SPECIALIZED DATE AND SIGNATURE BLOCK CODE FOR USE WHEN SUBMITTING PROPOSED ORDERS THROUGH FLORIDA'S E-FILING PORTAL IN THE TENTH CIRCUIT
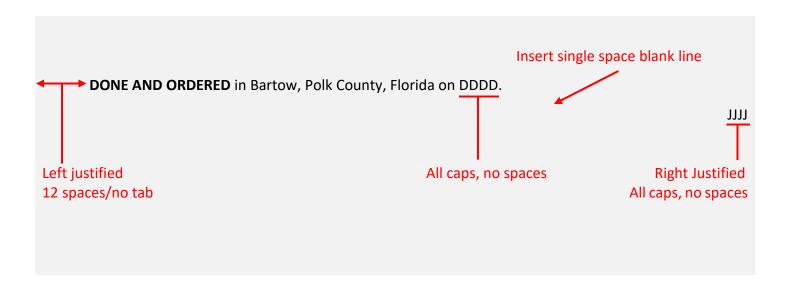
Signatures and signature dates are applied to proposed orders received in the Integrated Case Management System (ICMS) via the E-Filing Portal using unique code. Therefore, in lieu of the traditional "DONE AND ORDERED" date line and signature block, proposed orders should include the specialized code instead.

The following is a list of specialized code recognized by ICMS in the processing of digital orders:
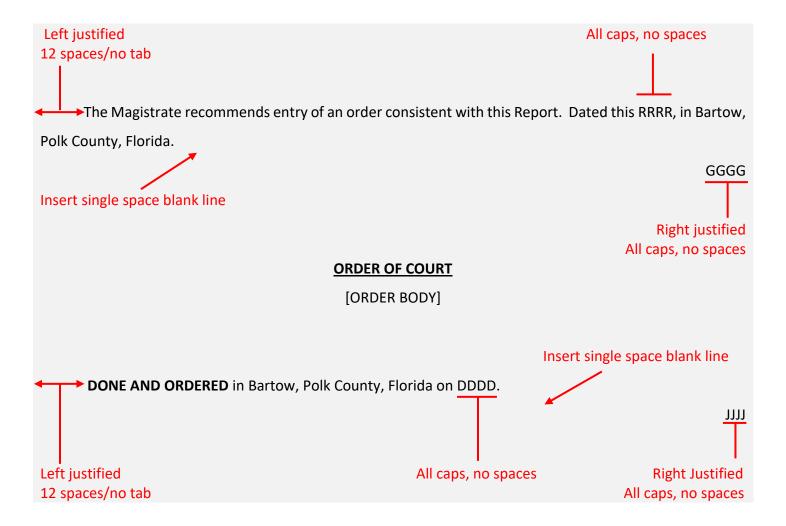
No.	CODE	DESCRIPTION
1	DDDD	Signature date of Judge
2	RRRR	Signature date of Magistrate or Hearing Officer
3	JJJJ	Judge's signature
4	AAAA	Judicial Assistant's Signature
5	GGGG	Magistrate's or Hearing Officer's signature
6	MMMM	Mailing date for distribution list
7	CCCC	Distribution list

NOTE: Not all code is required for proposed orders submitted in the Tenth Judicial Circuit. <u>Typically, only the the signature date and signature of the Judge and, if applicable, signature and signature date of Magistrate or Hearing Officer are required.</u> However, ICMS permits coding for the insertion of a certificate of service signed by the judicial assistant which includes a pre-formatted distribution list. The certificate of service and associated distribution list is generally not preferred. Filers should contact the individual judge's office to determine any additional preferences for the submission of proposed orders through the E-Filing Portal.

FORMATTING SPECIFICATIONS FOR STANDARD JUDGE-ONLY DATE/SIGNATURE BLOCK

Insert single space blank line

DONE AND ORDERED in Bartow, Polk County, Florida on DDDD.

JJJJ

Left justified
12 spaces/no tab

All caps, no spaces

Right Justified
All caps, no spaces

Left justified
12 spaces/no tab

All caps, no spaces

The Magistrate recommends entry of an order consistent with this Report. Dated this RRRR, in Bartow, Polk County, Florida.

Insert single space blank line

GGGG

Right justified
All caps, no spaces

ORDER OF COURT

[ORDER BODY]

Insert single space blank line

DONE AND ORDERED in Bartow, Polk County, Florida on DDDD.

JJJJ

Left justified
12 spaces/no tab

All caps, no spaces

Right Justified
All caps, no spaces

In addition to the foregoing, the date line and signature block should not appear on different pages. Further, they should not appear together, but on a page alone by themselves. To prevent the date line and signature block from appearing on different pages, the "JJJJ" or "GGGG" should not appear below line 35 or more than 6 ¾ inches from the top margin of a document formatted with 1-inch margins in 12-point type size.