

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

ADMINISTRATIVE ORDER NO. 2.312-6/25\*

IN RE: ELECTRONIC FILING OF DOCUMENTS

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Florida Rule of **General Practice &** Judicial Administration 2.520 requires all documents filed in any court to be filed by electronic transmission in accordance with Florida Rule of **General Practice &** Judicial **Administration** 2.525. In order to assist with the implementation of electronic filing in the Fifteenth Judicial Circuit, administrative procedures must also be implemented.

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

A. **RETURNS OF SERVICE**

1. Copies of returns of service shall be e-filed.
2. **The Clerk will docket returns of service with a SVRT designator and returns of non-service with a NSRTN designator. The Clerk is also directed to reject a filing if multiple returns of service are submitted in one filing.**
3. The original return of service need only be filed or deposited with the Clerk if required by law, court order, or divisional instructions.
4. E-filing a copy of a return of service does not eliminate the potential need to present the original return of service for evidentiary or record purposes.

B. **VERIFIED DOCUMENTS**

1. Complaints and other pleadings, papers, or documents which are verified by an attorney, party, or person, are to be electronically filed and a paper copy shall not be filed with the Clerk except upon order of court or as required by the trial judge's divisional instructions.
2. Verified documents need only be filed or deposited with the Clerk if required by law, court order, or divisional instructions.
3. E-filing a verified document does not eliminate the potential need to present the original document for evidentiary or record purposes.

### C. COURT ORDERED ORIGINAL PAPER FILINGS

Judges may require additional original documents to be paper filed. The judge should set forth a listing of those documents in divisional instructions or in an applicable order.

### D. MEMORANDA OF LAW

Memoranda of Law may be electronically filed. Courtesy Copies must be separately sent to the judge in accordance with the judge's divisional instructions. Memoranda of law shall not exceed the technical size limitations as set forth by the Florida Court Technology Standards and shall not exceed any page limitation as set forth by the divisional judge.

### E. PAPER AND ELECTRONIC COPIES

1. If a document is electronically filed, the filer shall not provide the Clerk with a paper copy unless otherwise required by rule, statute, or court order.
2. Other than an original paper document that is required by rule, statute, or order to be maintained in the court file, the Clerk may follow Rule 2.525(c)(6), Florida Rules of **General Practice & Judicial Administration**, with regard to the disposal of the paper document.
3. Electronic courtesy copies shall not be sent to the judicial offices except as provided for in the judicial officer's divisional instructions.

### F. INTEGRITY OF THE COURT RECORD

The integrity of the court record is dependent on the quality of the documents received through the Portal.

1. Filers must ensure that documents e-filed are accurate, properly formatted, legible, and meet applicable Portal standards **and are in compliance with the Florida Rules of General Practice and Judicial Administration**. Documents must also be rotated in the proper orientation to allow images to be viewed as intended. Images that are not rotated to the proper orientation will result in documents displaying on the docket as sideways or upside-down.
2. **Non-Compliant Electronic Documents: Rule of General Practice and Judicial Administration 2.525** authorizes the Clerk to place a submitted document in the correction queue under certain circumstances. The Clerk may be unable to process filings which do not comply with the Florida Rules of General Practice and Judicial Administration, or which omit pertinent information.
  - a. When the Clerk receives a filing with pertinent information omitted and has not pended back the filing under Rule 2.525, the Clerk is directed to utilize a unique docket code "CORN" to alert Court Administration of the filers' incomplete information. Pertinent information includes but is not limited to:

- i. Amount of relief requested in order to determine jurisdiction of the court
- ii. Information required in the civil cover sheet
- iii. Viable court date
- iv. Correct criminal charges
- v. Plea of Not Guilty
- vi. Correct Bond Amount

- 3. **When a judicial officer or filer contacts the Clerk's Office to pend back a document prior to it being docketed due to mistake, inadvertence, or neglect, the Clerk's Office is directed to treat the document as not being submitted for filing.**

- G. **ENVELOPES** - Envelopes for service of orders and other documents shall be provided as follows:

- 1. Envelopes for Service by the Court. When mail service is required, envelopes for service of orders, with postage prepaid, shall be provided by an attorney or party directly to the court with paper copies of the order to be conformed.
- 2. Envelopes for Service by the Clerk. When an attorney or party requests service of documents by the Clerk, whether those documents are e-filed or filed in paper form, the attorney or party shall provide to the Clerk's Office postage pre-paid envelopes. If postage paid envelopes are not provided to the Clerk for service, the Clerk does not have to mail out the subject document. In such cases, the Clerk will notate on the docket that service of the document did not occur due to failure of party to provide postage paid envelopes.

- H. **MULTIPLE CASES**

If a single document is to be filed in two or more cases, the document must be submitted in a separate e-filing transaction for each case. If a document is e-filed with multiple case numbers, the Clerk will only docket the pleading under the case number referenced in the Portal.

- I. **CONFIDENTIAL INFORMATION**

The Notice of Confidential Information, as required by Rule of **General Practice & Judicial Administration 2.420 or 2.423**, must be a document separate from the pleading or paper containing the confidential information and must be uploaded and e-filed in the same transaction.

- J. **EMERGENCY MOTIONS AND DOCUMENTS TREATED AS EMERGENCIES**

- 1. E-filed Emergency Motions: When an Emergency Motion or emergency document is e-filed, the filer shall flag the motion or document as an emergency by clicking on the emergency box in the Portal.

