



Dear Point & Click: Answers to Technical Questions

Dear Point and Click,

I have a deadline to file a document and I am unable to access the Court's CM/ECF System. What do I do?

Local Rule 5001-2(b) (<http://www.flmb.uscourts.gov/localrules/Rules/5001-2.pdf>) provides that: "If CM/ECF is inaccessible, an Electronic Filing User's system is inoperable, or an emergency requires the paper filing of a document to meet a filing deadline, the Court will permit the after-hours filing of paper documents by facsimile. Non-Electronic Filing Users are also permitted to file paper documents by facsimile after hours to meet filing deadlines."

In addition, information to the Court's After Hours Filing Procedure can be found through the following link:

<http://www.flmb.uscourts.gov/proguide/documents.asp?ID=114>

This procedure shall only be used for the sole purpose of filing papers after Clerk's Office public hours of operation of 8:30 a.m. to 4:00 p.m. or when the CM/ECF System is unavailable. This procedure is not to be used as a convenience to any party. Accordingly, any paper received by facsimile between the hours of 12:01 a.m. and 4:00 p.m. on any business day will be discarded.

1. The first page and the signature page must be received by facsimile no earlier than 4:01 p.m. EST and no later than 12:00 a.m. [midnight] EST. **Only send these two pages of the document. If more than one document, send first and signature page of each document.**
2. The original document together with any required filing fee must be received and time stamped by the Clerk's Office no later than 12:00 p.m. [noon] EST on the following business day. Any paper received after midnight to 4:00 p.m. on a workday will be discarded

Court Connection
Volume No. 8 – Issue No. 2
April 2019

3. Upon receipt of the timely filed original document and required filing fee, the Clerk will file-stamp the document as if having been filed as of the date and time the faxed copied was received.
4. If the original document is not received timely, the Clerk will note the fact and the facsimile will have no force or effect.
5. The Clerk's Office will not assign a case number or adversary number to a document until the original is filed with the Court. The Clerk will not acknowledge the filing of the document to any creditor or other party until the original is filed.
6. Documents filed under the above procedures will be deemed filed on the date and at the time printed on the document by the facsimile machine in the Clerk's Office.

Tampa Facsimile Telephone Number – (813) 301- 5192
Orlando Facsimile Telephone Number – (407) 237-8005
Jacksonville Facsimile Telephone Number – (904) 301-6494