



Administrative Office of the Courts

Website notice:

*****Submission of Proposed Orders*****

The Judicial Automated Workflow System (JAWS) now accepts submissions of proposed orders in Microsoft Word (.doc and .docx) and Adobe PDF formats. Prior to submitting a proposed order through JAWS, users must review the presiding judge's webpage to determine that judge's format preference. Generally, if the proposed order is anticipated to be revised in any way by the presiding judge, Microsoft Word is the preferred format. Conversely, if the proposed order is on a routine matter and is expected to be adopted without revision by the court, searchable PDF is the preferred format. Notwithstanding these generalities, users must comply with the presiding judge's formatting preference (Word v. PDF) when submitting a proposed order through JAWS. If you have any questions or require assistance, please contact the Thirteenth Judicial Circuit's Helpdesk at (813) 272-6513.