

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

ADMINISTRATIVE DIRECTIVE SRCAD2019-03

**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 Procedure, 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:

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 via the Proposed Order function in the Florida e-Filing Portal.
 - 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 for use in serving the signed order by U.S. Mail or hand delivery to the parties in the case. When submitting paper orders, attorneys must include a sufficient number of conforming copies with a pre-addressed, stamped envelope for all parties.
 - d. *Pro Se* litigants who are not registered as an e-Portal user, may submit proposed orders to the division to which the case is assigned in either

Microsoft Word format via e-mail, or, in paper format via U.S. Mail or hand delivery with copies and pre-addressed, 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. All proposed orders, whether submitted by a *pro se* litigant or by an attorney of record, shall include the following language as the final paragraph:

“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 and is not a registered user of the Florida Courts e-Filing Portal.”

4. Effective October 1, 2019 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 email address on file with the Portal.

DONE AND ORDERED in chambers at Milton, Santa Rosa County, Florida, this
___26th___ day of September, 2019.

/S/JOHN F. SIMON, JR.
JOHN F. SIMON, JR.
ADMINISTRATIVE JUDGE

Copies to:
The Honorable John L. Miller, Chief Judge
All Judges, Santa Rosa County
The Honorable Donald C. Spencer, Clerk of Court
Robin M. Wright, Trial Court Administrator
Magistrate Michelle Inere
Brooke Jones, Court Operations Manager

Posted at www.FirstJudicialCircuit.org

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