

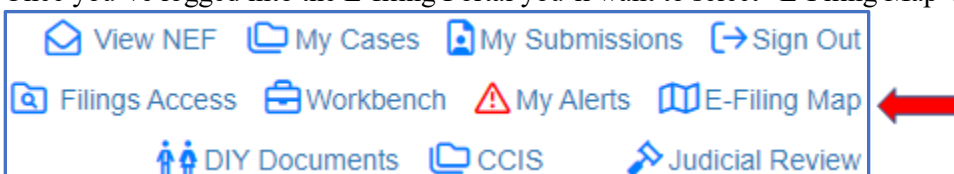
# 10<sup>TH</sup> JUDICIAL CIRCUIT'S INSTRUCTIONS FOR SUBMITTING PROPOSED ORDERS TO FLORIDA COURTS E-FILING PORTAL

## Helpful Links:

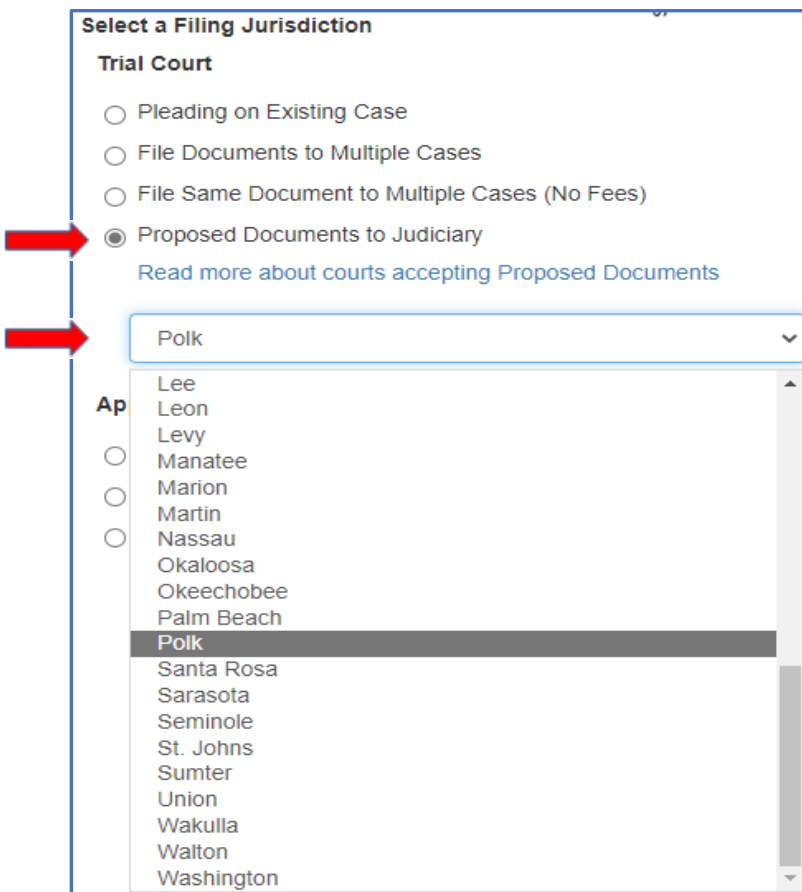
- Link to E-Portal video on Submitting a Proposed Order - [Submitting a Proposed Order Through the Portal - YouTube](#)
- Link to Florida Courts E-Filing Authority - [Florida Courts E-Filing Authority Home Page](#)
- E-Portal login page - [Florida Courts E-Filing Portal Login Page](#)

## E-Filing Steps:

1. Once you've logged into the E-filing Portal you'll want to select "E-Filing Map".



2. Select "Proposed Documents to Judiciary" then choose which county you need from the dropdown.



3. Select “File Now” and it will take you to the portal of the County that you chose in Step 2. The first tab on the page is the Case Information tab where you will select the Division, Year, Sequence Number, and Court Type of your case. Next, select “Search”. All of the Case Information fields at the top of the screen will then be populated. Beneath the search button is the “Judicial Officer/Division” dropdown. Select the dropdown and choose “Viewer, Judge” and then click “Next”.

