

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

ADMINISTRATIVE ORDER NO. 2.310-10/22\*

IN RE: SERVICE BY EMAIL

\_\_\_\_\_:

Pursuant to Florida Rule of **General Practice & Judicial Administration 2.516**, all attorneys **and self-represented parties** who have not been exempted by a rule of procedure or by an order of the court, must serve and accept court filings by e-mail. Florida Rule of **General Practice & Judicial Administration 2.516** makes it optional for judges to serve court orders and receive other documents by e-mail.

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

1. **Attorneys:**

- a. **When an attorney enters an appearance in a case or is removed from a case in accordance with Florida Rule of General Practice & Judicial Administration 2.505(e)<sup>1</sup> and (f)<sup>2</sup>, the e-mail addresses as required by Florida Rule of General Practice & Judicial Administration 2.516<sup>3</sup> and which are on file with 1) the Florida Courts E-filing Portal, 2) the Clerk of the Circuit Court & Comptroller, and 3) the Fifteenth Judicial Circuit/Court Administration, must be individually updated as the systems are not integrated.**
- b. **When an attorney is no longer counsel of record, the Clerk of the Circuit Court & Comptroller will update its Case Maintenance System upon receipt of an order which includes directions for the clerk to update an e-mail address or upon the filing of a Notice to the Clerk to Update E-mail address as set forth in Administrative Order 2.311 (as amended).**

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<sup>1</sup> Florida Rule of General Practice & Judicial Administration 2.505(e) provides that an attorney may appear in an action or proceeding in one of the following six ways: 1) signing the first pleading or document; 2) filing a Notice of Appearance; 3) upon an Order on Substitution of Counsel; 4) upon the filing of a Notice of Substitution of Counsel when the substituting attorney is from the same law firm, company, or governmental agency; 5) upon filing Notice of Limited Appearance when such limited appearance is permitted by another rule of court; and 6) appearing as Stand-In Counsel when permitted by 2.505(g). See the rule for detailed information.

<sup>2</sup>Florida Rule of General Practice & Judicial Administration 2.505(f) provides that the appearance of an attorney for a party in an action or proceeding shall terminate only upon: 1) the withdrawal of the attorney; 2) substitution of the attorney; 3) termination of the proceeding; 4) termination of post-judgment appearances; 5) termination of limited appearances; and 6) termination of hearing where attorney has appeared as stand-in counsel. See the rule for detailed information.

<sup>3</sup> Florida Rule of General Practice & Judicial Administration 2.516(b)(1)(A) provides that upon appearing in a proceeding (see Rule 2.505), an attorney must designate a primary e-mail address and no more than two secondary e-mail addresses and is responsible for the accuracy of and changes to the attorney's own e-mail addresses maintained not only by the Florida Courts E-filing Portal but also by any other e-Service system. Other e-Service systems would necessarily include the Clerk of the Circuit Court & Comptroller's case maintenance system and the Fifteenth Judicial Circuit's Online Scheduling system. See the rule for detailed information.

- i. An attorney may continue to receive electronic service by the court until all e-Service systems are updated reflecting the change and substituting or removing e-mail addresses.
  - ii. These updates would include a notice to update directed to the Clerk of the Circuit Court & Comptroller's Office in accordance with Administrative Order 2.311 (as amended), removal from the Florida Courts E-Filing Portal system ("e-Portal"), and updates to the Fifteenth Judicial Circuit's Online Scheduling system ("OLS").
2. **Self-Represented Litigants:** A party not represented by an attorney must serve a designation of a primary e-mail address, unless excused by Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D). Up to two additional e-mail addresses for service may be provided. Designation may be made using Florida Supreme Court Form 2.602, Designation of E-Mail Address by a Party Not Represented by an Attorney, which is attached as Exhibit "A".
  - a. The Clerk of the Circuit Court & Comptroller will include Form 2.602 in applicable self-help packets and will make it available at the applicable front counters and other pertinent locations. The Law Library will also have the form available at its front counter.
  - b. The Clerk of the Circuit Court and Comptroller will update its Case Maintenance System to reflect the self-represented litigant's e-mail address:
    - 1) upon the filing of Form 2.602 or a similar document;
    - 2) upon the inclusion of an e-mail address by a self-represented litigant in the first pleading or other document filed by the self-represented litigant; or
    - 3) when a self-represented litigant files through the e-portal and includes an e-mail address.
3. **Clerk of the Circuit Court & Comptroller:** The Clerk of the Circuit Court & Comptroller will not reject a document for lack of an e-mail address by a self-represented litigant and will continue to accept documents in compliance with Administrative Order 2.312 (as amended) and the Florida Rules of Court.
4. **Service on the Court** - Unless otherwise instructed or permitted by the assigned divisional judge or magistrate, attorneys and self-represented litigants are not to e-mail courtesy copies of e-filed documents to the judge or court staff. This applies to the divisional and individual e-mail addresses.

**DONE and SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida, this 3<sup>rd</sup> day of October, 2022.



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Glenn D. Kelley, Chief Judge

## **E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES**

Pursuant to the Florida Rule of Judicial Administration 2.516, unless excused, self-represented parties involved in any type of case in any Florida court must serve the opposing party or the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties must serve court documents by e-mail unless excused pursuant to Florida Rule of General Practice & Judicial Administration 2.516(b)(1)(D). Self-represented parties must serve a designation of primary e-mail address and may also designate no more than two secondary e-mail addresses to which service may be directed.

Form of E-mail: 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. Service by delivery is deemed complete on the date of delivery.

Filing of Documents: The Rules of General Practice & 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 General Practice & 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.

**DESIGNATION OF E-MAIL ADDRESS FOR A  
PARTY NOT REPRESENTED BY AN ATTORNEY**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C), I \_\_\_\_\_,  
designate the e-mail address(es) below for electronic service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies of notices, orders, judgments, motions, pleadings, or other written communications to me by e-mail or through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and the opposing party or parties notified of my current e-mail address(es) and that all copies of notices, orders, judgments, motions, pleadings, or other written communications in this case will be served at the e-mail address(es) on record at the clerk's office.

Primary E-mail Address: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

Other E-mail Address: \_\_\_\_\_

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to the clerk of court for Palm Beach County and \_\_\_\_\_ (insert name(s) and address(es) of parties used for service) by \_\_\_\_\_ (e-mail, delivery, or mail) on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_