- a. With the exception of Family Law cases, the Clerk shall forward the emergency filing **containing the motion or document to the Judge's Office via the divisional email address.**
    - 1) If the Clerk does not receive an electronic confirmation that the emergency filing was received by the judicial assistant or judge within three (3) hours or by the end of business, whichever occurs first, then the clerk shall personally contact the Judge's office to verify the Emergency Motion was received.
    - 2) If the Clerk is not able to verify with the Judge or Judicial Assistant that the Emergency Motion was received, the Clerk **shall contact Court Administration.**
  - b. In family law cases, the Clerk is directed to forward specific motions to the email boxes designated by Court Administration. The administrative judge of the family courts or his/her designee, after consultation with the family division judges, shall identify and provide to the Clerk a list of the motions and the email addresses.
2. Paper Filed Emergency Motions: When an Emergency Motion is filed in paper with the Clerk's Office, the Clerk shall immediately scan and email the motion to the divisional judge through the Court Administration's divisional email address and shall contact the Judge's office to verify the Emergency Motion was received.
  3. The following will be deemed and treated as an emergency and will follow the procedures as set forth in Paragraph M:
    - a. The filer electronically files the motion and flags the motion as an emergency in the Portal system. The title of the pleading or paper shall also include the word "Emergency".
    - b. The filer paper files the motion with the Clerk's Office and titles the motion as an "Emergency Motion".
    - c. The filer paper files or electronically files a Demand for Speedy Trial, Notice of Speedy Trial, or Notice of Expiration of Speedy Trial.
    - d. The filer electronically or paper files a Motion for Disqualification/Recusal.
    - e. The filer electronically or paper files a Writ of Habeas Corpus.
    - f. The filer paper files or electronically files a Mandate returned to the Clerk by the District Court of Appeal or Florida Supreme Court, or the Circuit Court files a Mandate to the County Court.
    - g. The filer electronically or paper files a document deemed an emergency in accordance with Administrative Orders 3.206 (Emergency Hearings in Circuit

Civil), 3.607 (Emergency Hearings in County Civil), 4.101 (Administrative Procedures in Criminal Cases), 5.203 (Emergency Hearings in Domestic Relations Cases), 5.806 (Emergency Motions and Requests for Emergency Hearings in Juvenile Matters), 6.104 (Emergency Hearings in Probate and Guardianship Matters), Domestic/Dating/Stalking/Repeat Violence Petitions<sup>1</sup> and affidavits alleging violations of Domestic/Dating/Stalking/Repeat Violence Injunctions, and Motions to Stay Issuance of Writs of Possession.

- h. The filer electronically or paper files a Petition for Rehearing, Motion for Reconsideration or like document pursuant to Local Rule 6.

#### **K. COURT CALENDARS AND CHILD SUPPORT ENFORCEMENT LEDGER**

For those judicial officers who request an **electronic** calendar, the Clerk's Office shall continue to provide the calendar electronically, including County Civil Pretrial Dockets, Civil Domestic Violence Dockets, Traffic Dockets, and Criminal Dockets.

#### **L. DOCKET CODES**

The Clerk's Office shall collaborate with the Administrative Office of the Court to create docket codes for electronic viewing and for statistical reporting purposes.

#### **M. ELECTRONIC ACCESS**

The Clerk should have images of filed pleadings and documents available for electronic viewing by the Court in its Showcase System in the time period as set forth in the FCCC guidelines. Matters that are time sensitive must be treated as a priority. The Clerk shall continue to provide a direct link to Court Administration's Judicial Viewer System ("JVS").

#### **N. PRO HAC VICE**

Attorneys who have received a Pro Hac Vice ("PHV") e-filing number are not permitted to appear or e-file in a case until an order of the court granting appearance in that case has been entered.

#### **O. PRO SE LITIGANTS**

Pro se litigants who e-file must serve a designation of primary e-mail address unless excused pursuant to Fla. R. Gen. Prac. & Jud. Admin 2.516(b)(1)(D).

#### **P. ELECTRONIC ISSUANCES BY CLERK OF COURT**

In accordance with court rule or statute, the Clerk of Court may electronically issue and release any document, including but not limited to summons, subpoenas, notices of default, and writs.

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<sup>1</sup>Domestic/Dating/Stalking/Repeat Violence Petitions shall be forwarded to the judge in accordance with Administrative Order 5.501.

**Q. MOTIONS REGARDING TERMS AND CONDITIONS OF CONFINEMENT**

The filer is required to provide a copy of any motion pertaining to terms and conditions of confinement for inmates currently incarcerated either in a secure correctional facility, hospital, or In-house Arrest program to either the Palm Beach County Sheriff's Office or the Department of Corrections based upon the inmate's location. **Orders** pertaining to Furlough, Transport, and Modification of Bond (or other similar type **orders**) shall be forwarded to the Palm Beach County Sheriff's Office at **IMDcourtorders@pbso.org**. Motions relating to Early Termination of Probation and Modification of Probation (or other similar type **orders**) shall be forwarded to the Department of Corrections at: Circuit15AdminMailbox@mail.dc.state.fl.us.

**DONE** and **SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida,  
this 30 day of June 2025.



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Glenn D. Kelley  
Chief Judge

\*supersedes admin. order 2.312-10/22