Proposed Documents to Judiciary

Help

Circuit: Tenth Judicial Circuit

County: Polk

Division: Circuit Criminal

Case #: 532022CF00.000A000XX

Type: Circuit Criminal / Circuit Criminal (CF-XX)

Status: CASE CLOSED

Case Title: STATE OF FLORIDA VS

Case Information

Documents

ServiceList

Review and Submit

\* County

\* Division

Polk

Circuit Criminal

\* Year

\* Sequence #

\* Court Type

Party Identifier

Bra

2022

1520

Felony (CF)

Search

Clear

\* Judicial Officer/Division:

Viewer, Judge

Matter #:

Viewer, Judge

Next

Save to Workbench

- Now, you should be on the “Documents” tab and this is where you’ll add your proposed order. Select “Add”, check “Proposed order”, Select whether it is opposed or unopposed. Then click “Choose File” and select the document you want to submit (document must be in Word .docx format). At the bottom of the page there will be a place for “Document Title” and you’ll fill that in. Select “Save”, then “Next” and it’ll take you to the “Service List”.

**Judiciary**

☐ Courtesy Copy of Motion ☐ Exhibits ☒ **Proposed order**

1 - 1 of 1 items

**Unopposed/Opposed:** ☒ The proposed document is unopposed, or a default has been entered against the defendant(s).  
☐ The proposed document is opposed.

**\* Upload:**  **TEST DOCUMENT.docx**

**\* Document Title:**

- Service List:** Select which parties you want to receive service. Please note, if a person or entity is entitled to service of the order, is a person or entity required to participate in e-service, but they are not included as a service recipient in the E-Filing Portal, then that person or entity must be added as a service recipient in the E-Filing Portal prior to submission. After selecting which parties to receive service, select “Next” and it’ll take you to the “Review and Submit” tab.

Case Information Documents **ServiceList** Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

| <input type="checkbox"/> Serve All? | Name/ID                        | Recipient Sta... | Affiliation/Role   | Email Status | Email Address | Email Type  |
|-------------------------------------|--------------------------------|------------------|--|--------------|---------------|-------------|
| <input checked="" type="checkbox"/> | [Redacted]                     | Active           | Public Defender<br>Office 10th Circuit Attorney<br>– Florida Bar |              | [Redacted]    | Primary     |
|                                     |                                |                  |  |              | [Redacted]    | Alternate 1 |
|                                     |                                |                  |  |              | [Redacted]    | Alternate 2 |
| <input checked="" type="checkbox"/> | State Attorney<br>10Th Circuit | Active           | State Attorney<br>Office 10th Circuit LawFirm<br>Administrator   |              | [Redacted]    | Primary     |
| <input type="checkbox"/>            | [Redacted]                     | Active           | Tenth Judicial<br>Circuit Judge                                  |              | *****         | Primary     |

6. You will review your service list on the Review and Submit tab and then select “Submit”.

Case Information

Documents

ServiceList

Review and Submit

Back

Submit

**PDF/A ADVISORY:** PDF/A is the preferred filing format. [Click here for a PDF FAQ](#) and [here for an online video on creating](#)

**WARNING:** As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rule of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to file a Notice of Confidential Information form or motion required under 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

**Request For Emergency Filing Status**

☐ Do you wish to declare this filing an “Emergency Filing”?

**Service List**

Documents will be electronically mailed to:

| Name                        | Email Address | Status           |
|-----------------------------|---------------|------------------|
| [REDACTED]                  | [REDACTED]    | On eService List |
| [REDACTED]                  | [REDACTED]    | On eService List |
| [REDACTED]                  | [REDACTED]    | On eService List |
| State Attorney 10Th Circuit | [REDACTED]    | On eService List |

Documents will **not** be electronically mailed to:

| Name       | Email Address | Status                    |
|------------|---------------|---------------------------|
| [REDACTED] | *****         | Not selected for eService |

**Documents**

| # | Document                 | File                           |
|---|--------------------------|--------------------------------|
| 1 | Judiciary Proposed order | C:\fakepath\TEST DOCUMENT.docx |

7. After you submit your service list, you will be taken to a “Filing Received Confirmation” page so you can have it for your records.

**Filing Received Confirmation**

2 documents are successfully submitted to **Judicial Circuit**  
Uniform Case # you have provided is [redacted]  
Court Case # you have provided is [redacted]  
Reference # for this filing is [redacted]

**Important:** If you should contact the court about any document in this filing, please provide this Submission # to help us locate this filing.

You may want to print this page for your records. [Print](#)

**Recent Filings**

| Pleading               | Proposed Order         | Submission/NEF | Case Style/Docket                  | Court Case # | Status         | Court      | Submission Date        |
|------------------------|------------------------|----------------|------------------------------------|--------------|----------------|------------|------------------------|
| <a href="#">Submit</a> | <a href="#">Submit</a> | [redacted]     | STATE OF FLORIDA - VS - [redacted] | [redacted]   | Being Reviewed | [redacted] | 12/31/2019 09:42:13 AM |

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