Pursuant to AOSC19-74, by May of 2020, all judges were required to electronically sign and file orders through the Florida Courts e-Filing Portal and receive proposed orders through the Circuit online system (OLS). Therefore, all attorneys must submit documents (orders and proposed orders) electronically to the judges of the Fifteenth Judicial Circuit.

Division JS will no longer accept orders in Word or PDF format. Orders will only be accepted through OLS submission.

**Instructions on uploading proposed orders through OLS.**

1. Go to: https://www.15thcircuit.com/court-technology/eservice
2. Click on “Online Services Home”
3. If you are new to Online Scheduling, click “Register New User” to set up an account.
   1. Select your proper choice for registration information.
   2. Enter your registration information.
   3. After you submit your registration information, an email will be sent to you.
   4. Please check the email account you registered with. When you receive the email, please follow the link in the email to complete the account confirmation. Note that you will also need to enter the account password that you entered when you registered.
4. After confirming your account, please login.
5. Select, “continue to online scheduling” on your homepage.
6. Enter the case number of the case of which you wish to submit a proposed order.
7. To submit a proposed order, click the “Submit proposed Order” button below.
8. All other documents should be submitted using the “Submit e-courtesy” button. **Do NOT submit proposed orders through e-courtesy. Documents submitted through e-courtesy cannot be signed or edited by the Judge.**

If you have any questions, please contact Court Chief Information Officer at Noel Chessman at [**NChessman@pbcgov.org**](mailto:NChessman@pbcgov.org)