BONNIE J. HELMS

CHIEF JUDGE

SIXTEENTH JUDICIAL CIRCUIT OF FLORIDA

FREEMAN JUSTICE CENTER
302 FLEMING STREET
KEY WEST, FLORIDA 33040

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MEMORANDUM

To: 16th Judicial Circuit Attorneys

From: Chief Judge Bonnie J. Helms

Date: May 18, 2023

RE: Procedure Change- Submission of Proposed Orders to Judiciary

In furtherance of the 16th Circuit's Administrative Order 2.083 Electronic Filing of Documents, pursuant to Florida Rules of Judicial Administration 2.520 and 2.525, beginning June 15, attorneys will submit proposed orders for the Court's review and signature through the State of Florida E-Filing Portal. Please be advised that the E-Filing Portal requires a separate cover letter, in PDF format, with each proposed order. Any exhibits referenced in the body of the proposed order must be attached, otherwise, the order will be rejected.

Florida Courts has a list of helpful E-Filing Portal training videos here:
https://www.myflcourtaccess.com/authority/training-videos

Information regarding access to the E-Filing Portal Help Desk can be found here:
https://www.myflcourtaccess.com/authority/help-desk

The previously required DJMCA format remains the same. DJMCA format is how ICMS knows where to place signatures and signature dates on proposed orders. When submitting a proposed order in DJMCA format, remember the following:

1. You must use the codes as pairs (e.g., JJJJ & DDDD are used for Judge's signature and signature date). Below are the required pairs.
   a. DDDD = Judge's Signature Date / JJJJ = Judge's Signature
   b. MMMM = Mailing Date/ AAAA – Judicial Assistant's Signature
   c. CCCC = Service list
2. The codes must be all capital letters.

3. You must add all 4 letters to each field.
4. These codes should only be used once per line. Placing two codes per line will not work.

If you use field codes in Microsoft Word for the creation of your proposed document, please remove the codes prior to submitting. Please only use one of the following fonts and do not mix fonts in the same document: Arial or Times New Roman. Finally, we have determined the ideal format for the style and the signature is a left justification:

NEW FORMAT:

IN THE CIRCUIT COURT OF THE 16TH JUDICIAL CIRCUIT OF
THE STATE OF FLORIDA, IN AND FOR MONROE COUTY

Case No: 44-2023-DR-0000-KW

JOHN DOE,

Plaintiff/Petitioner,

vs.

JANE DOE,

Defendant/Respondent.

_____/

ORDER TITLE

Body of order

Done and Ordered in Key West, Monroe County, Florida on this DDDD.

JJJJ

CCCC

As you can see, this format has a place holder for the date that the Judge has signed (DDDD), the place for the judge's signature (JJJJ), and the place for the recipients of the order (CCCC).

If the judge to whom you are submitting the proposed order prefers to have a certificate of service at the end of the order signed by his/her JA, you can use the MMMM and AAAA codes as shown below:

CERTIFICATE OF SERVICE

A true and correct copy of the foregoing has been sent to the following individuals on MMMM.

CCCC

AAAA

The Judges of this Circuit appreciate your usage of electronic platforms to submit proposed orders. We will work with you as we make this transition.