

Here's how to submit proposed orders through the Portal, by-passing the Clerk:

1. Log in to E-filing Portal
2. at the top right corner, click on "e-filing map"
3. when a picture of the Florida Map pops up, click on "Submit Proposed Order(s) to Judiciary (Court)" and make sure Franklin is selected for the county
4. click "File Now"
5. select Court Type (Criminal Circuit or other Circuit – domestic violence, probate, etc.)
6. enter the case year and sequence number (i.e. 2018CF123 (2018 is year and 123 is sequence number))
7. hit SEARCH--at this point, the case title should pop up in the top of the screen
8. choose the right judge in the Judicial Officer/Division pull down
9. click NEXT
10. on the NEXT screen, you will click on "Add"
11. a box will pop up to Add Documents--first, select "Cover Letter" (upload a cover letter and the efiled Motion).
12. upload your file--most of the time this will be a PDF of the motion; you can also do a PDF of a cover letter if there is no motion needed; click SAVE after you have uploaded
13. then hit "Add" again
14. now click on Proposed Order
15. you will select Unopposed or Opposed; then upload the file (**the proposed order in Word**); then put in a title for it; then hit SAVE
16. once both your "Cover Letter" and Order are uploaded, you will hit "NEXT"
17. select who you want it served to (usually you will hit "Serve All")
18. now hit "SUBMIT" and it will be served & sent to Judge Allman's JA, Kelly Porritt and anyone else you want to be served

The uploaded documents will by-pass the Clerk of Court and come directly to me for Judge Allman to review/consider.