DEPENDENCY ORDER SUBMISSION PROCEDURE

Orders should be edited so any paragraphs that are unnecessary or irrelevant to that case are stricken. It is OK to leave the title of the paragraph with an N/A next to it. For example: Appointment of Attorney ad Litem: N/A. The point of this is to make the orders easier for parents to follow. If you have short orders, do you best to fit the information on one page. Do not include a signature line on the document. Every order should end as follows:

ORDERED at Charlotte County, Florida and e-signed and e-filed as noted below:

The distribution list should be at the very bottom of the document. Only include attorneys and, on some occasions, parents and/or the mediator, on the distribution list. If you have staff that you want to receive a copy of the order, give it to them after you get your copy. Please be mindful of the time it takes to add extra names in the distribution list at the time the court is processing the orders.

Orders should be prepared and circulated to all attorneys for approval. Once the order is approved it should be emailed in MS Word only. If the attorneys do not all agree on the form of the order, it should be emailed to the judge with details why each attorney does not agree. Only the person submitting the order should send an email, with the proposed order, explaining the disagreement. Do not include Judge Evans in your emails back and forth on the terms of the order. Once you have e-mailed Judge Evans your proposed order do NOT send her a paper copy.

Orders should be saved as follows:
      DOE JRO 11.29.18
      (Last name, type of order, date)
      DOE Shelter Order 10.31.18
      DOE Medical 10.31.18
      DOE Records 10.31.18
      DOE GM 10.31.18
(Any of those forms is acceptable. Do NOT use any other punctuation.)

All orders to be processed electronically should be sent to Judge Evans at:
      Cha-dependency@ca.cjis20.org

Judge Evans is trying to make this procedure as simple as possible for everyone involved. If you do not follow this procedure, your proposed order will be sent back to you for revision.