

FILING OPTIONS FOR SELF-REPRESENTED PARTIES WHEN THE CLERK'S OFFICE INTAKE COUNTER IS CLOSED

If you are a self-represented (pro se) filer, you can use the following methods to submit papers and preserve a file date for the categories of documents identified below:

Filing methods:

- Use the **drop box** *during hours when the courthouse is open to the public* (8 a.m. to 5 p.m.). The drop box will allow you to date/time stamp the document before you deposit it in the box. Drop boxes are located at:

Jacksonville	Orlando	Tampa
300 N. Hogan Street	400 W. Washington Street	801 N. Florida Avenue
Third Floor	First Floor	Fifth Floor
Jacksonville, FL 32202	Orlando, FL 32801	Tampa, FL 33602

- Submit filings **by fax** in accordance with [Local Rule 5001-2](#) and the Court's [After-Hours Filing Procedures](#).
Visit <https://www.flmb.uscourts.gov/localrules/Rules/5001-2.pdf> to access Local Rules and Procedures.
Documents filed by fax will be deemed filed on the date and at the time printed on the notification that is auto-transmitted to the Clerk's Office.
 - Jacksonville Fax Number: 904-301-6494
 - Orlando Fax Number: 407-237-8005
 - Tampa Fax Number: 813-301- 5192

Document categories:

- Filings that result in the issuance of a new case number (e.g., bankruptcy petitions, adversary proceeding complaints, and documents that initiate a miscellaneous proceeding)
- Filings that satisfy a deadline that requires filing action; and
- Filings that seek to continue a deadline that expires on the current day.

Documents submitted via drop box or fax will be processed the next business day that the Clerk's intake counter is open. **New case numbers and evidence of filing bankruptcy will not be provided outside of normal business hours (i.e., 8:30 a.m. – 4:00 p.m. local time on days when the Clerk's Office is open).**