

## **SUBMISSION OF ORDERS AND JUDGMENTS**

### **Format**

All proposed orders must be submitted in Word format and a copy provided to opposing counsel and any self-represented litigant.

All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.

All proposed orders must be accompanied by a copy of the related motion/petition.

### **Submission Method**

Proposed orders may be submitted to the court by e-mail to: [vaughn.melanie@jud3.flcourts.org](mailto:vaughn.melanie@jud3.flcourts.org)

Proposed orders may also be submitted to the court by U.S. mail or hand-delivered to the judicial office.