

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER 5.204-5/09\*

IN RE: PREPARATION OF JUDGMENTS  
AND ORDERS

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Pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

**A. PREPARATION OF ORDERS AND JUDGMENTS**

1. When instructed by the court to prepare an order or judgment, the designated attorney or *pro se* party shall submit the proposed order or judgment within 5 business days unless ordered otherwise.
2. A copy of the proposed order or judgment shall be mailed, hand-delivered, emailed or faxed to the opposing attorney or *pro se* party for review.
3. The proposed order or judgment submitted to the court shall be accompanied by a transmittal letter or memo confirming that opposing counsel or *pro se* party approved the contents thereof or alternatively, confirming that 5 business days have expired since the proposed order or judgment has been submitted to the opposing attorney or *pro se* party and that no response was received objecting to same.

**B. OBJECTIONS TO PROPOSED ORDERS OR JUDGMENTS**

1. Should the opposing attorney or *pro se* party object to a proposed order or judgment prepared by the designated attorney or *pro se* party, the objection letter or memo from the designated attorney or *pro se* party shall issue immediately and indicate that:
  - a. there is an objection;
  - b. identify the objection; and
  - c. submit an alternate proposed order or judgment within 5 business days.
2. If the objecting attorney or *pro se* party fails to submit the alternated proposed order within that time frame, then, the court may in its discretion construe the objection as abandoned and proceed to enter the proposed order.

3. Alternatively, the court may, in its discretion, enter the order or judgment it deems accurately reflects the *ore tenus* ruling; require the parties to share the initial cost of furnishing a transcript or record of the hearing {but reserving jurisdiction to reassess as appropriate between the parties} to the court to help reconcile the conflict within 10 business days and/or schedule a hearing on the objection to resolve the dispute. This is the exclusive remedy to address the objection.
4. In no event may an attorney or *pro se* party schedule a hearing during the U.M.C. Calendar to determine the correct form of the disputed proposed order or judgment.

**C. TITLE – REPRESENTATION AS TO ACCURACY**

1. The title of every order or judgment submitted shall identify the subject matter thereof pursuant to Florida Rules of Civil Procedure, Rule 1.100.
2. The submission of a proposed order or judgment to a Circuit Judge or General Magistrate shall constitute a representation that the submitting attorney or *pro se* party has read it, and that it accurately sets forth the findings and ruling of the court.

**D. PAGES**

1. Each page of the proposed order judgment shall contain a header reflecting the style of the case, the case number as well as the page number.
2. No order or judgment shall contain a signature page that does not include a portion of the text of the order or judgment.

**E. COPIES AND ENVELOPES**

1. The designated attorney or *pro se* party preparing the proposed order or judgment shall include the names **and** addresses of the opposing attorney or if none, the *pro se* party.
2. The designated attorney or *pro se* party preparing the proposed order or judgment shall also furnish the court with a sufficient number of copies and stamped, pre-addressed envelopes for service of the order or judgment.

21 **DONE and SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this day of May, 2009.

  
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Kathleen J. Kroll, Chief Judge