

## INSTRUCTIONS FOR DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

### When should this form be used?

This form should be used to inform the Clerk and the other party of your current mailing and e-mail address(es) or any change of address. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney may choose to designate e-mail address(es) for service. A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the exclusive means of service.

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the Clerk, and serve a copy on any other party or parties in your case.

### What should I do next?

This form should be typed or printed in black ink. After completing this form, you should file the original with the Clerk of the Circuit Court and keep a copy for your records. A copy of this form must be served on any other party in your case. Service must be in accordance with Florida Rule of Judicial Administration 2.516.

### IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

### IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

The Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

**IN THE CIRCUIT/COUNTY COURT OF THE THIRTEENTH JUDICIAL CIRCUIT,  
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA**

\_\_\_\_\_  
Plaintiff/Petitioner

Case Number: \_\_\_\_\_

vs

Division: \_\_\_\_\_

\_\_\_\_\_  
Defendant/Respondent

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS**

I, *(full legal name)* \_\_\_\_\_, certify that  
my current mailing address is: *(Street)* \_\_\_\_\_  
*(City)* \_\_\_\_\_, *(State)* \_\_\_\_\_, *(Zip Code)* \_\_\_\_\_  
*(Telephone Number)* \_\_\_\_\_ *(Fax Number)* \_\_\_\_\_

I designate as my current e-mail address(es): \_\_\_\_\_  
\_\_\_\_\_

**I understand that I must keep the Clerk's Office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the Clerk's Office.**

I certify that a copy of this document was  e-mailed  mailed  faxed  hand-delivered to the person(s) listed below on *(date)* \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Completing Form