

IN THE CIRCUIT COURT, IN AND FOR ESCAMBIA COUNTY, FLORIDA

Plaintiff/Petitioner

Vs.

Case Number: _____

Division: _____

Defendant/Respondent

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

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 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 or 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
record at the clerk's office.

Primary e-mail address: _____

Secondary e-mail address (if any): _____

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to (insert name(s) and address(es) of parties used for
service)

_____ by _____
on (insert date) _____.

Signature of Party

Signature: _____

Email Address: _____

Print Name: _____

Phone Number: _____

Address: _____
