

CHARLOTTE COUNTY FELONY, CRIMINAL, AND PROBATE ELECTRONIC
SUBMISSION OF ALL PROPOSED ORDERS FOR
JUDGE CUPP AND JUDGE MASON
EFFECTIVE MARCH 16, 2021 (Revised 11/16/22)

Beginning on March 16th, 2021, ALL proposed orders must be submitted electronically via the Florida Courts E-FILING PORTAL. A grace period of thirty (30) days will follow March 16th, 2021, during which period the submission of proposed paper orders will continue to be accepted by delivery to Judge Cupp or Judge Mason. This grace period ends April 16th, 2021, ALL Proposed Orders (with very few exceptions) must be submitted through the Florida Courts E-Portal.

BASIC/GENERAL RULES

- 1. ALL SUPPORTING DOCUMENTS MUST BE FILED FIRST WITH THE CLERK: Please verify the assigned Judge by checking the Clerk's Benchmark System.** To preserve the efficiency of the Court's workflow, please immediately submit your supporting documents **DIRECTLY** to the Clerk's Benchmark E-filing System. In most cases this will take no more than 2-3 business days for the Clerk to process the document and make it viewable. In some cases a longer delay will be necessary. **Do Not e-file the Proposed Order until the supporting document(s) are viewable on the Clerk's Site.**

- 2. THE E-FILING PROCESS AND CLERK ACCEPTANCE OF E-FILED DOCUMENTS:** When you E-file a document through the E-Filing Portal, the document is not viewable to a user of the system including attorneys, judges and judicial assistants. The attorney's receipt acknowledgment by the E-Filing Portal only confirms that the Portal has received the document. The Portal transfers the electronic document to the Clerk's Office internal case maintenance system. Finally, the Clerk must formally accept the document into the Clerk's case maintenance system to make the document viewable to users. The Florida Courts E-Filing rules give the clerks three days to complete those steps. **Additional days may be required if the document does not comply with the E-Filing rules. To preserve the efficiency of the Court's workflow please submit your stipulations and motions DIRECTLY to the Clerk's E-filing system.**

ELECTRONIC SUBMISSION OF PROPOSED ORDERS

- 3. Document Format:** All electronically submitted proposed orders **MUST** be submitted to the Court utilizing recent versions of Microsoft Word. No other formats will be accepted at this time.

All Proposed Orders requiring the Clerk to provide certified copies, i.e. Transport Orders, must include language in the proposed order directing the Clerk to furnish the copies to the appropriate parties.

- 4. Designation of E-mail Address (Pro Se)** Counsel are encouraged to request that pro se litigants and unrepresented interested parties who must be served with the orders agree to receive their copies by E-Service via the E-Filing Portal. "The Court may serve any order or judgment by E-mail to all attorneys who have not been excused from E-mail service and to all parties not represented by an attorney who have designated an E-mail address for service." Rule 2.516(h)(1), Fla. R. Jud. P. Reducing the number of mailed hard copies that must be physically served will save time and money for law firms and the court.
- The procedure for serving by Portal E-Service parties not represented by an attorney is set forth in Rule 2.516(b)(1)(C), Fla. R. Jud. P. which provides "any party not represented by an attorney may serve a designation of a primary e-mail address and also may designate no more than two secondary e-mail addresses to which service must be directed in that proceeding by the means provided in subdivision (b)(1) of this rule. If a party not represented by an attorney does not designate an e-mail address for service in a proceeding, service on and by that party must be by the means provided in subdivision (b)(2) of this rule."
- 5. No Designation E-mail Address** In cases where an unrepresented party or interested person has not designated an e-mail address pursuant to the Rule, the Court will print copies of electronically signed orders and mail them. Stamped addressed envelopes must be furnished by the attorney who submitted the proposed order. Since the judicial software will not be retrieving service information from the Portal for these pro se individuals, it will necessary for the Attorney submitting the Proposed Order to include the name and address of the unrepresented party or interested person to be served by mail on the bottom of the document.
- 6. Copy Opposing Counsel with the E-mail** Copy opposing counsel with the Proposed Order and pro se parties/interested persons who must be served and who have designated an e-mail address or by mail if there is no designated email address.

Proposed Orders must be submitted via the Florida Courts E-Filing portal at <https://www.myflcouraccess.com/default.aspx>.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

Pleading on Existing Case

File Documents to Multiple Cases

File Same Document to Multiple Cases (No Fees)

Proposed Documents to Judiciary

[Read more about courts accepting Proposed Documents](#)

Charlotte

Appellate Court

Case Number Pending

Case Initiation

Pleading on Existing Case

File Now

1. For E-Filing technical support please contact Florida Courts E-filing Portal at (850) 577-4606 or <https://www.myflcouraccess.com/Common/UIPages/Contactus.aspx>.
2. For ALL Clerk/Benchmark/Court Records related Issues **ONLY**: Clerk’s Office Criminal Courts Director Michelle DiBerardino at Michelle.DiBerardino@charlotteclerk.com