



## Portal Document Submission Standards

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### **Documents Filed Through the Portal**

The following are guidelines as defined in Rules of Judicial Administration 2.520 to follow when preparing documents to file electronically through the Portal:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is prohibited
- Documents shall be filed in a format capable of being electronically searched and printed
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents should be filed
- OCR scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process
- Deviation from these guidelines may result in the submitted filing being moved to the Pending Queue by the Clerk with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

### **Electronic Submission of Documents Outside the Portal**

- For documents that exceed the 50MB file size limit or whose dimensions exceed the 8 ½ by 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399. Direct any questions regarding submitting documents outside the Portal to your local Clerk's Office.



### **Original Documents**

- Documents that must be maintained in original form shall be electronically filed through the Portal to create the case but must then be deposited with the Clerk and maintained for safekeeping as defined in SC11-399.