

News and Information E-service Tips

February 10, 2014

The Florida Courts E-Filing Portal provides one method to provide service: the E-service Tab.

When serving through the Portal's E-service Tab, the names and e-mail addresses of those attorneys who have electronically filed in that case will appear as recipients, unless deselected. Please be aware others may need to be served. You, **the filer**, must ensure all of those entitled to service are served – either by adding those missing to the E-service Tab or by serving them separately by e-mail by complying with Rule 2.516. You, **the filer**, may also deselect anyone you do not wish to be served. (Service through the Portal is not the exclusive method of service. In fact, in a few situations* service through the Portal is not permitted.)

Each time you serve through the Portal, review the names and e-mail addresses that appear on the E-service Recipient List. You, **the filer**, are responsible to determine those to be served; you should not rely upon the Portal, or even other counsel to make this determination for you.

Practice pointers

Similar Names If you have added an attorney for service, be sure the correct person is added, particularly when using the Search Registered Users or Search FL Bar. Many attorneys have similar names. If you serve Fred C. Jones when you meant to serve Fred S. Jones, your service is incomplete. Remember, the responsibility is on you, **the filer**.

Bounced E-Mails If you are notified, regardless of the source of the notice, a filing was undeliverable, be sure the e-mail address was correctly typed – typos still occur. If the e-mail is correctly typed, contact the attorney to determine, and rectify, the issue. Remember, the responsibility is on you, **the filer**.

*Service through the Portal is not available when serving documents that are to be served, but not filed. For instance, a proposal for settlement is to be served but not filed under Rule of Civil Procedure 1.442. Similarly, discovery responses cannot generally be filed, but still have to be served on opposing counsel.