARY DOE is entitled to appointment as personal representative by reason of being the wife of the deceased and a devisee, it is

ADJUDGED that MARY DOE is appointed Personal Representative of the Estate of the Decedent, and that upon taking the prescribed oath, filing designation of resident agent and acceptance, and entering into bond in the sum of $WAIVED, Letters of Administration shall be issued.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

LETTERS OF ADMINISTRATION

TO ALL WHOM IT MAY CONCERN

WHEREAS, JANE DOE, a resident of Brevard County, FL, died on January 1, 2016, owning assets in the State of Florida, and

WHEREAS, MARY DOE, has been appointed personal representative of the estate of the Decedent and has performed all acts prerequisite to issuance of Letters of Administration in the Estate,

NOW, THEREFORE, I, the undersigned Circuit Judge, declare MARY DOE to be duly qualified under the laws of the State of Florida to act as personal representative of the estate of JANE DOE, deceased, with full power to administer the estate according to law; to ask, demand, sue for, recover and receive the property of the decedent; to pay the debts of the Decedent as far as the assets of the estate will permit and the law directs; and to make distribution of the estate according to law.

PROPOSED ORDERS – JUDGE CHRISTINA SERRANO

Email ONLY

Effective February 23, 2017, Proposed Orders may be submitted by **email** to carmen.reyes@flcourts18.org. Emailed document(s) should be submitted in Word Format and should not be encrypted. The party submitting the Proposed Order shall be directed to mail a copy to any self-represented party and file a certificate of mailing that they have done so. Proposed Orders must include the following language:

> It is further ORDERED and ADJUDGED that within 5 days from the date of service of this Order/Judgment the Petitioner/Respondent shall:
>
> 1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. postal mail, first class, postage paid;
>
> and
>
> 2. File a Certificate of Mailing signed by counsel that delivery of this Order/Judgment has been made as set forth hereto.

PROPOSED ORDERS – JUDGE KENNETH FRIEDLAND

Effective January 1, 2019, Judge Friedland will no longer be accepting proposed orders through the portal.

PROPOSED ORDERS - JUDGE BENJAMIN GARAGOZLO

Effective Monday, April 9, 2018, Judge Benjamin Garagozlo will accept proposed orders and judgments through the Portal in **Civil and Small Claims Actions**.

I. **CIVIL AND SMALL CLAIMS ACTIONS**:

At present the following proposed orders may be filed through the Portal:

(A)I **Civil/Small Claims Cases – excluding Eviction cases**

(i) Default Final Judgment;
(ii) Consent Final Judgment;
(iii) Stipulated Order;
(iv) Order for entry of Court default for **so long as the Order is submitted after seven (7) business days from the filing of the Motion for an entry of a Court Default with the Clerk of Court.**

(B) Eviction Cases

(i) Default Final Judgment for Eviction after entry of Default by Clerk. However, Court will not receive a proposed Writ of Possession.

Note: If a Default cannot be entered by Clerk as a matter of law, promptly contact the Judicial Assistant to set matter for hearing.

FILING REQUIREMENTS

- Each filing must contain one (1) cover letter and at one (1) proposed Order/Judgment.
- The Filer must select himself/herself in the e-service.

- **Cover Letter**
  - Must be in pdf format and contain an immediate contact telephone number and/or email address for the e-filer

- **Proposed Order**
  - Must be in Word format (.docx extension);
  - No additional formatting – text boxes, macros, etc.;
  - There cannot be any attachments to the proposed Order;
  - Judge cannot enter data into the proposed Order (i.e. granted/denied; attorney's fees; costs), otherwise please see mailing instructions set out below;
  - Body of Order : suggested language:
    - "it is therefore Adjudged …" in the body of the proposed Order in lieu of "it is therefore Ordered and adjudged …"'
    - Judge's signature block: use the phrase "**Done and Ordered**" only as part of the Judge's signature block;
    - Certificate of Service directive: each Order shall contain language reflecting the following:
      "within five (5) days from the date of e-service of this Order/Judgment, Plaintiff shall furnish a copy of this Order/Judgment to each self-represented party by

U.S. Mail, First Class, postage paid together with a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment has been made.".

