

THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA

ADMINISTRATIVE MEMORANDUM
CIV 12-F Section 24

IN RE: E-MAIL SERVICE IN CIRCUIT
CIVIL DIVISION ONLY

As of September 1, 2012, e-mail service became the presumptive service method for attorneys practicing in the State of Florida pursuant to the adoption of Florida Rule of Judicial Administration 2.516 by the Florida Supreme Court.

Courts are exempt from mandatory e-mail service; however, the Circuit Civil Division recognizes that there are efficiencies in utilizing e-mail. Therefore effective October 8, 2012, the following rules are adopted for the Eleventh Circuit Civil Division

SUMMARY: THE CIRCUIT CIVIL DIVISION will serve outgoing Court orders by e-mail but will not accept incoming e-mail service at this time. The Court must be served through hand, mail or facsimile delivery. Courtesy copies shall continue to be delivered in the manner specified by the individual presiding judge in accordance with their website calendar information, generally through the Eleventh Circuit Civil Division's eCourtesy system.

1. The Eleventh Circuit Civil Division will not accept service by e-mail. There are relatively few pleadings required to be served on the Court, such as Motions to Disqualify, Recusal or Writs of Prohibition. The Circuit Civil Division judges may be served only by hand-delivery, mail or facsimile. This procedure is adopted due to the volume of eCourtesy submissions and the need to assure that such matters are brought to the urgent attention of the Court, and not mixed in with pending courtesy copies.
2. Attorneys and their staff shall not include the Eleventh Judiciary or judicial staff on e-mails of their routine service lists, in order to avoid overwhelmingly unnecessary e-mail traffic to the Court regarding matters that do not require judicial attention.
3. Attorneys must continue to file original pleadings with the Clerk of the Court consistent with the Clerk's procedures. Do not confuse filing through the Clerk's portal for e-filing with the eCourtesy system. They are entirely separate side-by-side systems. Pleadings

must be filed with the Clerk to appear on the docket to be included in the court file and the record of the case.

4. Attorneys shall continue to utilize eCourtesy as a method of delivery of courtesy copies, including proposed orders, to the Court. Sending a pleading or motion to the Court through the eCourtesy system does not constitute service upon the Court under this Administrative Memorandum. Executed orders will be served by the Court upon parties by email through the eCourtesy system commencing October 8, 2012.

This Administrative Memorandum shall take effect immediately and shall remain in effect until further order of the Court.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this ____ day of October, 2012.

Judge Jennifer D. Bailey, Administrative Judge
Circuit Civil Division, Eleventh Judicial Circuit of Florida

9/2/12 JDB