

EX PARTE PROCEDURES

(Updated 7/8/2021)

No Ex Parte hearings will be held in person, telephonically or otherwise. All Ex Parte requests and the entry of any Orders thereupon will be processed without hearing, if possible.

For an ex parte request to be processed:

1. A proposed order must be submitted via the CMS proposed orders portal (not via submission of a Word version to J.A.s as previously directed);
2. The petition and all supporting documents with efilng reference numbers, are to be **uploaded as supporting documents as “other attachments”**; and
3. A Uniform Ex Parte Request Form (**without** efilng reference number), **must be uploaded as a supporting document.**

**** All other required documents must be uploaded so that petitions can be reviewed based solely upon the uploaded documents.**

**** Failure to upload all necessary supporting documents may result in your proposed order being rejected.**

For additional information and a tutorial on how to use the 17th Judicial Circuit’s CMS proposed orders portal, please visit the following website: <http://www.17th.flcourts.org/agreed-and-proposed-orders/>.