

IN THE CIRCUIT/COUNTY COURT OF THE FOURTH JUDICIAL
CIRCUIT IN AND FOR CLAY COUNTY, FLORIDA

Plaintiff,
vs.

CASE NO.:
DIVISION:

Defendant.
_____ /

**DESIGNATION OF E-MAIL ADDRESS BY A PARTY NOT
REPRESENTED BY AN ATTORNEY**

Pursuant to Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(c),
I, _____, designate the e-mail address(es) below for electronic
service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send
copies of notices, orders, judgments, motions, pleadings, or other written communications to me
by e-mail through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and the opposing party or parties notified
of my current e-mail address(es) and that all copies of notices, orders, judgments, motions,
pleadings, or other written communications in this case will be served at the e-mail address(es) on
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mail _____ Hand-delivered to the Clay County Clerk of Courts and

_____,
(Other parties name/address)
this _____ day of _____, 20_____.

Signature

Printed name

E-mail address

Address

Phone number