



BONNIE J. HELMS

CHIEF JUDGE

SIXTEENTH JUDICIAL CIRCUIT OF FLORIDA

FREEMAN JUSTICE CENTER

302 FLEMING STREET

KEY WEST, FLORIDA 33040

RAQUEL GALVAN
JUDICIAL ASSISTANT

TEL: 305 / 292-3480

To: All Attorneys
From: Chief Judge Bonnie J. Helms
Date: October 18, 2021
RE: New Protocol for Submission of Proposed Orders

Florida Supreme Court Administrative Order AOSC 19-74 requires that all circuits implement a judicial filing system using each circuit's judicial viewer. The Sixteenth Judicial Circuit will make this transition by December 1, 2021.

This change will **ONLY** affect attorneys in the manner that proposed orders are submitted to judges in this circuit. Changes to the submittal process for proposed orders will happen in two phases. The first phase will begin on December 1, 2021.

- Phase 1 – Proposed orders will continue to be submitted in Microsoft Word via email. However, **instead of the proposed order ending with the words “done and ordered”, the proposed order will need to be submitted in DJMCA format.**
 - DJMCA format allows the submitting party to indicate the location of the judge's signature, the judge's date, the judicial assistants' signature, the date the document is mailed, and the location of the service recipients within the proposed order.
- Phase 2 – At a later date in 2022, the Sixteenth Circuit plans to implement the ability to submit proposed orders via the State's E-Filing Portal.

DJMCA FORMAT: DJMCA is how our judicial viewer (ICMS) knows where to place the signature and signature dates on proposed orders. When submitting a proposed order in DJMCA format, remember the following:

1. You must use the codes as pairs (e.g., JJJJ & DDDD are used for Judge's signature and signature date). Below are the required pairs.
 - a. DDDD = Judge Signature Data / JJJJ = Judge Signature

- b. MMMM = Mailing Date / AAAA – Judicial Assistant Signature
 - c. RRRR = Reported and Recommended Date / GGGG = GM or JHO signature.
 - d. CCCC = Service list.
2. The codes must be all capital letters.
 3. You must add all 4 letters for each field.
 4. These codes should only be used once per line.

NOTICE: placing two codes per line WILL NOT WORK.

To facilitate a smooth transition, the 16th Circuit Court technology staff will be available, and host zoom training sessions on the following dates and times answer any questions regarding Phase 1 and DJMCA format requirements:

- November 16, 2021 12:00p.m. (ET) <https://zoom.us/j/94909513109>
- November 23, 2021 12:00p.m. (ET) <https://zoom.us/j/93849322605>
- November 30, 2021 12:00p.m. (ET) <https://zoom.us/j/97780709593>

In the pages that follow, please see the examples of this new required format as compared with prior requirements.

The Judges of this Circuit appreciate your usage of electronic platforms to submit proposed orders. We will work with you as we make this transition.

PREVIOUS FORMAT:

IN THE COUNTY COURT OF THE SIXTEENTH JUDICIAL
CIRCUIT IN AND FOR MONROE COUNTY, FLORIDA

STATE OF FLORIDA,
Plaintiff,

v.

CASE NO. 2021-MM-544-A-K

JANE DOE,
Defendant.

ORDER APPOINTING CONFLICT OF INTEREST COUNSEL

THIS CAUSE having come to be considered the Court upon Motion by the Public Defender, that the defendant cannot be counseled by the Office of the Public Defender without conflict of interest, pursuant to F.S. Section 27.5303, and this Court having jurisdiction and the Motion having been timely brought to the Court's attention by the Public Defender, it is hereby:

ORDERED AND ADJUDGED that:

1. The Office of the Public Defender is hereby relieved of further responsibility in the above-referenced cause.
2. The Office of Regional Counsel is hereby appointed to represent the defendant in the above-referenced cause.

DONE AND ORDERED at Key West, Monroe County, Florida this 5th day of April, 2021.

BILLY THE KIDD
COUNTY JUDGE

cc: Office of the State Attorney (abc@stateattorney.org)
Office of the Public Defender (smithj@pd16.org)
Office of Regional Conflict Counsel (helpme@rc3fl.com)
Jane Doe, 906 Duval Street, Apt. 6, Key West, Florida 33040

NEW FORMAT:

**IN THE COUNTY COURT OF THE SIXTEETH JUDICIAL
CIRCUIT IN AND FOR MONROE COUNTY, FLORIDA**

**STATE OF FLORIDA,
Plaintiff,**

v.

CASE NO. 2021-MM-544-A-K

**JANE DOE,
Defendant.**

ORDER APPOINTING CONFLICT OF INTEREST COUNSEL

THIS CAUSE having come to be considered the Court upon Motion by the Public Defender, that the defendant cannot be counseled by the Office of the Public Defender without conflict of interest, pursuant to F.S. Section 27.5303, and this Court having jurisdiction and the Motion having been timely brought to the Court's attention by the Public Defender, it is hereby:

ORDERED AND ADJUDGED that:

1. The Office of the Public Defender is hereby relieved of further responsibility in the above-referenced cause.
2. The Office of Regional Counsel is hereby appointed to represent the defendant in the above-referenced cause.

DONE AND ORDERED at Key West, Monroe County, Florida this DDDD.

JJJJ

cc:

CCCC

As you can see, the new format has a place holder for the date the judge has signed (DDDD), the place for the judge's signature (JJJJ), and the place for the recipients of the order (CCCC).

If you are submitting a report and recommendation, you can use the RRRR and GGGG codes.

If the judge to whom you are submitting the proposed order prefers to have a certificate of service at the end of the order signed by his/her JA, you can use the MMMM and AAAA codes.

NEW FORMAT WITH CERTIFICATE OF SERVICE:

**IN THE COUNTY COURT OF THE SIXTEETH JUDICIAL
CIRCUIT IN AND FOR MONROE COUNTY, FLORIDA**

**STATE OF FLORIDA,
Plaintiff,**

v.

CASE NO. 2021-MM-544-A-K

**JANE DOE,
Defendant.**

ORDER APPOINTING CONFLICT OF INTEREST COUNSEL

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ORDERED AND ADJUDGED that:

1. The Office of the Public Defender is hereby relieved of further responsibility in the above-referenced cause.
2. The Office of Regional Counsel is hereby appointed to represent the defendant in the above-referenced cause.

DONE AND ORDERED at Key West, Monroe County, Florida this DDDD.

JJJJ

CERTIFICATE OF SERVICE

A true and correct copy of the foregoing has been sent to the following individuals on MMMM.

CCCC

AAAA