

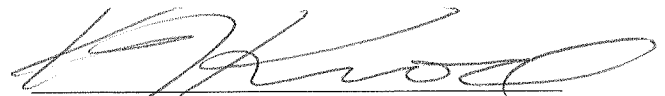
IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 3.204-9/08*

IN RE: PREPARATION OF
JUDGMENTS AND ORDERS

1. When instructed by the court to prepare an order or judgment, counsel shall submit the proposed order or judgment within 10 working days. A copy of the proposed order or judgment shall be mailed, delivered, "faxed", or read telephonically to opposing counsel at least one day prior to submission to the court. If designated counsel fails to submit a proposed order within 10 days, opposing counsel shall notify the judge's judicial assistant in writing.
2. Objections to proposed orders or judgments: Should opposing counsel object to a proposed order or judgment prepared by designated counsel, opposing counsel shall notify the judge's judicial assistant immediately by telephone, and submit an alternate within 5 days.
3. Copies and envelopes: Counsel preparing the proposed order or judgment shall furnish the court with sufficient copies and stamped, addressed envelopes for service on the opposing parties.
4. The title of every order or judgment submitted shall contain the subject matter pursuant to rule 1.100, Fla.R.Civ.P. The submission of an order or judgment to a judge shall constitute a representation that the attorney has read it, and that it accurately sets forth the findings and decision of the court.
5. Signature page: No order or judgment shall contain a signature page that does not include a portion of the text of the order or judgment.

29 **DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this day of September, 2008.



Kathleen J. Kroll
Chief Judge

*supersedes admin. order 3.009-6/96