

CHARLOTTE COUNTY ELECTRONIC SUBMISSION OF PROPOSED ORDERS FOR JUDGE ALESSANDRONI

Effective **IMMEDIATELY**, ALL proposed orders must be submitted electronically via the cha-guardianship@ca.cjis20.org E-mail account. **This means we are reverting back to the previous procedure that had been in place for quite a while and that proposed orders must not be submitted via the Florida Statewide E-Filing Portal (“Portal”).**

The Baker Act and Marchman Act facilities will continue to submit proposed orders through the Florida Statewide E-Filing Portal (“Portal”): <https://www.myflcourtaccess.com/default.aspx>

This document contains detailed instructions on submitting the following proposed orders electronically for: Judge Alessandroni for the following case types:

Guardianship

Risk Protection

Injunction for Protection Against Exploitation of a Vulnerable Adult

BASIC/GENERAL RULES

1. ALL SUPPORTING DOCUMENTS MUST BE VIEWABLE PRIOR TO SENDING THE PROPOSED ORDER (NO EXCEPTIONS)

Verify the assigned Judge of the case with Clerk’s office. To preserve the efficiency of the Court’s workflow, please immediately submit your supporting documents directly to the cha-guardianship@ca.cjis20.org E-mail account. **Do not E-mail the Proposed Order until the supporting document(s) are viewable on the Clerk’s website.** In most cases this will take no more than 2-3 business days for the clerk to process documents and make them viewable.

2. THE E-FILING PROCESS AND CLERK ACCEPTANCE OF E-FILED DOCUMENTS:

When you E-file a document through the Portal (not proposed orders), the document is not viewable to a user of the system (including attorneys, judges and judicial assistants) until several steps occur. The attorney’s receipt acknowledgment by the Portal only confirms that the Portal has received the document and that it is located on their file server. The Portal must then transfer the electronic document to the Clerk’s Office which must then review and add the file to the Clerk’s internal case maintenance system.

Finally, the Clerk must formally accept the document into the Clerk’s case maintenance software to make the document viewable to users. The E-filing rules give clerks three (3) days to complete those steps. Additional days may be required if the document does not comply with the E-filing rules. Please **wait until YOU can view the recently filed supporting document(s) on the Clerk’s website** before you E-file the proposed order to the Judge through the Portal.

3. CONTACT INFO:

For ALL questions regarding Judge Alessandrone's procedures, you may contact his Judicial Assistant, Patty at patriciat@ca.cjis20.org or by calling 941-505-4826.

For ALL Clerk/Benchmark/Court Records related Issues **ONLY**:

Clerk's Office **Criminal** Courts Director:

Stacey Mininsohn at Stacey.mininsohn@charlotteclerk.com or

Clerk's Office **Civil** Courts Director:

Grace Colon at Grace.colon@charlotteclerk.com

ELECTRONIC SUBMISSION OF PROPOSED ORDERS:

1. Document Format

Unlike pleadings and other documents which are submitted in PDF format, all electronically submitted *proposed orders* MUST be submitted to the cha-guardianship@ca.cjis20.org E-mail account utilizing recent versions of **Microsoft Word (Versions from 2003 and later with a "docx" file type)**. No other formats will be accepted at this time, including PDF for proposed orders. "RTF" files are not acceptable, and if your office uses WordPerfect you can convert the WP files to Word files, but if your WP program has not been upgraded for many years, the version of Word that is produced may not be compatible with the judicial software that must process the proposed order. **Be sure to check that if you use WordPerfect to save a document in Word format that the file has the extension ".docx")**

2. Form/Template

Modifications

All proposed orders MUST be stripped of the following

information at the bottom/end of document:

- Any reference to the date (Please keep the language "Ordered and Adjudged")
- Judge's Signature Line and Judge's Name
- Certificate of Service

All proposed orders requiring the Clerk to provide certified copies, i.e. Transport Orders, must include language in the proposed order directing the Clerk to furnish them.

The prevailing party shall add language to the Order that they shall furnish the *Pro se* party / interested person with a signed copy of the Order.

3. Designation of E-mail Address (*Pro Se*)

Counsel are encouraged to request that *pro se* litigants and unrepresented interested parties who must be served with the orders agree to receive their copies by E-Service via the E-Filing Portal. "The court may serve any order or judgment by E-mail to all attorneys who have not been excused from E-mail service and to all parties not represented by an attorney who have designated an E-mail address for service." Rule 2.516(h)(1), Fla.R.Jud.P. Reducing the number of mailed hard copies that must be physically served will save time and money for law firms and the court. The procedure for serving by Portal E-Service parties not represented by an attorney is set forth in Rule 2.516(b)(1)(C), Fla.R.Jud.P. which provides "any party not represented by an attorney may serve a designation of a primary e-mail address and also may designate no more than two secondary e-mail addresses to which service must be directed in that proceeding by the means provided in subdivision (b)(1) of this rule. If a party not represented by an attorney does not designate an e-mail address for service in a proceeding, service on and by that party must be by the means provided in subdivision (b)(2) of this rule."

4. No Designation E-mail Address

In cases where an unrepresented party (*pro se*) or interested person has not designated an E-mail address pursuant to the Rule, **the prevailing party shall add language to the Order that they shall furnish the *pro se* party / interested person with a signed copy of the Order.**

5. Preserve Existing Forms

It is recommended that for the time being you preserve your forms/ templates for creating form orders for hard copy submission as you have submitted them in the past. It is recommended that you create new versions of your older forms/templates that are modified as outlined above for E-Filing only. In the event that there is a computer outage at any of the several

transmission nodes or networks that must be working in order for this process to work, you will retain the option to return to the previous practice of paper submission and continue functioning with limited interruption of service.

6. Where to Send E-mails

All documents should be submitted through the cha-guardianship@ca.cjis20.org E-mail account

7. Supporting Documents

Must Be
Submitted to
Clerk First

Submit your stipulations and motions DIRECTLY to the Portal. In most cases this will take no more than 2-3 business days for the Clerk to process the document and make it viewable, but in some cases a longer delay will be necessary.

8. Copy Opposing

Counsel With the
Proposed order

Copy opposing counsel with the proposed order and pro se parties / interested persons who must be served and who have designated an e-mail address (or by mail if there is no designated e-mail address).

9. Checklist

Checklists must be submitted where appropriate. Checklists must be signed by attorney and must accompany the corresponding proposed order. Each proposed Order together with a checklist (where appropriate) should be attached to a separate E-mail with the appropriate description in the subject line of the E-mail. Checklists can be send in PDF format.

Proposed Orders should be submitted in Word format via
the cha-guardianship@ca.cjis20.org E-mail account