

## **STYLE GUIDE**

Parties and counsel are encouraged to use this style guide for all motions, responses, and proposed orders.

### **Format:**

1. Font: Bookman Old Style
2. Font Size: 12-point font
3. Line Spacing: Double-spaced
4. Justified: Left or full
5. Pagination: Page numbers centered in the footer on every page except the first.

### **Caption for Motions and Orders:**

1. The circuit court title should be in all-caps and centered:  
  
IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA
2. For Domestic Relations Cases, immediately below the circuit court title should be: "IN RE: THE MARRIAGE OF:"
3. The person who initiated the case is the Petitioner. The person to whom the petition is against is the Respondent.
4. Type the name of the Petitioner first. On the line immediately below the name of the Petitioner, with one indent, type "Petitioner".
5. Between the "Petitioner" and the "Respondent", type "and" or "v".
6. On the same row as the "and" or "v", starting at the midline of the paper, "Case No.:" filed by the case number.
7. After the "and" or "v", type the name of the Respondent. On the line immediately below the name, with one indent, type "Respondent."
8. Place a line beneath the Respondent: "\_\_\_\_\_/"
9. For orders that must be recorded, the order should include a 3x3 blank square in the upper-right hand corner of the Order.

### **Title to Motion, Response, Memorandum, or Order:**

1. Below the caption, type the title centered, in all caps, and bold.

2. If the title is more than one line, no line should be longer than the line below it.
3. Only the text of the bottom line of the heading should be underlined.
4. The title of the order should be a full, descriptive title detailing the nature of the motion or application ruled upon.
5. The title should specify the movant. For example:
  - a. "PETITIONER'S AMENDED MOTION TO ..."
  - b. "RESPONDENT'S RESPONSE TO AMENDED MOTION TO ..."
  - c. "ORDER GRANTING GUARDIAN'S MOTION FOR ..."
  - d. "ORDER SUSTAINING RESPONDENT'S OBJECTION ..."
6. **EMERGENCY OR EXPEDITED MOTIONS MUST STATE THAT IT IS AN EMERGENCY OR EXPEDITED IN THE TITLE.**
  - a. "EMERGENCY MOTION ..."

**Body of Motions:**

1. The body of the motion should be double-spaced, organized in numbered paragraphs with each paragraph beginning with a single indent.
2. The first paragraph (i.e. the preamble) and last paragraph (i.e., the "WHEREFORE" clause) of the motion or response should include a brief statement of the relief requested.
3. The body should include a brief statement of the law supporting the relief requested and the facts supporting the relief requested.
4. Exhibits should be clearly marked and limited to those that are strictly necessary to establish the basis for relief in the motion.
5. As provided in Florida Rule of Civil Procedure 1.202, a Motion must include a certificate of conferral.
6. Signature block must include the signature of the filer, the name of the filer, address, phone number, email address, and whom the party represents.

### **Body of Orders:**

1. The first sentence of the order should begin with “THIS CASE”, “THIS CAUSE”; or “THIS PROCEEDING” in all caps. The sentence should recite the papers and events that resulted in the entry of the order. Papers should be identified by title and party.
2. Orders entered “after a hearing” must include the date and time of the hearing. For example:

“THIS CASE came before the Court for hearing on June 16, 2025 at 9:30 a.m. on the Motion . . . filed by the Petitioner”
3. Order entered without a hearing must indicate that no hearing was held.
4. If the order involves real property, the order must contain a full and complete legal description of the real property.

### **Decretal Paragraphs in Orders**

1. Before the Court’s decree, the Order should include the phrase “Accordingly, it is:” in the final paragraph.
2. “ORDERED” should be in all caps and bolded.
3. The decree generally is presented in either multiple numbered paragraphs or in a single unnumbered paragraph.
4. Following all decretal paragraphs, “DONE AND ORDERED in chambers, Dade City, Florida” should be at the end of the Order. Date lines should not be included.
5. Three or more returns between the “DONE AND ORDERED” clause and the Court’s signature. The signature of the Court should start at the midline of the order and continue to the right side of the order. The name of the circuit court judge should be provided below the signature line. **The signature of the Court must not be alone on a page separate from the body of the order.** Such orders will be rejected.
6. All parties to be served with the order should be listed below the signature of the Court

**Examples:**

IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA

In re: The Marriage of:

Jane Doe  
Petitioner,

v.

Case: [year]-DR-[serial]

John Doe  
Respondent.

\_\_\_\_\_ /

**[MOVANT’S] [EMERGENCY / EXPEDITED] [AGREED / UNOPPOSED] [AMENDED / SUPPLEMENTAL] TITLE OF THE MOTION**

[Petitioner / Respondent] respectfully requests the Court to [request for relief], and states the following in support:

1. [Statement of Law, facts, and arguments.]
2. [Statement of Law, facts, and arguments.]

WHEREFORE, [Petitioner / Respondent] respectfully requests entry of an order (i) granting this motion, (ii) [request for relief], and (iii) granting such further relief as the Court deems necessary and just.

DATED \_\_\_\_\_

\_\_\_\_\_  
[Signature block]

CERTIFICATE OF CONFERAL  
[must conform to Fla. R. Civ. Proc. 1.202]

CERTIFICATE OF SERVICE  
[state the motion, upon whom served, how served, and date of service —  
must be signed]

IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA

In re: The Marriage of:

Jane Doe  
Petitioner,

v.

Case: [year]-DR-[serial]

John Doe  
Respondent.

\_\_\_\_\_ /

**TITLE OF THE ORDER**

THIS CASE came on for hearing on June 16, 2025 at 8:00 a.m. on the Motion [title of motion] filed by Petitioner. The Court, having considered the Motion, the record, and the argument of counsel, finds that the Motion should be granted. Accordingly, it is:

**ORDERED** that:

1. The Motion is GRANTED.
2. [Specific directives]

**DONE AND ORDERED** in chambers, Dade City, Florida.

\_\_\_\_\_  
Hon. Mark F. Robens, Circuit Court

Conformed Copies to:  
[All parties and counsel]