



Clerk of the Circuit Court, Brevard County, Florida

Administration, P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-5413 · www.brevardclerk.us

Scott Ellis, Clerk

Dear Members of the Legal Community:

As you are aware, mandatory e-filing in Florida's trial court criminal divisions becomes effective October 1, 2013. To help with this fast approaching date, our office has put together a list of helpful hints (on the reverse side of this letter) to aid your office in preparing for October 1st and beyond.

Filers who have been e-filing in Brevard since April 1st may be familiar with our e-Filing Assistant e-mail group we created to help facilitate e-filing inquiries not readily answered in other forums or on our website.

In order to better serve e-filers with specific inquiries, our office has broken our e-Filing Assistant group into six separate accounts by division. These separate accounts are as follows:

Civil e-Filing Assistant

✉ civilefilingassistant@brevardclerk.us

Family e-Filing Assistant

✉ familyefilingassistant@brevardclerk.us

Probate e-Filing Assistant

✉ probateefilingassistant@brevardclerk.us

Criminal & Traffic e-Filing Assistant

✉ criminaltrafficefilingassistant@brevardclerk.us

Juvenile e-Filing Assistant

✉ juvenileefilingassistant@brevardclerk.us

Technical e-Filing Assistant (Non-Case Related Inquiries)

✉ technicalefilingassistant@brevardclerk.us

Please do not hesitate to contact our office if you have any questions regarding the e-filing process. We look forward to making the transition to a paperless court system as easy as possible.

Sincerely,

Scott Ellis

HELPFUL HINTS

- ✓ The Clerk recommends filers use electronic signatures when signing documents for e-filing or, in the event of live signatures, that a filer use black ink when signing a document to ensure a crisp, dark image.
- ✓ The Clerk recommends using Internet Explorer 8 or higher as your preferred browser when visiting and using the ePortal website.
- ✓ All documents submitted to the ePortal for filing should be in Microsoft Word, Word Perfect, or .PDF formats. (The Clerk suggests submitting .PDF documents to avoid any errors with your submission.)
- ✓ All documents should be 8 ½" x 11" to comply with Rule 2.520, Florida Rules of Judicial Administration.
- ✓ All documents scanned for filing through the ePortal should meet the Supreme Court's minimum document image standards of 300 DPI.
- ✓ Please use the Uniform Case Number for indicating a pleading's correct case number (i.e. 05-2013-CF-012345-XXXX-XX). Please make sure to include specific party identifier code (i.e. BXXX, CXXX) for co-defendants. Items without a party identifier will be sent to the Pending Queue so a filer may correct their pleading.
- ✓ In order to avoid having your filing returned for correction, please make sure you are cognizant of the following:
 - Your case number is correct (including party identifiers for co-defendants);
 - Your case caption/parties are correct;
 - Your document was scanned so that it appears correct when viewed vertically;
 - You have not attached unnecessary items (i.e. proposed orders, extra copies) to your documents;
 - You have a case number on your documents;
 - Any blanks in your proposed forms are completely filled (i.e. dates on Notices of Sale);
 - Blank pages that are intentionally left blank should reflect the same on the document (i.e. "the remainder of this page intentionally left blank" or something substantially similar).
- ✓ The Clerk suggests only indicating one case number per pleading (i.e. sometimes attorneys will file the same document in several cases on behalf of a party and indicate multiple case numbers). The ePortal does not allow a single filing to be docketed into multiple cases through the ePortal. Filers wishing to file a specific pleading into multiple cases should submit the document as a filing for each of the desired case numbers.
- ✓ The Clerk does not accept proposed orders at this time. Please submit all proposed orders to the applicable judge with an appropriate quantity of envelopes and postage.
- ✓ If your document exceeds 25MB in size, you may file the document in paper form or by other electronic means (i.e. flash drive, CD, etc.) with the Clerk. Please include a cover letter indicating why you are filing the document in paper form or by other electronic means.
- ✓ Filers are not required to submit follow-up filings once a document has been filed through the ePortal with the exception of those documents otherwise required to be deposited with the Clerk in their original form by applicable court rule, statute, or **SC11-399**, as amended. Please ensure you submit original documents required to be deposited with the Clerk along with a cover letter indicating the document has previously been e-filed through the ePortal.

For more information regarding e-filing (including the Clerk's e-Filing Guide and FAQs), please visit the Clerk's e-filing page at www.brevardclerk.us/e-filing today!