

## AMENDED FAMILY ORDER SUBMISSION PROCEDURE

All documents requiring the signature of Judge Evans must be submitted by e-mail to [cha-familylaw@CA.CJIS20.ORG](mailto:cha-familylaw@CA.CJIS20.ORG).

- You must use a recent version of MS Word.
- You must circulate the proposed order to all attorneys prior to submitting it to the Judge.
- Your e-mail should note the order was sent to all attorneys for approval. If any attorneys object to the form of the order, you must attempt to resolve the matter before involving the Judge.
- Neither include the Judge nor her Judicial Assistant in e-mails back and forth regarding the terms of the order.
- Do NOT bold more than the title in the order.
- Use Times New Roman or Arial. Do not add outlining or vertical lines in the style of the case.
- Every order should conclude with: ORDERED at Charlotte County, FL.
- Include the address of unrepresented parties at the bottom of the order so the Judicial Assistant has it at hand when she is processing the order for the Judge's signature.
- Submit ONLY ONE ORDER per e-mail. The subject line should read:  
FJ – Doofenschmirtz – 09000123DR.
- If your proposed order requires the Judge to review underlying documents, do not submit the proposed order until the document is viewable on the Clerk of Court's website. When you get a confirmation from the ePortal, that is NOT the same thing as the document being viewable on the Clerk's site.
- If you have any questions about this procedure, contact the Judicial Assistant at [cha-familylaw@CA.CJIS20.ORG](mailto:cha-familylaw@CA.CJIS20.ORG). E-mail is the preferred form of communication for these matters.