

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.310-1/18*

IN RE: SERVICE BY EMAIL

Pursuant to Florida Rule of Judicial Administration 2.516, all attorneys who have not been exempted by a rule of procedure or by an order of the court, must serve and accept court filings by email. Florida Rule of Judicial Administration 2.516 makes it optional for judges to serve court orders and receive other documents by email.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. When an attorney is no longer counsel of record, the attorney must provide notice to the Clerk and Comptroller's Office in accordance with Administrative Order 2.311-2/13 (as amended). Until such time as the Clerk and Comptroller's records **the notice and the e-portal service lists** are updated **by the parties**, the attorney may continue to receive electronic service by the court.
2. **Unless otherwise instructed or permitted by the assigned divisional judge or magistrate, attorneys and self-represented litigants are not to email courtesy copies of e-filed documents to the judge or court staff. This applies to the divisional and individual email addresses.**
3. **All self help packets distributed by the Clerk and Comptroller's Office are to include an Email Designation Form along with instructions on e-serving. The form is attached as Exhibit "A".**
4. **Email addresses of self represented litigants are to be added to the Clerk's Showcase Case Maintenance System only:**
 - a. **When a self represented litigant files through the e-portal and includes an email address.**
 - b. **Upon the filing of a designation of email address.**

 **DONE and SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida, this ____ day of January, 2018.



Krista Marx, Chief Judge

*supersedes admin. order 2.310-5/14

E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents **and orders** required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s/" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

_____,
Plaintiff/Petitioner

v.

_____,
Defendant/Respondent.

NOTICE OF DESIGNATION OF EMAIL ADDRESS FOR E-SERVICE

I, (full legal name) _____, designate my e-mail address(es)

below (up to 3 different email address) to opt in E-service in this case.

Primarily Email Address: _____

Secondary Email Address: _____

Other Email Address: _____

1. By completing this form I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida and the opposing party to send copies of orders/judgment, notices or other written communications or pleadings to me through my designated e-mail and NOT through regular U.S. Mail.
2. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future orders/judgment, notices or other written communications or pleadings in this lawsuit will be served at the email address(es) provided above.
3. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

I certify that a copy of this document was {check all used}: () e-mailed () mailed () faxed
() hand-delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney

Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

E-Mail Address(es): _____

Dated: _____

Signature of Party

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in all blanks] This form was prepared for the: {choose only **one**}
() Petitioner () Respondent

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{street} _____

{city} _____, {state} _____ {telephone number} _____