INSTRUCTIONS FOR PARTY NOT REPRESENTED BY AN ATTORNEY

The Florida Rules of General Practice and Judicial Administration2.515 2.516 sets forth specific requirements regarding the filing and service of pleadings in a court case that apply to both attorneys and parties not represented by an attorney ( pro se party or self- represented litigant, SRL).

1. Rule 2.515(b) requires that a SRL must sign any document and state the party’s address; primary e-mail address and secondary e-mail address, if any; and telephone number, including area code. All parties and attorneys are required to file a Change of Mailing or E-Mail Address with the clerk of court if there are changes to either address.
2. Rule 2.516 (b)(1) requires that all documents required or permitted to be served on another party must be served by e-mail, unless the parties otherwise stipulate or the rule provides otherwise.
3. Section (b)(1)(C) requires that a SRL must serve a designation of a primary e-mail address on form 2.602 and also may designate no more than two secondary e-mail addresses to which service must be directed in the proceeding. Unless, a party is in custody or a party has been excused from this requirement by the Clerk of Court upon the filing by a party of a Request to be Excused From E-Mail Service on form 2.601.

If you have an e-mail account we urge you to complete the Designation of E-Mail Address form and file it with the Clerk of Court as this will provide you more efficient and quicker notification of pleadings and orders filed in your case. These forms are attached or can be found in fillable form on the courts website [www.ca.cjis20.org/home.aspx](http://www.ca.cjis20.org/home.aspx) under the Programs and Civil Case Management tabs and the Lee Clerk of Courts website at [www.leeclerk.org](http://www.leeclerk.org), in addition to other forms for use in court cases. The Rules of Court in their entirety can be found on the Florida Bar website at [www.floridabar.org](http://www.floridabar.org). There are instructions to e-file documents on the Clerk of courts website