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To: Executive Council of the
Real Property, Probate and Trust Law Section (“Section”) of
The Florida Bar

From: Laird A. Lile, liaison to Clerks of the Circuit Court

In my capacity as co-liaison to the Clerks of the Circuit Court, I am providing this report to the Section’s Executive Council.

Perhaps the most significant recent development relates to the availability of e-serving when filing a document through the Florida Court’s e-filing portal. E-service is controlled on a tab access by selecting a tab on the e-filing portal screen available after a document has been added for e-filing. To eliminate any doubt that service by the e-filing portal will be treated the same as service by e-mail, the Court issued Administrative Order 13-49, a copy of which is attached to this report. The issuance of this Order does not eliminate the responsibility of the filer to determine the accuracy of the e-mail addresses on the e-service tab. That responsibility remains with the filer.

Training manuals are available on the Florida Courts E-Filing Portal website. See the attached page for a list of the materials available.

Respectfully submitted,

Laird

Laird A. Lile

Supreme Court of Florida

No. AOSC13-49

IN RE: ELECTRONIC SERVICE VIA THE FLORIDA
COURTS E-FILING PORTAL

ADMINISTRATIVE ORDER

The Florida Supreme Court's Revised Opinion in *In re: Amendments to the Florida Rules of Judicial Administration, the Florida Rules of Civil Procedure, the Florida Rules of Criminal Procedure, the Florida Probate Rules, the Florida Rules of Traffic Court, the Florida Small Claims Rules, the Florida Rules of Juvenile Procedure, the Florida Rules of Appellate Procedure, and the Florida Family Law Rules of Procedure—E-Mail Service Rule*, 102 So. 3d 505 (Fla. 2012), established the requirement for electronic mail (hereinafter “e-mail”) service as the required attorney-to-attorney service of specific court pleadings. Additionally, rule 2.516(a), Florida Rules of Judicial Administration, requires such e-mail service “[u]nless the court otherwise orders, or a statute or supreme court administrative order specifies a different means of service.”

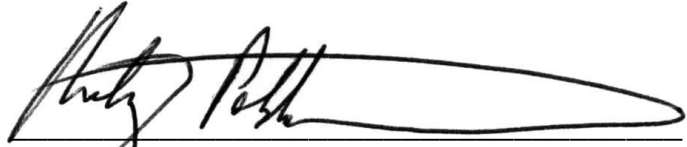
E-mail service is now available to users within the Florida Courts E-Filing Portal (hereinafter “Portal”). This administrative order is issued to authorize use of the Portal as a means of complying with the rule 2.516(a) service requirements.

1. On September 28, 2013, the Portal was updated to provide the ability for registered participants who are filing documents within the Portal to identify the name and up to three e-mail addresses of other attorneys or parties participating in that particular case to receive service of that document electronically in conjunction with the Portal filing.
2. Effective immediately, any registered participant who uses the Portal for electronic filing (hereinafter “e-filing”) in any court for any type of case and in conjunction with that e-filing uses the Portal as a means of service is deemed to have complied with service requirements, in accordance with rule 2.516, Florida Rules of Judicial Administration.
3. Additional administrative orders may be issued, as necessary, with regard to the implementation of e-filing and will be posted on the Florida Supreme Court's web site.¹ Therefore, members of The Florida Bar and all others who use the court system are requested to

1. This webpage is located at <http://www.floridasupremecourt.org/clerk/adminorders/index.shtml>.


remain diligent in keeping track of updated requirements regarding e-filing through the Portal.

DONE AND ORDERED at Tallahassee, Florida, on October 9, 2013.

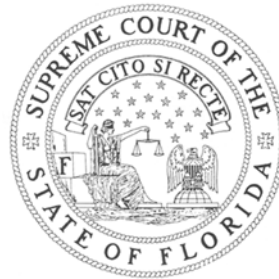


Ricky Polston, Chief Justice

ATTEST:



Thomas D. Hall, Clerk of Court



Florida Courts E-Filing Portal - Windows Internet Explorer

https://www.myflcouraccess.com/authority/trainingmanuals.html

Florida Courts E-Filing Portal

Florida Courts E-Filing Portal

GOVERNED BY THE FLORIDA COURTS E-FILING AUTHORITY

HOME E-FILING PORTAL E-FILING AUTHORITY LINKS PUBLIC NOTICES HELP

Home / Training Manuals

Training Manuals & Materials

MATERIALS

- E-Filing How To Handout
- E-Service/E-Filing Powerpoint (Flabar.org)
- Florida Bar letter to Clerks for pro hac vice process
- Florida Bar Process for Filing Pro Hac Vice (Flabar.org)

MANUALS

- e-Portal Document Submission Standards
- e-Portal Law Firm Administrator Documentation March 2013
- e-Portal eFiler Manual revised February 2013
- Document Binary File Name Standards
- AOSC 09-30 Electronic Filing Specifications
- Florida Supreme Court Standards for Electronic Access to Florida's Courts
- Appellate E-Filing Portal Manual
- E-Service User Guide

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