



*Office of Paula S. O'Neil  
Clerk & Comptroller  
Pasco County, Florida*

## **E-FILING BUSINESS RULES**

### **1. Document Formatting**

All word processing forms and documents created for e-filing shall allow a standard space for the placement of the electronic date and time file stamp. The standard space should be a three (3) inch wide and three (3) inch tall area (with no typing) that is located three (3) inches from the top of the document and one and one half (1 ½) inches from the right edge of the document. (Same as for recorded documents - Fla. Rule of Judicial Administration 2.055)

Documents must have a one (1) inch left and right margin.

### **2. Scanning of Documents**

All word processing documents should be submitted as an editable document rather than scanned images whenever possible.

A scanned PDF file should be verified on File and Serve before e-filing to make sure the documents are in portrait (right side up) and not landscape (sideways or upside down).

Documents must be scanned individually and not as a group, unless they are attachments or exhibits to the first document.

Scanned documents that are recordable in the official records (OR book and page) are to be set at 300 dpi.

### **3. Unsigned/Proposed Orders**

To enable the Judge to properly issue your orders, all unsigned orders shall be e-filed as a separate word processing Word or WordPerfect document and not incorporated on the same document page with the originating motion or petition, and not submitted as a scanned image.

All documents for inclusion in the official electronic court record are to be e-filed to the Office of Clerk & Comptroller for Pasco County, including proposed orders. Unsigned orders will be served electronically to the Court by the Deputy Clerk and should not be submitted directly to the assigned judge by the filing party.

Proposed orders should be submitted in an editable word processing format whenever possible to allow the Court to make any desired changes. By not following this suggestion, the Judge cannot edit your original, and you may be subject to additional fees if the Court asks you to resubmit a revised order.



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### **4. Document Filing and Rejection**

A person who files a document electronically shall have the same responsibility as a person filing a document in the conventional manner for ensuring that the document is complete, readable and properly filed. E-filed documents will be rejected by the Office of Clerk & Comptroller for the following reasons, which will necessitate the filing of an amended document as an additional transaction:

- Incorrect venue or jurisdiction
- Incorrect or missing case number
- Incomplete or insufficient data to determine filing eligibility
- Unsigned documents at case initiation (petitions, motions, etc.) other than proposed orders for the judge
- Multiple documents that are submitted as a single document, unless they are exhibits or attachments to the first document
- The “document title” field requires a full description of the item being submitted
- Any original document mandated by statute to be filed with the Clerk must continue to be submitted in paper format (such as wills for deposit, etc)

### **5. Notice of Appearance**

In order to gain on-line access into an existing electronic case that you are not already a party to (i.e. to file a responsive pleading), you must conventionally file a Notice of Appearance with the Office of Clerk & Comptroller, using the correct case number. The Deputy Clerk will file your Notice electronically and you will be added to the case in the LexisNexis File and Serve system. From that point forward, you may file all subsequent documents in that case electronically.

### **6. Sealed Documents**

All sealed material submitted as exhibits or attachments to documents are to be e-filed as a separate document and linked through the LexisNexis File and Serve process. (refer to “list of sealed documents”).



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### **7. Copy Requests**

Requests for certified, authenticated or plain copies of documents being e-filed (Letters, Orders, etc.) shall be in writing and should accompany the original document at the time of filing. The request may be made in the "Note to Clerk" area at the time of submission through the LexisNexis File and Serve system. Copy fees and postage may be processed through File and Serve, or from your escrow account if requested in your instructions.

Copies being requested at a time other than the initial e-filing of the document will continue to be processed in the conventional method (request by phone, mail or hand delivered to the Office of Clerk & Comptroller with the Firm's check or instructions to charge the office escrow account).

### **8. Indexing Parties in LexisNexis**

All parties to the case are to be indexed, with their address, at case initiation. The party type of "Other" is to be used for beneficiaries, claimants, and any other interested parties.

### **9. Cover Letter**

The Note to the Clerk can be utilized in place of a cover letter providing instructions.

### **10. Escrow Account**

If you have an escrow account with the Clerk's & Comptroller's Office, you may request statutory filing fees to be debited from your account.

### **11. Original Documents**

Any original document mandated by statute to be filed with the Court must be filed with the Clerk & Comptroller

### **12. Document Title Field**

The document title field requires a full description