



# ePortal Law Firm Registration Form

**Cindy Stuart**

Clerk of the Circuit Court

13<sup>th</sup> Judicial Circuit

Tampa, FL 33602

The Law Firm Administrator Security allows the user to update the firm's account, reset firm's user password, inactivate attorney accounts and add additional attorney accounts to the firm. A law firm should consider having an alternate administrator to cover leave time, self audit and manage workload.

**Instructions:** Use this form to establish a law firm account and designate an attorney from within your firm to serve as the Account Administrator. **Please fill out the Registration form online, or print clearly, or type.** Send the completed Registration form to: [LawFirmRegistration@hillsclerk.com](mailto:LawFirmRegistration@hillsclerk.com)

**Law Firm Information:** The fields in this section are required to establish your ePortal Law Firm Account.

Law Firm Name: \_\_\_\_\_

Law Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Law Firm Telephone # \_\_\_\_\_

Law Firm Primary Email Address: \_\_\_\_\_

Law Firm Alternate Email Addresses (optional): 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Add an Existing Attorney as Administrator:** Complete this section if the attorney is registered in the ePortal.

Attorney's Name (as it appears with the Florida Bar): \_\_\_\_\_

**Law Firm Account Administrator Information:** Complete this section if the attorney is not registered in the ePortal.

Law Firm Administrator's Name: \_\_\_\_\_

Administrator's Primary Email Address: \_\_\_\_\_

Administrator's Alternate Email Addresses (optional): 1) \_\_\_\_\_ 2) \_\_\_\_\_

Administrator's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Administrator's Telephone # \_\_\_\_\_

Authorizing Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Clerk of Circuit Courts Use ONLY:**

User ID Created: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_