

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA**

**ADMINISTRATIVE DIRECTIVE OCAD2016-04
(Vacates OCAD2002-17)**

**IN RE: SUBMISSION AND DISTRIBUTION REQUIREMENTS FOR ORDERS
IN CIVIL PROCEEDINGS**

WHEREAS, it is established this directive shall apply to any person who qualifies as a “party” to a civil action pursuant to the provisions of *Florida Rules of Civil Procedures*, *Florida Rules of Probate Procedure*, and *Florida Rules of Family Law Procedure*; and

WHEREAS, it is necessary to establish procedures for the submission and distribution of proposed orders; it is,

ORDERED that:

1. Any attorney who submits a proposed order or judgment for review by, or under the direction of the Court shall furnish the proposed order under the following directives:

a. Except as otherwise directed by the presiding judge on a case by case basis, or as otherwise specified by statute, Rule, or Supreme Court administrative order, all proposed orders shall be presented in MS Word format via electronic mail (hereafter “e-mail”) to the court e-mail address for the division to which the case is assigned. Court e-mail addresses can be found on the division judge’s preference page on the Court’s website at www.FirstJudicialCircuit.org. All proposed orders sent by e-mail must contain in the subject line the words “PROPOSED ORDER” in all capital letters, followed by the case number of the proceeding.

b. Removal of document metadata is the responsibility of the filer, and any document metadata remaining may become a part of the public record.

c. Any attorney meeting the criteria to be excused from electronic transmission pursuant to Rule 2.516, *Florida Rules of Judicial Administration*, may submit a proposed order on paper to the division judge which must include a Certificate of Service which can be completed by the attorney upon service of the signed order by U.S. Mail or hand delivery to the parties in the case. When submitting paper orders, attorneys must include conforming copies and stamped envelopes for all parties.

d. *Pro se* litigants may submit proposed orders to the division to which the case is assigned in either MS Word format via e-mail, or in paper format via U.S. Mail or hand delivery with copies and stamped envelopes for all parties. Only paper submissions should contain a Certificate of Service.

2. In cases with one *pro se* party, the attorney in the case shall have the responsibility to serve the *pro se*

plaintiff/petitioner or *pro se* defendant/respondent copies of any orders received from the courts via the Florida Courts e-Filing Portal. The attorney shall prepare and file a Certificate of Compliance within five business days as proof of the attorney's service upon the *pro se* litigant(s).

3. In cases wherein both parties are *pro se*, the Clerk shall have the responsibility to serve copies of any orders on the *pro se* litigant(s), and shall file a Certificate of Compliance as proof of service within five business days.

4. The Clerk shall have the responsibility to serve copies of any orders on those attorneys excused from electronic transmission pursuant to Rule 2.516, *Florida Rules of Judicial Administration*, and shall file a Certificate of Compliance as proof of service within five business days.

5. All proposed orders, whether submitted by a *pro se* litigant or by an attorney of record, shall include as the final paragraph the following language:

"In cases wherein one party is unrepresented (*pro se*), it is the responsibility of the sole attorney in the case to serve within five business days this [order or judgment] upon any *pro se* party who does not have access to nor is a registered user of the Florida Courts e-Filing Portal."

6. Effective upon entry of this directive, a "Certificate of Service" shall no longer be affixed to any electronic proposed order submitted to the Court. Attorneys who are not excused from electronic transmission pursuant to Rule 2,516, *Florida Rules of Judicial Administration*, will receive service from the courts via the Florida Courts e-Filing Portal at the e-mail address on file with the Portal.

DONE AND ORDERED in Crestview, Okaloosa County, Florida this 26th day of April, 2016.

/S/ MICHAEL A. FLOWERS

MICHAEL A. FLOWERS
ADMINISTRATIVE JUDGE

Copies furnished to:

Honorable Linda L. Nobles, Chief Judge
All Judges, Okaloosa County, Florida
Honorable JD Peacock II, Clerk of Court, Okaloosa County
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