



CHAMBERS OF  
CHIEF JUDGE  
FOURTEENTH JUDICIAL CIRCUIT OF FLORIDA  
Serving Bay, Calhoun, Gulf, Holmes, Jackson, and Washington counties

Christopher N. Patterson  
Circuit Judge, B.C.S.

December 15, 2020

300 EAST 4<sup>TH</sup> STREET  
P.O. BOX 2237 (32402)  
PANAMA CITY, FL 32401  
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Amanda Williams  
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**MEMORANDUM**

TO: 14<sup>th</sup> Judicial Circuit Attorneys  
FR: Christopher N. Patterson, Chief Judge  
RE: Submission of Proposed Order to Judiciary

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Florida Supreme Court Administrative Order AOSC 19-74 requires that all circuits implement a judicial filing system through the use of each circuit's judicial viewer. The 14<sup>th</sup> Judicial Circuit must make this transition by **January 31, 2021**. This change will **ONLY** affect the manner that attorneys submit proposed orders to judges in this circuit.

To facilitate a smooth transition the 14<sup>th</sup> Circuit Court Technology staff will be available for zoom trainings on the following dates and time:

January 7, 2020 12:00 p.m. (CT) <https://zoom.us/j/3525396525>

January 15, 2020 11:00 a.m. (CT) <https://zoom.us/j/3525396525>

January 22, 2020 12:00 p.m. (CT) <https://zoom.us/j/3525396525>

To date all orders must contain a cover letter in .pdf format and the proposed order must be transmitted in Word format. This process will remain the same after January 31, 2021. However, **instead of the proposed order ending with the words "done and ordered" the proposed order will need to be submitted in DJCMA format.** DJCMA format is a format that 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.

DJMCA FORMAT: DJMCA is how ICMS knows where to place signature and signature dates. When submitting a proposed order in DJCMA Format, remember the following:

- a. You must use the codes as pairs (e.g., JJJJ & DDDD for Judge's signature). Below are the required pairs.
  - i. DDDD = Judge Signature Date/ JJJJ = Judge Signature
  - ii. MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
  - iii. RRRR = Reported and Recommended date /GGGG = GM or JHO signature
  - iv. CCCC = Service List
- b. The codes must be all capital letters.
- c. You must add all 4 letters for each field.
- d. These codes should only be used once per line.

Note that two codes per line will not work.

In the pages that follow, please see the examples of the new required format as compared with the 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 change to ICMS filings.

**PREVIOUS FORMAT:**

Officer	Webb
Office Location	Marianna 141
Judge/Division	Gay / Felony

STATE OF FLORIDA

In the Circuit Court

VS

Calhoun County, Florida

AMANDA KONKARE

Defendant

DC No. Q32437

Docket/UC No. 16-206CF

**COURT ORDER TERMINATING PROBATION**

On 1/9/2019, defendant was placed on community control for a period of 2 years. Having given due consideration to the court file and the argument of the parties, the court has determined that defendant should be discharged from supervision by the Department of Corrections, and it is

**ORDERED** that defendant's Community Control be unsuccessfully terminated, that defendant shall be hereby released from Community Control, and that proceedings on this case be terminated pursuant to section 948.04, Florida Statutes. All monetary obligations owed by the defendant will be reduced to a civil judgement.

**IT IS FURTHER ORDERED**, that the clerk of the court file this order in the official records of the court and provide certified copies of the order to the Department of Corrections for its use in carrying out its duties as required by law.

**DONE AND ORDERED**

**NEW FORMAT:**

Officer Webb  
Office Location Marianna 141  
Judge/Division Gay / Felony

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In the Circuit Court

VS

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**IT IS FURTHER ORDERED**, that the clerk of the court file this order in the official records of the court and provide certified copies of the order to the Department of Corrections for its use in carrying out its duties as required by law.

**DONE AND ORDERED** this DDDD in Panama City, Bay County, Florida.

**JJJJ**

**Copies to:**

**CCCC**

As you can see, the new format has a place holder for the date that 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 W/CERTIFICATE OF SERVICE:**

Officer	Webb
Office Location	Marianna 141
Judge/Division	Gay / Felony

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**DONE AND ORDERED** this DDDD in Panama City, Bay County, Florida.

JJJJ

**CERTIFICATE OF SERVICE**

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

CCCC

AAAA