

Date

The Honorable John I. Guy
Duval County Courthouse
501 West Adams Street
Room 7236
Jacksonville, FL 32202

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

Dear Judge Guy:

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

_____ Opposing counsel has no objection to this Order.

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

_____ Opposing counsel 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 attorney
Client

Date

VIA FACSIMILE NUMBER:

Attorney's name
Address
Address

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

Dear Attorney:

In accordance with Judge Guy's directions at the hearing on the motion referenced above, enclosed please find the proposed ORDER. Judge Guy's policy requires that this proposed Order be furnished to you 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 facsimile transmission or email, 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