

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA  
ADMINISTRATIVE ORDER NO. 1.07

**E-MAIL AUTHORIZATION AND ENVELOPES**

**In order to** consolidate the procedures for distribution of orders, judgments, and other documents by the court via electronic transmission and for distribution of printed orders, judgments, and documents by the court as an alternative to electronic transmission,

**IT IS ORDERED:**

**E-MAIL AUTHORIZATION**

**1.** Attorneys and “parties representing themselves” who are to receive or be served with notices, court orders, judgments and other court documents pursuant to the Florida Rules of Court may elect to receive their respective copies of notices, court orders, judgments, and other court documents by e-mail service rather than US Mail. Attorneys and parties representing themselves who wish to make this election shall complete the Eighth Judicial Circuit approved form for e-mail consent with a current e-mail address for this service and file the form with the clerk of court.

**2.** The clerk of court shall maintain the consent and e-mail addresses of the attorneys and “parties representing themselves” as follows:

**(a)** In Alachua County attorneys may provide authorization and consent for e-mail service of court-related documents by updating/initiating their LINDAS account with the clerk of court, or by filing an individual consent form in each case they are attorney of record.

**(b)** In the Regional Counties attorneys may provide the authorization and consent for e-mail service of court related documents by completing the approved Eighth Judicial Circuit form and submitting it to the clerk of court for filing in each case they are attorney of record for a party.

(c) In all counties “parties representing themselves” may provide the authorization and consent for e-mail service of court related documents by completing the approved Eighth Judicial Circuit form and filing this with the clerk of court in each case they are a party.

3. Attorneys or “parties representing themselves” shall ensure that the information contained in the form is current and accurate. Attorneys or “parties representing themselves” further agree to notify the respective clerk of court in writing of any changes to the information and or electronic address(s) on file.

4. The “E-mail Authorization” section of this administrative order is limited to court and/or clerk of court e-mail to attorneys or to the parties.

#### **ENVELOPES**

5. Members of the Bar shall furnish pre-addressed,\* stamped envelopes which are without return address, with all pleadings, judgments, orders, or other documents which are prepared by members of the Bar and intended for distribution by the Court, together with the correct number of copies and envelopes for conforming.

6. If a member of bar provides the court with metered envelopes, the metered envelopes must be in compliance with all applicable postal laws and regulations. *See, e.g.,* Mailing Standards of the United States Postal Service, Domestic Mail Manual 604.4.4.2. and Quick Service Guide 507c.

7. Parties who do not provide the court with the correct number of copies and corresponding pre-addressed, stamped envelopes shall not receive conformed copies from the court by mail. Parties may elect to receive conformed copies by electronic delivery or by inter-office mail in lieu of providing envelopes.

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\* Pre-addressed for all counsel or *pro se* litigants listed in the certificate of service.

This administrative order consolidates and supersedes prior Administrative Orders 1.590(A), entitled "Envelopes for Distribution of Conformed Copies and Other Documents Provided by the Court" dated May 28, 2010, and 1.593, entitled "E-mail Authorization and Consent of Court Related Documents" dated July 26, 2011.

**ORDERED ON** this 5<sup>th</sup> day of October, 2012.

A handwritten signature in blue ink, appearing to read "Robert E. Roundtree, Jr.", written in a cursive style.

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Robert E. Roundtree, Jr., Chief Judge