



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

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

CHARLOTTE COUNTY EFILE RULES AND PROCEDURES CRIMINAL COURT

General:

All attorney filings are mandated to electronically submitted October 1, 2013.

The file stamp affixed to the eFiling document reflects the date & time it was submitted in the eFiling Portal. Please keep in mind it is not an official part of the record until the Clerk has docketed it in the Clerk's case maintenance system.

The Clerk's Office will only review, accept, and complete the documents within normal business hours: Monday through Friday 8am – 5pm.

Choose the Category from the FCCC Standard Criminal Code List that fits the document group you are eFiling, and then select the Code Description for that document. Many of the codes may not be available at this time in E-Portal, but may be activated at a later date. Select the most appropriate docket event that best describes your pleading. Modification of the Standard Description code is permitted if a more appropriate docket code is available or if more information is needed for the description. Make sure you separate the documents under each case type to the code description.

E-filed documents must be WordPerfect, PDF or Word97 or newer.

All documents submitted should have the appropriate signature as required by Florida Rule of Judicial Administration Rule 2.515.

The ePortal requires you to pick the party you are filing on behalf of, aka your client/agency only. Do not add yourself as attorney.

Documents with multiple case numbers must be individually filed by each case number.

Pleadings submitted within 48 hours of a scheduled court appearance may not be available for viewing by the Court.

Notice of Filing Confidential Information within Court Filing and Notices of Filing should be filed separate from the pleading they reference. The only exception is when the attachment belongs to a different case or has no case identifying information.

Documents submitted that are not originals should be labeled as "copy".

At this time criminal documents are accepted on existing cases only, we do not accept new cases at this time.

The Clerk's office will do their best to have the emergency documents available in the case maintenance system and viewable on the Clerk's website. Please check the emergency box when filing in ePortal.



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Civil Traffic:

For Civil Traffic documents/pleadings, a court date will not be scheduled if an active suspension (D6) is present on the case. Payment with the Clerk's office is still required after the filing is "accepted" by the clerk.

Motions to Consolidate Civil Citations with a Criminal Traffic or Misdemeanor case should be filed in the Civil Traffic Case. The Order should have the Civil Traffic case number with reference to the Criminal Traffic/Misdemeanor case number. Do not eFile the Order; send that to the Civil Traffic Judge for signature.

Do not eFile:

Proposed orders should not be eFiled at this time.

Documents that do not have case numbers and defendant name.

Demand for Speedy Trial.

Correction Queue:

If there is an issue with your case or pleading will not be accepted by the Clerk and will be moved to an ePortal Pending Queue. We will add the reason why it is unacceptable that you receive will via email.

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

If no action/correction is taken in this time period, the filing will be removed and will not be processed. It will be necessary to submit a new ePortal filing with the corrected pleading attached.

If you are using alternative email for eFiling please remember to check them for any documents that may go to the pending queue.

Other:

If you need copies of any submitted document or pleading it is your responsibility to print your copy from the website. The clerk will no longer provide and print courtesy copies for any parties or agencies.

Seal/Expunge:

The Petition/Affidavit and Certificate of Eligibility must be eFiled through the ePortal. All cases should have a zero balance prior to the submitting the Order to the assigned Judge.

Payment of the \$42.00 fee is required with the filing of a Petition/Motion to Seal or Expunge. Payment can be made via the ePortal.

Appeals:

A Notice to Appeal should be filed in the lower case number. Subsequent filings should have both the lower and appeals cases number listed on the document.



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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@myflcourtaccess.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 update March 28, 2017