



ROGER D. EATON
Clerk of the Circuit Court and County Comptroller

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716

CHARLOTTE COUNTY E-FILE RULES AND PROCEDURES CIVIL COURT

General:

The file stamp affixed to the e-filing document reflects the date and time it was submitted in the E-Filing Portal.

Choose the document type that best reflects your e-filing submission. Please be aware that not all documents can be e-filed (see below our Do Not E-File listing).

Modifications may be made by the Clerk if a more appropriate docket event is available or more information is needed.

Please do not submit hard copies to our office after e-filing your documents.

Summons:

Effective Monday, April 27, 2015, the Clerk will no longer generate electronic summons for Circuit and County Court case types. Only Small Claims Summons will be issued electronically.

A blank summons must be e-filed for issuance. Once the electronically filed summons request has been received, a deputy clerk will affix their signature and the Clerk seal to an e-filed summons.

Summons will be issued by the Clerk once payment has been received at the E-Filing Portal and the case has been created in our Clerk Civil system.

Once the case has been created, you will need to retrieve the summons and other documents filed with the Clerk through our website (Charlotte County Clerk's Court Records Online) at:

<https://courts.charlotteclerk.com/benchmark/Home.aspx/Search>

This new procedure will allow you to retrieve your issued summonses and complete your service packets faster.

It will be the e-filing party's responsibility to make sure that all appropriate documents are e-filed with the Clerk's office and to attach those documents with the summons when serving (i.e. Foreclosure Mediation Documents and Standing Orders).

These mediation and standing order court documents are available at 20th Judicial Circuit webpage at:

<http://www.ca.cjis20.org/home/charlotte/charhome.asp>



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Do Not E-File - Document Listing:

Original documents such as Wills, Codicils, Surety Bonds, Notes and Mortgages cannot be e-filed and must be filed manually until further standards are adopted by the Florida Supreme Court. Death Certificates are now being accepted.

Currently, we are not accepting Notices of Action, Notices of Sale, certified copies of Foreign Judgment, unsigned Orders or Writs through the E-Filing Portal. All proposed Orders should be sent directly to the assigned Judge.

Unsigned orders will be handled as they are currently until e-Service is available. At this time, the Clerk of the Court is not authorized to accept e-mail service and shall continue to service all parties via postal mail.

All pleadings sent by attorneys that are to be serviced by either Judicial Assistants or the Clerk of the Court, (i.e. Final Judgments, Certificates of Sale, Certificates of Title, Writs, Orders, etc.) must include a service list by the attorney with the physical mailing address for all parties.

These pleadings should be accompanied by the correct number of copies to be conformed by the Clerk of the Court and the appropriate number of envelopes with the correct pre-paid postage amount.

Correction Queue:

If there is an issue with your case or pleading, the e-file transaction will be moved to a Correction Queue. You will be notified via email the reason the transaction is unacceptable.

You will have 5 business days to correct and resubmit your e-filing. If accepted, it will retain the original file stamp date.

If you take no action in this time period, the filing will be moved to an inactive queue and will no longer be available for correction.

Support:

For more information on Florida statewide standards for electronic filing, visit:

http://www.flcourts.org/gen_public/technology/e-filinginfostatus.shtml

For technical support with the Florida Courts E-Filing Portal website, please contact 850-577-4609 or email at support@myflcourtaaccess.com.

To gain access to the Charlotte County Clerk's Court Records Online for viewing and printing case documents, please contact 941-505-4848 or email at helpdesk@CharlotteClerk.com.

For e-file business procedural rules regarding Civil pleadings, please contact 941-637-2279 or visit www.CharlotteClerk.com to check for the latest updated Charlotte County Clerk's e-file information.

Last Updated January 31, 2017