

E-Filing Resources for Self-Represented Litigants

- This video will show you how to set up your own account as a self-represented litigant: <https://www.youtube.com/watch?v=I6gB9xGQL-0>
- E-filing is the fastest, most convenient and most reliable method for ensuring that your documents make it into the Court File.
- All self-represented parties should include a **valid email address** on all court filings, and should further check to ensure that court documents are not ending up in spam or junk folders. Many rights in County Court are highly time-sensitive, and if you do not promptly receive our communications, you may lose your opportunity to protect those rights.
- An added benefit of e-filing is that you will receive instantaneous copies of everyone else's filings via email, keeping you informed on your case at all times, even if you change your physical address.
- All motions and correspondence should make clear that copies of same have been sent to all other parties. Said notation should be specific, and should include the details of where/how such copies were sent (e.g. to John Doe at 123 Elm Street, Naples, FL 34112 or to John Doe at jdoe1234@aol.com). It is NOT appropriate to note simply, "copies sent to all counsel of record" or "copies sent to all parties via the e-portal." Insufficient specifics as to the delivery of your document to all parties may result in your motion being delayed while you re-send it with proper notations as to service.