

E-Filing Becomes Mandatory in Pasco County

In an effort to further move litigants who do business in Pasco County toward a comprehensive electronic filing system, by having them e-file documents as opposed to filing paper versions, Chief Judge Anthony Rondolino issued two administrative orders on Monday, March 28, 2022.

In one, he instructs all attorneys to e-file all documents and pleadings in all divisions with few exceptions. To read about those exceptions, it is best to read the administrative order in its entirety by clicking [here](#). For instance, there are types of documents which may be scanned and filed but with the original submitted to the clerk. And all pleadings and documents must be e-filed through the Florida Courts E-Filing Portal (Email is not allowed). Parties who are not represented by attorneys, often called pro se, are not required to e-file, but if they do, they are held to the same standards as attorneys. In the second administrative order, Judge Rondolino spells out when the Pasco County Clerk of the Circuit Court has to create paper files and when she does not. For instance, the clerk is not required to create paper case files in new cases, with some exceptions. To read about those exceptions, it is best to read the administrative order in its entirety by clicking [here](#). In existing cases, the clerk is not required to maintain the paper case file if it has been fully converted to an electronic case file that is maintained by the clerk and available to the court. Again, there are exceptions. For instance, the Pasco clerk is required to create and maintain paper case files in county to circuit criminal appeals, and cases where the death penalty has been imposed.

Another major outcome of this administrative order is that the clerk will no longer be required to use File & Serve Xpress for e-filing in probate cases; the Judicial Automated Work Flow System (JAWS) will be used instead. “Maintaining a dual court case file system of paper and electronic case files is an inefficient process and financially burdensome for the Clerk,” Judge Rondolino’s order reads. “Therefore, the Court and Clerk agree to move forward cooperatively and expeditiously to implement electronic court files.”