

Date

The Honorable W. Collins Cooper  
Duval County Courthouse  
501 West Adams Street  
Room 7279  
Jacksonville, FL 32202

RE: Case Name:  
Case No.:  
Case Division: FM-E

Dear Judge Cooper:

In accordance with your directions, I have furnished this Order to the opposing party for approval prior to submitting this Order to the Court. One of the following has occurred:

\_\_\_\_\_ The opposing party has no objection to this Order.

\_\_\_\_\_ This Order was submitted to the opposing party forty-eight (48) hours prior to submission to the Court together with a request that the opposing party notify the undersigned in the event the proposed Order did not accurately represent the Court's ruling and the opposing party has not so notified the undersigned attorney.

\_\_\_\_\_ The opposing party and I were unable to agree upon the form of the proposed Order. The enclosed Order represented my proposed Order.

The hearing on this matter was held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. This Order is being submitted within seven (7) days from the date of said hearing. I very much appreciate your consideration of this matter. With kindest regards, I remain

Respectfully yours,

Attorney

cc: Opposing party  
Client

See Fla. R. Jud. Admin. 2.516(h)(1)

Date

VIA FACSIMILE NUMBER:

Attorney's name  
Address  
Address

RE: Case Name:  
Case No.:  
Case Division: FM-E  
Name of Motion Ruled On:

Dear Attorney:

In accordance with the Judge's directions at the hearing on the motion referenced above, enclosed please find the proposed Order. The Judge's policy requires that this proposed Order be furnished to you no less than forty eight (48) hours before it is submitted to the Court. If the proposed Order accurately reflects the Court's ruling, please advise me so I may send it to the Judge. In the event you feel this Order does not accurately represent the Court's ruling, please contact me promptly so that we can discuss any appropriate changes that may need to be made to the Order prior to submitting it to the Court. In the event that I do not hear from you within forty-eight (48) hours from the date and time of this letter, I will assume you agree with the form and substance of the proposed order and I will forward this Order to the Court with the enclosed transmittal letter. I look forward to hearing from you. With kindest regards, I remain

Respectfully yours,

Attorney

Enclosures

cc: Client