



MICHELLE R. MILLER
CLERK & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

E-Filing Business Rules

Civil & Criminal

General Guidelines

Physical paper copies are NOT required to follow electronically filed documents.

Formatting Requirements

- All documents created for e-filing shall allow a standard space for the placement of the electronic date and time file stamp.
- Documents should leave blank a 3 x 3 inch space at the top right-hand corner on the first page, and a 1 x 3 inch space at the top right-hand corner on each subsequent page, to accommodate statewide standard date/time stamps (as defined in RJA 2.520)
- Documents must have a one (1) inch left and right margin.
- Documents must be submitted in a pdf or Word97 or newer format. The preferred format for documents is PDF/A. Storage of documents in PDF/A format is required no later than June 1, 2021.

The file stamp affixed to your e-filing document reflects the date & time it was received in the ePortal for timeliness. The Clerk will affix an additional date and time stamp upon acceptance into the official court record.

When a fee is required, acceptable payment types are ACH or credit card (service fees apply).

Document Types

Select the most appropriate docket event that best describes your pleading. Modifications may be made by the clerk.

Certain motions are subject to a reopen fee. If you feel the reopen fee does not apply to the motion you are filing, use the generic "Motion" and the clerk will modify the event to make it more descriptive.

Case types that are confidential will not be displayed in the ePortal.

Documents submitted that are not originals should be labeled as "copy."

E-filing by Attorneys Appearing Pro Hac Vice has been added to the ePortal. The registration process is the same as for other Florida Bar attorneys. Visit [Florida Bar Process for Pro Hac Vice](#) for more detailed information.

Specific Clerk Actions

Summonses -Submit all summonses for issuance together as one document. The clerk will return issued summonses: Via email

Notices of Action-Publication information must be included. Be sure to provide name of publication and publication dates with your filing. Clerk's office will return via email.

Clerk Certificate of Mailing- Once the certificate is submitted, the Clerk's Office will process the certificate and provide mailing to all parties involved.

Items That Cannot Be E-Filed

- Documents exceeding 50 pages with extensive graphics or 200 pages with limited graphics (the ePortal has a 25 mg per filing limitation). Please attach only one page with the wording, “Request oversized document filing” and include your email address. Please choose the docket group “Other” and then the docket description “Oversized Document Filing Request.” Our IT Department will send instructions for filing the actual document.
- ☒ Criminal case initiating documents
- ☒ Cover letters
- ☒ Unsigned orders
- ☒ Writs of Garnishment, Writs of Possession, Writs of Replevin
- Original documents such as Wills, Codicils, Deeds, Surety Bonds, Notes and Mortgages, Certified copies of Foreign Judgments, and other verified and sworn documents as outlined in [\[SC11-399\]](#)

Adding Parties

- ☒ When adding a party, the ePortal requires you to pick the party you are filing on behalf of, aka your client only. Do not add yourself as attorney.
- ☒ Use proper case, i.e., John Smith
- ☒ Do not use punctuation, i.e., .commas, apostrophes, periods with the exception of hyphenated last names
- Do not add sub-names such as d/b/a. The clerk will add them to the case.
- ☒ Enter Unknown Parties as a business (Organization)

Adding Documents

- ☒ File Notices of Confidential Filing and Notices of Filing separate from the pleadings they reference. The only exception is when the attachment belongs to a different case or has no case identifying information.
- ☒ Leave subpoenas attached to the Notice of Production
- ☒ Leave exhibits of proposed orders and other exhibits attached to the motions
- ☒ File supporting affidavits separate from the motion. Each (styled) Affidavit is a separate pleading.

Pending Queue

Document Filing and Rejection

E-filed documents will be rejected by the Clerk's Office for any of the following reasons, which will necessitate the filing of an amended document:

- Incorrect venue or jurisdiction
- Incorrect or missing case number or case style
- Unsigned Orders
- Document illegible/corrupt/blank
- Multiple documents that are submitted as a single document, unless they are exhibits or attachments to the first document
- Multi-page document filed as separate documents.
- 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)

Unacceptable cases or pleadings will be moved to a Pending Queue. The clerk will add the reason why it is unacceptable such as unreadable image, wrong case numbers, or wrong county.

- You will have 5 business days to correct and resubmit your filing. If accepted, it will retain the original file stamp date. Documents should be "replaced" to keep their original file stamp date. Documents that are "removed" and then "added", will receive a new file stamp date.
- If you take no action in this time period, the filing will be moved to an abandoned filing queue and will no longer be available for correction.

PLEASE VISIT <https://www.myflcourtaccess.com/authority/faqs.html>

FOR A FULL LISTING E-FILING FAQ'S.