(**C) Dissolution of Marriage cases**

*Please bring the Original Final Judgment and Orders with you to court on the date of your scheduled hearing with self-addressed envelopes for the opposing side.

SUBMISSION OF ALL OTHER COUNTY COURT ORDERS/JUDGMENTS

Unless as authorized herein, all other orders shall be submitted via U.S. Mail; courier service; overnight/express mail; or hand deliver unless as authorized by the Judge's Judicial Assistant in advance.

II. **PROBATE CASES**

Effective January 1, 2019, Judge Garagozlo will be accepting **all** probate orders through the portal including proposed orders resulting from a hearing in which Judge Garagozlo has made a ruling.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.
- Filer must select himself/herself in the e-service.

- **COVER LETTER**
  - Must be in pdf format and contain an immediate contact telephone number and/or email address for the e-filer. Letter should state whether or not if there is any objections to the proposed order; date of the hearing; and the submission number for the proposed order and that a copy was delivered to the case manager for review.

- **PROPOSED ORDER** (*samples set out below*)

  - **Form of the Order**:
    - Must be in Word format (.docx extension);
    - No additional formatting – text boxes, macros, etc.;
    - There cannot be any attachments to the proposed Order;
    - Judge cannot enter data into the proposed Order (i.e. granted/denied; attorney's fees; costs), otherwise please see mailing instructions set out below;
    - Body of Order : suggested language: "it is therefore Adjudged …" in the body of the proposed Order in lieu of "it is therefore Ordered and adjudged …"'
      - Judge's signature block: use the phrase "**Done and Ordered**" only as part of the Judge's signature block;
      - Certificate of Service directive: each Order shall contain language reflecting the following:
        "within five (5) days from the date of e-service of this Order/Judgment, Plaintiff shall furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, First Class, postage paid together with a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment has been made.".
  - **Note "Acting Circuit Court Judge" language in Letters of Administration**.

SUBMISSION OF ALL OTHER ORDERS/JUDGMENTS

Unless as authorized herein, all other orders shall be submitted via U.S. Mail; courier service; overnight/express mail; or hand deliver unless as authorized by the Judge's Judicial Assistant in advance.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

ORDER APPOINTING PERSONAL REPRESENTATIVE
(Intestate)

On the Petition of MARY DOE for administration of the estate of JANE DOE, deceased, the court finding that the decedent died on January 1, 2016, and that MARY DOE is entitled to appointment as personal representative by reason of being the wife of the deceased and a devisee, it is

ADJUDGED that MARY DOE is appointed Personal Representative of the Estate of the Decedent, and that upon taking the prescribed oath, filing designation of resident agent and acceptance, and entering into bond in the sum of $WAIVED, Letters of Administration shall be issued.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

LETTERS OF ADMINISTRATION

TO ALL WHOM IT MAY CONCERN

WHEREAS, JANE DOE, a resident of Brevard County, FL, died on January 1, 2016, owning assets in the State of Florida, and

WHEREAS, MARY DOE, has been appointed personal representative of the estate of the Decedent and has performed all acts prerequisite to issuance of Letters of Administration in the Estate,

NOW, THEREFORE, I, the undersigned Acting Circuit Court Judge, declare MARY DOE to be duly qualified under the laws of the State of Florida to act as personal representative of the estate of JANE DOE, deceased, with full power to administer the estate according to law; to ask, demand, sue for, recover and receive the property of the decedent; to pay the debts of the Decedent as far as the assets of the estate will permit and the law directs; and to make distribution of the estate according to law.

