

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT  
IN AND FOR SUMTER COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO.: S-2009-20

**ADMINISTRATIVE ORDER REGARDING  
CERTIFICATES OF SERVICE**

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The undersigned, having been advised that pleadings, orders and proposed judgments are continually filed by attorneys and *pro se* litigants, or submitted to the various judges of this Court for signature, which do not contain a complete Certificate of Service containing the date of the service, names and addresses of persons served, and a space for the person certifying the service to sign, as set out in the appropriate Rules of Civil and Criminal Procedure; and the Court being aware that such a complete Certificate of Service is necessary in the interest of the efficient administration of justice; and the Court being aware of problems that can arise where such a complete Certificate of Service is not utilized; and the Court being aware of specific instances when failure to have such a complete Certificate of Service contributed substantially to the failure of the administration of justice and the incurring of a substantial amount of unnecessary litigation time by attorneys adversely affected by such pleading, order of judgment, or by attorneys or parties being unaware of the filing of such motions, pleadings or other activity in the Court file; and the Court being aware that with a little cooperation and assistance by the attorneys filing such pleadings and submitting such orders and judgments to the Court, such problems can be avoided; and being otherwise fully advised in the premises, it is upon consideration:


ORDERED AND ADJUDGED that:

- 1) All attorneys or *pro se* litigants submitting orders or judgments to the Court for signature, or filing pleadings or any written document in the official court file, shall have on such orders, judgments or pleadings a complete Certificate of Service, including space for certification that a copy of same was provided by whatever means utilized (U.S. Mail, facsimile, hand delivery, etc.), as well as for the date and specific names and addresses of all interested persons who have received, or are to receive, a copy of same, and shall indicate complete and correct current addresses for such persons; and on proposed orders and judgments, providing for a signature block for the judge's judicial assistant,

secretary or deputy clerk, sample certificate being attached hereto as "SAMPLE CERTIFICATE"; and

- 2) Orders or judgments submitted without a Certificate of Service may be returned unsigned to the submitting party or attorney with an explanation as to the omission, and a specific request for compliance with this Order, all at the discretion of the judge whose signature is requested; and
- 3) All attorneys or *pro se* litigants submitting orders or judgments to the Court for signature must also provide envelopes addressed to the parties named on the Certificate of Service along with the appropriate pre-paid postage; and
- 4) Any *pro se* litigant or Law Firm who fails to comply with the terms herein may be subject to sanctions.

DONE AND ORDERED in Chambers at Bushnell, Sumter County, Florida, this 12 day of August, 2009.

  
WILLIAM H. HALLMAN, III  
ADMINISTRATIVE JUDGE

**SAMPLE CERTIFICATE**

**CERTIFICATE OF SERVICE**

I certify that a true copy of the above and foregoing has been furnished to each of the following named addresses by  regular U.S. Mail and/or  facsimile or  hand delivery on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

John S. Smith, Esquire  
1000 A. Street  
Anywhere, MO 33525

Mary H. Jones, Esquire  
2500 B Street  
Hometown, FL 34456

\_\_\_\_\_  
Deputy Clerk/Judicial Assistant