

## **PROPOSED ORDERS – BREVARD COUNTY**

Brevard County judges accepting proposed orders through the portal are listed below. For information related to each judge's requirements, please select the link for the applicable judge. Failure to comply with the instructions for the applicable judge may result in your filing being moved to the Pending Queue for correction.

Judge Lisa Davidson – PILOT PROJECT – PROBATE PROPOSED ORDERS

Judge David Silverman – PROPOSED ORDERS – JUDGE DAVID SILVERMAN

## PILOT PROJECT – PROBATE PROPOSED ORDERS

**\*\*\*\*\*To participate in this pilot project, you must first email Judge Davidson's Judicial Assistant: [chris.trammell@flcourts18.org](mailto:chris.trammell@flcourts18.org)\*\*\*\*\***

### PROPOSED ORDER CRITERIA – PROBATE

Effective July 25, 2016, Judge Lisa Davidson has agreed to receive proposed orders through the portal for Formal Administration proceedings. The proposed orders that may be filed through the portal at this time are:

Order Admitting Will  
Order Appointing Personal Representative  
Letters of Administration  
Order Determining Homestead Status (Formal Administration only)  
Order Determining Exempt Property

Effective November 1, 2016, these orders **MUST** be submitted through the portal by all attorneys.

### FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.
- **Filer must select himself/herself in the e-service list.**
- COVER LETTER
  - pdf format
- PROPOSED ORDER (samples attached)
  - Word document
  - No additional formatting – text boxes, macros, etc.
  - Each order must be submitted as a separate document.

IN THE CIRCUIT COURT IN AND  
FOR BREVARD COUNTY, FLORIDA  
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

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**ORDER APPOINTING PERSONAL REPRESENTATIVE**  
(Intestate)

On the Petition of MARY DOE for administration of the estate of JANE DOE, deceased, the court finding that the decedent died on January 1, 2016, and that MARY DOE is entitled to appointment as personal representative by reason of being the wife of the deceased and a devisee, it is

ADJUDGED that MARY DOE is appointed Personal Representative of the Estate of the Decedent, and that upon taking the prescribed oath, filing designation of resident agent and acceptance, and entering into bond in the sum of \$WAIVED, Letters of Administration shall be issued.

IN THE CIRCUIT COURT IN AND  
FOR BREVARD COUNTY, FLORIDA  
PROBATE DIVISION

CASE NO: 05-2015-CP-012345-XXXX-XX

IN RE: ESTATE OF JANE DOE

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**LETTERS OF ADMINISTRATION**

TO ALL WHOM IT MAY CONCERN

WHEREAS, JANE DOE, a resident of Brevard County, FL, died on January 1, 2016, owning assets in the State of Florida, and

WHEREAS, MARY DOE, has been appointed personal representative of the estate of the Decedent and has performed all acts prerequisite to issuance of Letters of Administration in the Estate,

NOW, THEREFORE, I, the undersigned Circuit Judge, declare MARY DOE to be duly qualified under the laws of the State of Florida to act as personal representative of the estate of JANE DOE, deceased, with full power to administer the estate according to law; to ask, demand, sue for, recover and receive the property of the decedent; to pay the debts of the Decedent as far as the assets of the estate will permit and the law directs; and to make distribution of the estate according to law.

## PROPOSED ORDERS – JUDGE DAVID SILVERMAN

Effective Tuesday, September 6, 2016, Judge David Silverman will accept proposed orders through the portal for all divisions. However, he will **NOT** accept proposed Writs of Possession, Writs of Continuing Garnishment, and Writs of Replevin. Failure to follow the below guidelines may result in your filing being returned to the Pending Queue by the judge. You may wish to visit Judge Silverman's website for more information regarding procedures related to cases assigned to him ([www.davidsilverman.com](http://www.davidsilverman.com)).

### FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order. A preferred Cover Letter is included. The Cover Letter must be in pdf format.
- The Filer must select himself/herself in the e-service list and all other listed recipients.

### PROPOSED ORDER REQUIREMENTS

- Must be a Word document.
- No additional formatting – text boxes, macros, headers, footers, etc.
- Each order must be submitted as a separate document.
- Each order must contain the following statement:

It is further ORDERED and ADJUDGED that within 5 days from the date of eservice of this Order/Judgment the Plaintiff shall:

1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and,
2. File a certificate signed by Plaintiff's counsel that delivery of this Order/Judgment as been made as set forth herein.

### FINAL JUDGMENTS OF EVICTION

#### TO REQUEST A FINAL JUDGMENT OF EVICTION BE SIGNED BY JUDGE DAVID E. SILVERMAN

1. **AFTER** a Clerk's Default or Notice that the Clerk will not be Issuing a Default has been issued;
2. Please submit the proposed "Final Judgment of Eviction" form via the e-portal.

*Please note: The proposed "Final Judgment of Eviction" form can be found at [davidsilverman.com/filings](http://davidsilverman.com/filings)*

### UNCONTESTED DISSOLUTIONS OF MARRIAGE (UDOM)

#### TO SCHEDULE A FINAL HEARING before Judge David E. Silverman:

1. Please visit [davidsilverman.com/calendar/UDOM](http://davidsilverman.com/calendar/UDOM); then
2. Email [Jessica.Silva@flcourts18.org](mailto:Jessica.Silva@flcourts18.org) with case number and requested hearing date and time.
3. The morning of the scheduled final hearing, please upload the proposed "Final Judgment for Dissolution of Marriage" via the portal.

Date of submission

Dear Judge Silverman:

This letter accompanies a proposed Order or Judgment that is being submitted through the E-Portal for entry in the following case: Case Name: Name of case; Case Number: Case number. This proposed Order or Judgment is titled Title of Order and it comprises Number of pages pages.

This proposed Order or Judgment is submitted for entry ☐ after hearing on Date of hearing ☐ without hearing.

The opposing party ☐ has ☐ has not been furnished a copy of this proposed Order or Judgment. If furnished to the opposing party, it was furnished by Email, U.S. Mail or other service on Date of service. If furnished to the opposing party, the opposing party ☐ has ☐ has not objected to the proposed Order or Judgment.

The attorney or party submitting this proposed Order or Judgment is as follows: Name of attorney or, if unrepresented, name of party; If attorney, Florida Bar Number; Email address; Mailing address; and, Telephone number. The attorney or party is or represents the Plaintiff or Defendant.

Sincerely,

Name, title, email address and Florida Bar Number, if applicable, of person signing letter