

Beginning **February 7th**, proposed order submissions must insert DJMCA codes (explained below) to the document location for signatures and signing dates. Orders submitting on or after February 7th that do not include the proper codes may be rejected.

DJMCA codes

1. Proposed orders must be submitted in Microsoft Word, with 1" margins all the way around, and in the .docx format (all lower-case letters, file name, no other punctuation, and .docx file extension). Do not include unnecessary formatting – text boxes, macros, headers, footers, etc.
2. DJMCA FORMAT: DJMCA is how the Brevard filing review system identifies where to place signature and signature dates.
 - a. You must use the date and signature codes as pairs (e.g., **JJJJ & DDDD** for Judge's signature)
 - b. Signature codes (**JJJJ**, **GGGG**, **AAAA**) must be on their own line. They can be left, center, or right justified, but there can be **no** characters, spaces, or tabs **before or after** the signature codes.
 - c. The codes must be all capital letters with all 4 letters for each field.
 - d. These codes should only be used once per line. Two codes per line will not work.

DJMCA Codes in pairs (See Sample Order at the End):

- 1) **DDDD** = Judge Signature Date/ **JJJJ** = Judge Signature
- 2) **MMMM** = Mailing Date/ **AAAA** = Judicial Assistant Signature
- 3) **RRRR** = Reported and Recommended date /**GGGG** = GM or JHO signature
- 4) **CCCC** = Service List (not paired)

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Brevard

Appellate Court

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SAMPLE PROPOSED ORDER

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT IN AND
FOR BREVARD COUNTY, FLORIDA

Case: 2020-DR-000000

Name,
Father/Petitioner,
vs.

Name,
Child/Respondent.

_____ /

TEST TEST

THIS CAUSE having come before the Court on January 1, 2022, on the Father's Petition for Paternity and Timesharing and the Court having taken testimony and having considered the pleading, affidavits, exhibits and otherwise being fully advised in the premises, finds as follows:

1. The Court has jurisdiction over the subject matter and the parties.
2. The parties have one child in common:

Name	Date of Birth
A.M.D.	June 5, 2018

And pursuant to their being no dispute, paternity of the above child is established with the natural father, John Doe.

3. This Court has continuing jurisdiction over the children pursuant to the applicable Florida Statutes and the Uniform Child Custody Jurisdiction and Enforcement Act.

4. Florida is the home state and the state of habitual residence of the children. Accordingly, Florida is the sole jurisdictional state to determine child custody, parental responsibility, time-sharing, rights of custody, and rights of access concerning the children under the Parental Kidnapping Prevention Act (PKPA), under the Child Abduction Remedies Act (ICARA), and under the Convention on the Civil Aspects of International Child Abduction enacted at The Hague on October 25, 1980.

5. This Court heard testimony regarding the parties' requests for timesharing in this matter and during the Court proceeding the parties were able to realize the framework of an agreement on timesharing and parental responsibility.

REPORTED AND RECOMMENDED in Viera, Brevard County, Florida on **RRRR**.

GGGG

ORDER

THIS CAUSE is random text for the order for testing purposes

DONE AND ORDERED at the Moore Justice Center, Viera, Brevard County, Florida on **DDDD**.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY I HEREBY CERTIFY that copies have been furnished by U.S. Mail or via filing with the Florida Courts E-Filing Portal on **MMMM**.

CCCC

AAAA

SAMPLE PROPOSED ORDER