

Office of Paula S. O'Neil Clerk & Comptroller Pasco County, Florida

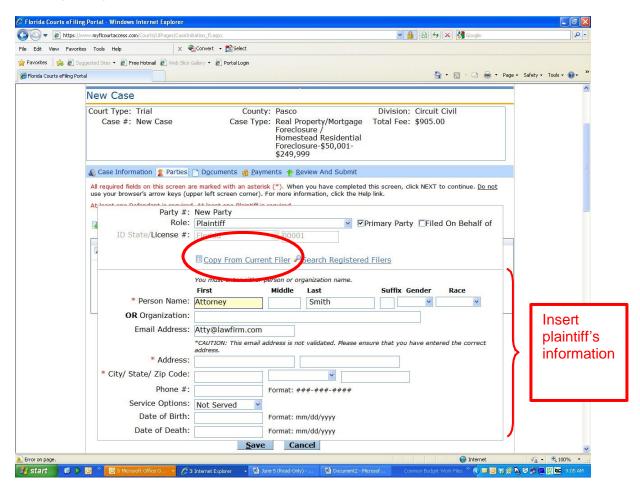
eFiling Reminders For Filers in Circuit Civil, County Civil, Small Claims and Family

- Do not attach attorneys as primary parties (Plaintiff/Defendant). See attached screen print for example.
- Do not include a/k/a, etc. to primary parties. See attached screen print for example.
- Do not use punctuation in party name (hyphens, apostrophes, etc.).
- Add all parties, not just the main Plaintiff and Defendant.
- Count the number of parties for indexing and the number of defendants for proper fees to be calculated. Insert the numbers in the appropriate field in the *Additional Fee Options* area. See attached screen print for example.
- Select the correct *Document Type* when eFiling your pleadings.
- Correct the pleading placed into the pending queue. Do not re-eFile the pleading.
- Do not submit proposed Orders and blank Summonses through the ePortal. Follow local Administrative Order 2013-017, see paragraphs 8 and 9.

Foreclosure Case Types

- When eFiling a Motion to Cancel and Reschedule Foreclosure Sale, place a check mark in the *Emergency Filing* box. See attached screen print for example.
- eFile Form A or Form B on new cases as required by AO 2012-002.
- Provide stamped, addressed envelopes for Certificates of Sale, Certificates of Disbursement, and Certificates of Titles.
- Submit Certificates of Titles in paper form directly to the Clerk & Comptroller's Office pursuant to local Administrative Order 2013-017, see paragraph 2.

Primary Party Information



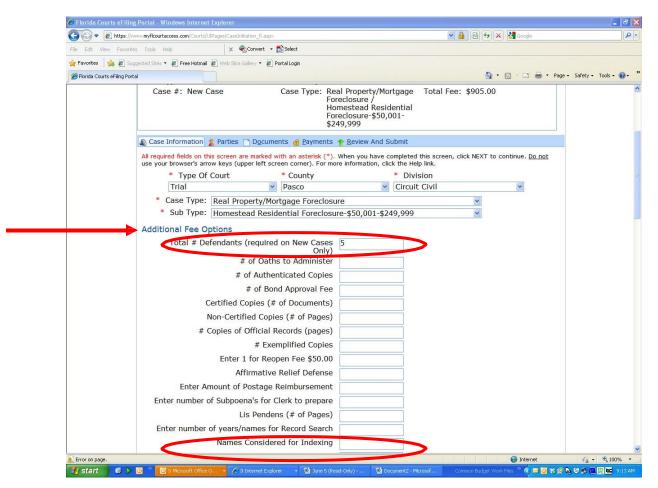
When filling in plaintiff's information, do **NOT** click on *Copy From Current Filer*. Doing so will insert the attorney's information in the plaintiff's fields.

Party Names

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Do NOT include a/k/a, n/k/a, or d/b/a to party names. The Clerk & Comptroller's Office will insert it by looking at the style of the pleading when the new case is created.

Calculating Fees



Count the number of parties for indexing and the number of defendants for proper fees to be calculated. Insert the numbers in the appropriate field in the *Additional Fee Options* area.

Motion to Cancel and Reschedule Foreclosure Sale

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When filing a Motion to Cancel and Reschedule Foreclosure Sale, place a check mark in the *Emergency Filing* box.