

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR ESCAMBIA COUNTY, FLORIDA**

**ADMINISTRATIVE DIRECTIVE ECAD2021-03**

**RE: SUBMISSION AND DISTRIBUTION REQUIREMENTS FOR ORDERS IN  
CIVIL PROCEEDINGS**

**WHEREAS**, it is established this directive shall apply to any person who qualifies as a “party” to a civil action pursuant to the provisions of *Florida Rules of Civil Procedure*, *Florida Rules of Probate Procedure*, and *Florida Rules of Family Law Procedure*; and

**WHEREAS**, it is necessary to establish procedures for the submission and distribution of proposed orders; it is

**ORDERED:**

1. Any attorney who submits a proposed order or judgment for review by, or under the direction of, the Court, shall furnish the proposed order under the following directives:
  - a. Except as otherwise directed by the presiding judge on a case by case basis, or as otherwise specified by statute, Rule or Supreme Court administrative order, all proposed orders shall be presented via the Proposed Order function in the Florida e-Filing Portal.
  - b. Removal of document metadata is the responsibility of the filer, and any document metadata remaining may become a part of the public record.
  - c. Any attorney meeting the criteria to be excused from electronic transmission pursuant to Rule 2.516, *Florida Rules of Judicial Administration*, may submit a proposed order on paper to the division judge, which must include a Certificate of Service for use in serving the signed order by U.S. Mail or hand delivery to the parties in the case. When submitting paper orders, attorneys must include a sufficient number of conforming copies with a pre-addressed, stamped envelope for all parties.
  - d. *Pro Se* litigants who are not registered as an e-Portal user, may submit proposed orders to the division to which the case is assigned in either Microsoft Word format via e-mail, or, in paper format via U.S. Mail or hand

delivery with copies and pre-addressed, stamped envelopes for all parties.

Only paper submissions should contain a Certificate of Service.

2. In cases with one *pro se* party, the attorney in the case shall have the responsibility to serve the *pro se* plaintiff/petitioner or *pro se* defendant/respondent copies of any orders received from the courts via the Florida Courts e-Filing Portal. The attorney shall prepare and file a Certificate of Compliance within five business days as proof of the attorney's service upon the *pro se* litigant(s).
3. All proposed orders, whether submitted by a *pro se* litigant or by an attorney of record, shall include the following language as the final paragraph:

**“In cases wherein one party is unrepresented (*pro se*), it is the responsibility of the sole attorney in the case to serve within five business days this [order or judgment] upon any *pro se* party who does not have access to and is not a registered user of the Florida Courts e-Filing Portal.”**

4. Effective July 1, 2021, a “Certificate of Service” shall no longer be affixed to any electronic proposed order submitted to the Court. Attorneys who are not excused from electronic transmission pursuant to Rule 2.516, *Florida Rules of Judicial Administration*, will receive service from the courts via the Florida Courts e-Filing Portal at the email address on file with the Portal.

**DONE AND ORDERED** in chambers at Pensacola, Escambia County, Florida, this 21st day of June, 2021.

*/s/ Jan Shackelford*

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**JAN SHACKELFORD**  
**ADMINISTRATIVE JUDGE**

Copies to:

The Honorable John L. Miller, Chief Judge

All Judges, Escambia County

The Honorable Pam Childers, Clerk of Court

Robin M. Wright, Trial Court Administrator

Magistrate Keith McIver

Magistrate Sydney Taylor-Hubley

Child Support Hearing Officer, Mark Rubin

Posted at [www.FirstJudicialCircuit.org](http://www.FirstJudicialCircuit.org)

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