



What is eCourtesy?

eCourtesy is a delivery method for sending extra copies of filed and served documents to the Judge. You must file original documents with the Clerk of Court for docketing and placement in the court file. The eCourtesy application does not schedule. It is simply a delivery to the Judge by email instead of by hand-delivery or U.S. mail.

Minimum System Requirements

- Windows XP, 7 32/64 bit
- Internet Explorer 7 or greater
- JavaScript and cookies enabled
- Intel or AMD Processor (1Ghz or faster)

Who can I contact if I encounter technical problems using the eCourtesy Submission Service?

For eCourtesy technical assistance, please contact our eCourtesy Submission Service support staff

- by email eCourtesyHelp@jud11.flcourts.org
- by phone, call our eCourtesy help line at 305-349-5608 from 9:00 AM to 4:00 PM, except for weekends and public holidays

You will be contacted by our eCourtesy Submission Service support staff within 24 to 36 hours

What should I name the document(s) that I'm submitting?

Name your document(s) by describing what the document is about. i.e., *Motion to Strike, Motion to Dismiss, Motion for Substitution of Counsel*, etc...

File names cannot contain periods or dots, except for the period which is a part of the file extension.

File names cannot contain any of the following characters: \ / : * ? " < > | # { } % ~ &

File names cannot contain more than 110 characters. The size of all files submitted in a session cannot exceed 75 Megabytes.

When uploading your documents, do not prefix the case number to the document name. Prior to the new eCourtesy Submission Form this was a requirement, but now the service will automatically prefix the case number to the uploaded document(s).

What file types (extensions) are allowed to be submitted?

Only DOC, DOCX, PDF, RTF, JPG, PNG and TIF file types are allowed for uploading. If using WordPerfect, save the file as a rich text format (RTF) document. Documents requiring signing by the Judge (such as Proposed Orders) must be submitted as DOC, DOCX or RTF format.

Are there any document templates available for use with the eCourtesy Submission Service?

Yes, templates for use with the eCourtesy Submission Service are available [here](#).

How do I make sure that all parties get a confirmation of what the Judge signs?

We have opted to comply with State of Florida Supreme Court ruling [SC1-2101](#) to correspond back to parties when serving signed agreed/proposed orders. You will be required to provide a valid email address (JohnDoe@somewhere.com) for all parties you need to serve. Please provide the email addresses separated by a semicolon (;) within the Service List box before you submit your courtesy copy(ies). Formatted fax numbers are no longer required within the document; instead, provide the email addresses for all parties listed in the “copies furnished to” section of the document.

I just submitted something via the eCourtesy system and have not yet received an email confirmation. Is there a problem with the eCourtesy Submission Service?

You should have received a confirmation page after submitting via our eCourtesy Submission Service. In addition to the confirmation page, you will receive an email confirmation within a few minutes after submitting to the inbox of the configured email correspondence address. Please check that the email confirmation has not been filed as Junk or Spam.

Can I receive confirmation emails to an email address that is not the one registered with my Florida Bar number?

Yes, just before submitting your courtesy copy (ies) with our eCourtesy Submission Service, you will have the chance to enter your preferred email for correspondence. When entered, this email will become the email address we use for sending email confirmations and for any correspondence related to your eCourtesy submission. This preference will be saved for subsequent eCourtesy submissions.

None of the parties requiring service have received an email with the copy of the proposed/agreed order signed by the Judge?

If you did not provide all the emails of the parties requiring service in the Service List box when you submitted the courtesy copy, the parties will not receive the signed copy of the order. If this is the case, you should have received an email stating that no Service List was provided and you must serve all parties requiring service immediately.

Can multiple Attorneys be registered under the same eCourtesy Account?

No, only one attorney can be registered under each eCourtesy account.



How often is the Florida Bar profile information updated in the eCourtesy Submission Service?

We receive profile updates from the Florida Bar on Fridays. This means that if you contact the Florida Bar and change your email during the week, your changes will not be reflected on eCourtesy Submission Service until Friday at noon.