

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

ADMINISTRATIVE ORDER NO. 2.088

IN RE:
SUBMISSION OF PROPOSED
ORDERS TO JUDICIARY

WHEREAS, in furtherance of the Sixteenth Judicial Circuit's Administrative Order 2.083 *Electronic Filing of Documents*, and pursuant to Florida Rules of General Practice and Judicial Administration 2.520 and 2.525, it is necessary to set forth and update uniform procedures for submission of proposed orders to the Judiciary; and

WHEREAS, by virtue of the authority vested in me as Chief Judge of the Sixteenth Judicial Circuit of the State of Florida, under Article V, Section 2(d) of the Florida Constitution; section 43.26 Florida Statutes; and Florida Rules of General Practice and Judicial Administration 2.215(b)(2),

IT IS ORDERED THAT:

The following procedures must be followed when electronically submitting proposed orders to the Judiciary.

1. General Submission Requirements
 - a. Attorneys will submit proposed orders for the Court's review and signature through the State of Florida E- Filing Portal.
 - b. Any exhibits referenced in the body of the proposed order must be attached in JPEG format, otherwise, the order will be rejected.
 - c. The automated system for processing orders through the E- Filing Portal obviates the need for a certificate of service being placed on the orders. Therefore, that requirement has been removed by way of this updated administrative order.
2. Cover Letter
 - a. Whether or not the language of a proposed order or final judgment has been agreed to, all proposed orders and final judgments must be submitted to the court with a cover letter.

- b. The cover letter must state (1) that a copy of the proposed order or final judgment has been provided to all other parties or their counsel; and (2) the form and content of the order or judgment has been agreed to, or that no objection was raised within five business days, or that an opposed order or judgment is being submitted and the specific objection of the opposing party.

3. Service

- a. Service of orders processed through the E-Filing Portal is accomplished automatically by email to all email addresses associated with the case, that have been provided as required by the rules, by the parties and counsel in the case.
- b. It is the responsibility of the parties and counsel to ensure that orders processed through the E-Filing Portal are properly served on all who are required to receive the orders.

4. Technical Guidance


- a. Florida Courts has a list of helpful E-Filing Portal training videos here:
<https://www.myflcourtaaccess.com/authority/training-videos>
- b. Information regarding access to the E-Filing Portal Help Desk can be found here:
<https://www.myflcourtaaccess.com/authority/help-desk>

5. Format

- a. 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:
 - i. 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.
 - ii. DDDD = Judge's Signature Date/ JJJJ = Judge's Signature
 - iii. CCCC = Service list
 - iv. The codes must be all capital letters.
 - v. You must add all 4 letters to each field.
 - vi. These codes should only be used once per line. Placing two codes per line will not work.
- b. Proposed orders must be submitted in Microsoft Word .docx format. If field codes are used in Microsoft Word to create the proposed document, the code should be removed prior to submitting. Documents with complex formatting such as tables, columns, styles, or auto-populating fields will be

- rejected.
- c. Use one of the following fonts and do not mix fonts in the same document: Arial or Times New Roman.
 - d. The ideal format for the style and the signature is a left justification. Refer to **Exhibit A**.
6. Effective Date: This Administrative Order is effective upon signing.

DONE AND ORDERED in chambers in Key West, Monroe County, Florida, this 20 day of April 2026.



Honorable Timothy J. Koenig
Chief Judge

EXHIBIT A

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

Case No: 44-2025-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.

JJJ

CCCC