PROPOSED ORDERS – JUDGE DAVID DUGAN

All proposed civil orders must be efiled to Judge Dugan's queue through the Proposed Orders section of the portal. Then you must email the Judicial Assistant at monica.gabbard@flcourts18.org, and in the body of your email (not in an attachment), provide the case number/style, date of the hearing, the submission number of the proposed order, and state whether or not the opposing side has any objections to the proposed order (and include them in the email to the JA).

ALL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:

It is further ADJUDGED that within five days from the date of eservice of this Order/Judgment, the Petitioner shall:

1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and
2. File a certificate signed by Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.

- Filer must select himself/herself in the e-service list.

- COVER LETTER
  - Must be in pdf format

- PROPOSED ORDER
  - Must be a Word document (.docx extension)
  - No additional formatting – text boxes, macros, etc.
  - Each order must be submitted as a separate document.
  - The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).
  - Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
  - **There cannot be any attachments to the proposed order**.
  - **The case style must make reference to the Eighteenth Judicial Circuit, i.e., IN THE CIRCUIT COURT OF THE 18th JUDICIAL CIRCUIT, IN AND FOR BREVARD COUNTY.**

PROPOSED ORDERS – JUDGE MICHELLE BAKER

Effective January 1, 2019, Judge Michelle Baker will accept proposed orders through the portal in the County Civil, Domestic Relations, and Probate divisions. However, she will **NOT** accept proposed Writs of Possession. Failure to follow the below guidelines may result in your filing being returned to the Correction Queue by the judge. All orders must be filed through the portal including proposed orders resulting from a hearing in which Judge Baker made a ruling. When efiling a proposed order that resulted from a ruling made by Judge Baker, please contact the Judicial Assistant by email at lisa.walters@flcourts18.org and provide the case number/style, if there is opposing counsel please state whether or not they have any objections to the proposed order (and include them on the email), date of the hearing and the submission number for the proposed order.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. A preferred Cover Letter is included. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.
- Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
- There cannot be any attachments to the proposed order (such as a Fact Information Sheet).
- For Probate orders, do not leave the bond amount blank in the appropriate order appointing personal representative in a formal administration (intestate or testate). Please insert "$0" or "waived" as the amount of the bond.
- The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).

PROPOSED ORDER REQUIREMENTS

- Must be a Word document (.docx extension)
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.
- Each order must contain the following statement:

It is further ORDERED and ADJUDGED that within 5 days from the date of eservice of this Order/Judgment the Plaintiff shall:

5. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and,
6. File a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment as been made as set forth herein.

FINAL JUDGMENTS OF EVICTION

TO REQUEST A FINAL JUDGMENT OF EVICTION BE SIGNED BY JUDGE MICHELLE BAKER

3. **AFTER** a Clerk's Default or Notice that the Clerk will not be Issuing a Default has been issued;
4. Please submit the proposed "Final Judgment of Eviction" form via the e-portal.

UNCONTESTED DISSOLUTIONS OF MARRIAGE (UDOM)

TO SCHEDULE A FINAL HEARING before Judge Michelle Baker

1. Contact Judge Baker's Judicial Assistant to schedule a hearing (321) 264-6996.
2. Bring the proposed Final Judgment and sufficient copies for conforming with you to the hearing.

Date of submission

Dear Judge Baker:

This letter accompanies a proposed Order or Judgment that is being submitted through the E-Portal for entry in the following case: Case Name: Name of case; Case Number: Case number. This proposed Order or Judgment is titled Title of Order and it comprises Number of pages pages.

This proposed Order or Judgment is submitted for entry ☐ after hearing on Date of hearing ☐ without hearing.

The opposing party ☐ has ☐ has not been furnished a copy of this proposed Order or Judgment. If furnished to the opposing party, it was furnished by Email, U.S. Mail or other service on Date of service. If furnished to the opposing party, the opposing party ☐ has ☐ has not objected to the proposed Order or Judgment.

