

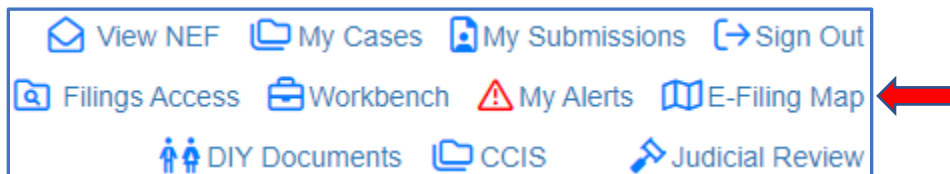
# 10<sup>th</sup> Judicial Circuit's Instructions for submitting Proposed Orders to Florida Courts E-Filing Portal

Link for all E-Portal training videos - [Training Videos | Florida Courts E-Filing Authority \(myflcourtagency.com\)](https://myflcourtagency.com/training)

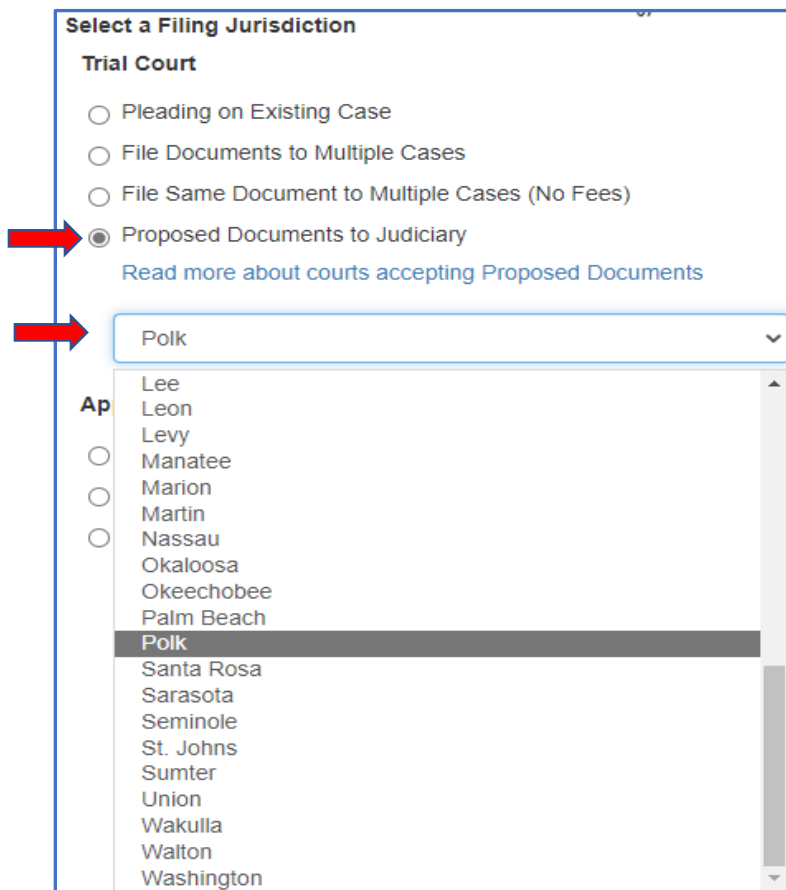
E-Portal link on Submitting a Proposed Order - [Submitting a Proposed Order Through the Portal - YouTube](#)

E-Portal login page - [State of Florida E-Filing Portal \(myflcourtagency.com\)](https://myflcourtagency.com)

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



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



Select "File Now" and it'll take you to a Case Information tab where you'll select what Division, Year, Sequence #, and Court Type you need and select "Search". It'll then populate all the Case Information at the top of your screen. Beneath search is "Judicial Officer/Division:", you'll select the dropdown and choose "Viewer, Judge" then "Next".

### Proposed Documents to Judiciary Help

---

**Circuit:** Tenth Judicial Circuit      **County:** Polk      **Division:** Circuit Criminal

**Case #:** 532022CF001526A000XX      **Type:** Circuit Criminal / Circuit Criminal (CF-XX)      **Status:** CASE CLOSED

**Case Title:** STATE OF FLORIDA VS [REDACTED]

---

[Case Information](#) | [Documents](#) | [ServiceList](#) | [Review and Submit](#)

**\* County**      **\* Division**

Polk      Circuit Criminal

**\* Year**      **\* Sequence #**      **\* Court Type**      Party Identifier      Bra

2022      1526      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, “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”.

If a person or entity is entitled to service of the order and is also a person or entity required to participate in e-service, if the person or entity is not included as a service recipient in the E-Filing Portal, that person or entity must be added as a service recipient in the E-Filing Portal prior to submission.

Select which parties you want to receive service then 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 Office 10th Circuit Attorney – Florida Bar		[Redacted]	Primary
					[Redacted]	Alternate 1
					[Redacted]	Alternate 2
<input checked="" type="checkbox"/>	State Attorney 10Th Circuit	Active	State Attorney Office 10th Circuit LawFirm Administrator		felonypolk@sa o10.com	Primary
<input type="checkbox"/>	Dakota Chestnut	Active	Tenth Judicial Circuit Judge		*****	Primary

You'll look over your service list and 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 PDF/A](#).

**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	felonypolk@sao10.com	On eService List

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

Name	Email Address	Status
Dakota Chestnut	*****	Not selected for eService

**Documents**

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

It'll take you to a "Filing Received Confirmation" page so you can have it for your records.

Filing Received Confirmation

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
Submit	Submit	[REDACTED]	STATE OF FLORIDA [REDACTED]	[REDACTED]	Being Reviewed	[REDACTED]	[REDACTED]

1