



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

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To: All Attorneys filing pleadings and court records
From: R.B. "Chips" Shore
Re: New E-filing process

March 14, 2008

At a recent meeting of the Supreme Court's Florida Courts Technology Commission (FCTC), Justice Cantero stated that the number one technology priority of the Court is the implementation of electronic filing in all of the Florida Courts. I have undertaken some steps to make this process easier for you.

The use of SLASH "S" for signatures of attorneys filing electronically: For some time, e-filing has been required in the federal courts and attorneys are permitted to sign pleadings by using "/s" typed above the traditional signature line. I asked the Supreme Court to approve this method of signature and the Court authorized the FCTC to address and decide this issue. The FCTC approved this method which is provided in the attached letters. Now instead of having to print-sign-scan your wet signature, pleadings electronically filed in Manatee may be signed using type as follows:

/s _____
Attorney name
Address
Tel.
Bar number
Attorney for

This simple method of signing allows you to convert a Word document directly to a .PDF without printing-signing-scanning. It has proven highly successful in the federal courts.

We are also working on a process we call "One-Button E-filing" which will employ a method for you to complete the e-filing process by selecting a tab on Word and confirming your intent to e-file with a one-button confirmation. In essence instead of clicking the print button you click the e-file button. This will eliminate all the steps our case maintenance system requires for searching and selecting the case and browsing for your filing. We should have this in testing and should be out for implementation within a month. We will notify you by e-mail.

All of us are facing times of strained budgets and my office is not immune from this. So anything we can do to be more efficient we should all embrace. Using e-filing saves an enormous amount of time for both of our staffs and gets the record on our access system much quicker, thus allowing the courts quicker access and eliminates us all from carrying files to the courtrooms.

I am asking you to please consider e-filing your records and I thank those of you who are. All current subscribers should be set up for e-filing, but if you need assistance with e-filing or need to have a subscription account to set this up, please email servicedesk@manateeclerk.com. If you need help, we will walk you through it or come to your office to help you get set up.

As always thanks for your support.