**E-Filing Documents into a Case**

<https://www.myflcourtaccess.com/authority/>

**Instructional Videos for Attorneys and Self-Represented Litigants**

<https://www.myflcourtaccess.com/authority/training-videos>

**Submitting Proposed Orders/Judgments**

**All proposed Orders and Judgments must contain the following language exactly as below**. DO NOT change format, spacing, alignment, columns, or margins:

**DONE AND ORDERED** at the Moore Justice Center, Viera, Brevard County, Florida on DDDD.

JJJJ

**CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that copies have been furnished via filing with the Florida Courts E-Filing Portal only on MMMM. Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

**Proposed Final Judgments with self-represented litigants must contain the following above the signature lines**:

It is further ORDERED and ADJUDGED that, within 5 days from the filing 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 a copy of this Order/Judgment has been made as set forth herein.