

SUBMISSION OF PROPOSED ORDERS

Beginning March 1st, 2022, proposed orders can be submitted electronically via THE E-FILING PORTAL. This document contains instructions on submitting proposed orders electronically to Judge Stewart. All documents should be submitted through the E-Portal using these instructions.

1. When submitting proposed orders for the Court's consideration, a cover letter must be submitted. **THE COVER LETTER MUST INDICATE THAT ALL COUNSEL HAVE REVIEWED THE PROPOSED SUBMISSION AND WHETHER OR NOT THEY HAVE AN OBJECTION TO THE FORM OF THE ORDER.**
2. All supporting documents must be viewable (very important): Prior to sending proposed orders that will require Judge Stewart's review, check the Clerk's website to make sure that all required supporting documents are viewable online. **DO NOT SEND THE PROPOSED ORDER UNTIL THE SUPPORTING DOCUMENT(S) ARE VIEWABLE ON THE CLERK'S SITE.**
3. Do not email a proposed order to the Court and then send a hard copy through the mail or through the e-portal.
4. Do not send a proposed order prior to your court date.
5. Whom to contact with questions: For E-filing related questions, please contact Micheal Lake at (239) 533-1727
6. 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 "Done and Ordered in Collier County, Florida.")
 - Judge signature line and Judge's name
 - Do not include a certificate of service in the body of the order. If there is a prose party that does not provide an email address, their name and address should be listed on the bottom of the order. You must add all interested parties to the electronic service list in the portal who will be served a copy after the Judge signs the order. **We do not check the electronic service lists.**

The judicial software will insert the judge's signature electronically with a date/time stamp included in the signature as well as the electronic certificate of service downloaded from the E-Filing Portal at the time the judicial software is processing the order.

7. Copy Opposing Counsel With the E-mail: As with hard copy cover letters, copy opposing counsel with the Proposed Order and any cover letters submitted through the Portal.

Proposed Orders should now be submitted via the e-filing portal at <https://www.myflcourtagency.com/default.aspx>

Please verify the assigned Judge by checking the Clerk's ShowCase System.

Select a Filing Jurisdiction

Trial Court

- ☐ Pleading on Existing Case
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☒ Proposed Documents

[Read more about courts accepting Proposed Documents](#)

Collier

Appellate Court

- ☐ Case Number Pending
- ☐ Pleading on Existing Case

File Now