The attorney or party submitting this proposed Order or Judgment is as follows: Name of attorney or, if unrepresented, name of party; If attorney, Florida Bar Number; Email address; Mailing address; and, Telephone number. The attorney or party is or represents the Plaintiff or Defendant.

Sincerely,

Name, title, email address and Florida Bar Number, if applicable, of person signing letter

PROPOSED ORDERS – JUDGE GEORGE PAULK

Effective August 19, 2020, all proposed civil orders must be efiled to Judge Paulk's queue through the Proposed Orders section of the portal. Then you must email the Judicial Assistant at lola.merrick@flcourts18.org, and provide the case number/style of the hearing, the submission number of the proposed order, and state whether or not the opposing side has any objections to the proposed order (and include them in the email to the JA).

ALL CIVIL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:

It is further ADJUDGED that within five days from the date of eservice of this Order/Judgment, the Petitioner shall:

3. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and
4. File a certificate signed by Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.

- Filer must select himself/herself in the e-service list.

- COVER LETTER
  - pdf format

- PROPOSED ORDER
  - Word document (.docx extension)
  - No additional formatting – text boxes, macros, etc.
  - Do not leave the bond amount blank in the appropriate order appointing personal representative in a formal administration (intestate or testate). Please insert "$0" or "waived" as the amount of the bond.
  - The judge cannot enter any data into the proposed orders (granted/denied, names, attorney fee amounts, etc.).
  - Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service.** Suggested to use "it is therefore Adjudged…." in the body of a proposed order instead of "it is therefore Ordered and Adjudged…"
  - There cannot be any attachments to the proposed order.
  - Proposed Orders from rulings made in a hearing must be efiled, and then you must email the Judicial Assistant (lola.merrick@flcourts18.org) with the filing reference number of the Proposed Order.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

ORDER APPOINTING PERSONAL REPRESENTATIVE
(Intestate)

On the Petition of MARY DOE for administration of the estate of JANE DOE, deceased, the court finding that the decedent died on January 1, 2016, and that MARY DOE is entitled to appointment as personal representative by reason of being the wife of the deceased and a devisee, it is

ADJUDGED that MARY DOE is appointed Personal Representative of the Estate of the Decedent, and that upon taking the prescribed oath, filing designation of resident agent and acceptance, and entering into bond in the sum of $WAIVED, Letters of Administration shall be issued.

IN THE CIRCUIT COURT IN AND
FOR BREVARD COUNTY, FLORIDA
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

_____/

LETTERS OF ADMINISTRATION

TO ALL WHOM IT MAY CONCERN

WHEREAS, JANE DOE, a resident of Brevard County, FL, died on January 1, 2016, owning assets in the State of Florida, and

WHEREAS, MARY DOE, has been appointed personal representative of the estate of the Decedent and has performed all acts prerequisite to issuance of Letters of Administration in the Estate,

NOW, THEREFORE, I, the undersigned Acting Circuit Court Judge, declare MARY DOE to be duly qualified under the laws of the State of Florida to act as personal representative of the estate of JANE DOE, deceased, with full power to administer the estate according to law; to ask, demand, sue for, recover and receive the property of the decedent; to pay the debts of the Decedent as far as the assets of the estate will permit and the law directs; and to make distribution of the estate according to law.

PROPOSED ORDERS – JUDGE ROBERT SEGAL

Judge Robert Segal will accept proposed orders through the portal for Family Law Division cases.

Failure to follow the below guidelines may result in your filing being returned to the Correction Queue by the Judge.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.
- Use the phrase "Done and Ordered" only as part of the judge's signature block. **The sign and file process strips all text after the word "Ordered" and inserts the judge's signature and a Certificate of Service**. If the order is unopposed, the cover letter shall so state.
- If the order is opposed, then it many not be submitted through the e-portal. Opposed orders shall be emailed to the court at: debbie.lansing@flcourts18.org .
- There cannot be any attachments to the proposed order.

PROPOSED ORDER REQUIREMENTS

- Must be a Word document (.docx format).
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.