

After Hours Filing Procedure

Docketing Event N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

[Local Rule 5001-2](#)

Fee: Certain motions may require filing fees.

Applicable Chapters: 7, 11, 12, 13.

Implemented: 3/15/2012

Last Revision: 9/28/2017 12:06:36 PM

Description

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, [Local Rule 5001-2](#) explains how paper documents may be filed after hours.

This procedure shall only be used to file papers after the Clerk's Office public hours of operation of 8:30 a.m. to 4:00 p.m. This procedure is not to be used as a convenience to any party. Any paper received by facsimile after midnight to 4:00 pm on a workday will be discarded.

The first page and the signature page must be received by facsimile no earlier than 4:01 p.m. eastern standard time and no later than midnight eastern standard time. **Only send these two pages of the document. If more than one document, send first and signature page of each document.**

The complete original document with any required fee must be received and time stamped by the Clerk's Office or filed electronically using CM/ECF no later than 12:00 p.m. eastern standard time on the Court's next business day. The filer should notify the Clerk's Office of the previous day's initial two page transmission.

Upon receipt of the original document and fee, if any, the Clerk's Office will stamp the following notation on the document:

"This document is deemed filed on _____ pursuant to Local Rule 5001-2 governing after-hours filing"

If the original document is not received timely, the Clerk's Office will note that fact, and the facsimile will have no force or effect.

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's Office will not acknowledge the filing of the document to any creditor or other party until the original is filed.

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