

Emergency Matters Alert Notification to Clerk's Office – Electronic Case Filing Only

Docketing Event N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

[Local Rule 9004-1\(e\)](#)

[Local Rule 5001-2](#)

Fee: N/A (however, certain motions accompanying the Alert Notification may require a filing fee)

Applicable Chapters: 7, 11, 12, 13

Implemented: 9/29/2017

Last Revision: 11/14/2017 10:00:37 AM

Description

This procedure is for attorneys filing papers electronically via CM/ECF. Non-represented parties must file their items in paper at the Court and do not need to complete this notification form. Non-represented parties who have an emergency to file after-hours may look to [Local Rule 5001-2](#) for the after-hours filing procedures.

For attorney users filing via CM/ECF, please fill in all fields in the notification form linked below to alert the Clerk's Office that you are filing an emergency motion or paper with the Court. The only matters that should be the subject of the notification form are motions or papers that have been electronically filed requesting an emergency hearing in accordance with [Local Rule 9004-1\(e\)](#). Please note that Local Rule 9004-1(e) requires, among other things, the filing of a [Certification of Necessity](#) that sets forth sufficient facts justifying the need for a hearing on an emergency basis.

Be sure that a confirmation message appears after submission of the notification form. There is no need for additional phone calls or emails to the Clerk's Office. If your matter is determined not to be an emergency, it will not be treated as such, and you will not be notified. For questions regarding case information, please contact the Case Administrator.

Please note: If CM/ECF is not accessible, the filing user will be allowed to fax the complete emergency document to the Clerk's office after 4:00 p.m. eastern standard time. The fax should contain proof that the system is not accessible (like a screen shot). The Clerk's office will docket the fax as an original.

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

Please click [here](#) for the link to the on-line notification form.

Forms

[Certificate of Necessity](#)