

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2013-029 PA-CIR

**RE: E-FILING IN COUNTY CIVIL, COUNTY SMALL CLAIMS, CIRCUIT CIVIL,  
CIRCUIT CIVIL APPELLATE, AND FAMILY LAW DIVISIONS –  
PASCO COUNTY – AMENDMENT ONE**

Administrative Order 2013-017 is being amended to expand the list of original documents that must be filed with the Clerk of the Circuit Court and to cross-reference Administrative Order 2013-027, which addresses confidential information in proposed orders and proposed judgments.

In accordance with Article V, §2, Florida Constitution, Rules of Judicial Administration 2.215 and 2.525, and section 43.26, Florida Statutes,

**IT IS ORDERED:**

**Administrative Order 2013-017 is amended as follows:**

Paragraph 2. is amended to read:

2. The following documents may be scanned and e-filed; however the original must be submitted to the Pasco Clerk of the Circuit Court:
  - a. Affidavits
  - b. Bonds
  - c. Certificates of Title
  - d. Death certificates
  - e. Deeds
  - f. Mortgages
  - g. Notices of Action
  - h. Promissory Notes
  - i. Wills
  - j. Writs
  - k. Consents for adoption
  - l. Affidavits of Nonpaternity
  - m. Any other document specifically ordered by the Court
  - n. Any other document required by Florida law to be filed in its original form.

Paragraph 8. is amended to read:

8. Proposed orders, proposed judgments, letters, or correspondence directed to a judge may not be electronically filed through the E-Filing Portal but must be submitted according to the Court's directions. Other than new requirements for preparing proposed orders and proposed judgments that contain confidential information as detailed in Administrative Order 2013-027, the procedure for submitting proposed orders and proposed final judgments to the Court is not changing at this time. Attorneys should continue to provide hard copies to the Court, including sufficient copies for conforming, and stamped, addressed envelopes for distribution of orders.

Paragraph 21. is amended to read:

21. The Clerk must continue to receive the following documents in original form:
- a. Affidavits
  - b. Bonds
  - c. Certificates of Title
  - d. Death certificates
  - e. Deeds
  - f. Mortgages
  - g. Notices of Action
  - h. Promissory Notes
  - i. Wills
  - j. Writs
  - k. Consents for adoption
  - l. Affidavit of Nonpaternity
  - m. Any other document specifically ordered by the Court
  - n. Any other document required by Florida law to be filed in its original form.

When original documents are submitted at a hearing the Clerk must retain the original documents in accordance with existing retention schedules.

All other terms and conditions of Administrative Orders 2013-017 and 2013-021 remain in full force and effect.

**DONE AND ORDERED** in Chambers, Clearwater, Pinellas County, Florida this \_\_\_\_ day of June 2013.

ORIGINAL SIGNED ON JUNE 25, 2013  
BY J. THOMAS MCGRADY, CHIEF JUDGE

cc: All Judges  
The Honorable Lisa Munyon, Chair, Florida Courts Technology Commission  
The Honorable Bernie McCabe, State Attorney  
The Honorable Bob Dillinger, Public Defender  
The Honorable Paula S. O'Neil, Clerk of the Circuit Court, Pinellas County  
The Honorable Chris Nocco, Sheriff, Pinellas County  
Gay Inskeep, Trial Courts Administrator  
Ngozi Acholonu, Assistant Regional Counsel  
Kimberly Collins, Director of Criminal Courts, Pasco County Clerk's Office  
Myriam Irizarry, Chief Deputy Director, Pinellas County Clerk's Office  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties