

ClerkFAQ

FREQUENTLY ASKED QUESTIONS

A Step-By-Step Guide to e-Filing and ClerkNet



KAREN E. RUSHING
Clerk of the Circuit Court
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SARASOTA COUNTY



e-file and ClerkNet FAQ—Frequently Asked Questions

What type of cases can I file electronically? All civil cases including guardianship and probate may be created and additional pleadings filed with the exception of adoptions, mental health (Baker Acts) and cases sealed by court order; criminal cases (felonies and misdemeanors, including traffic) can also be e-filed.

What type of equipment do I need in order to e-file?

Computer equipment includes Internet Explorer 5.X, 6.X or Netscape 4.0. Internet Service Access via DSL, T1 or Cable will produce optimal results; 56kbs modem will be slower (if documents are multi-paged). For signatures, per Administrative Order AOSC07-63, use of s / as an electronic signature method is accepted for all attorney e-filers in Manatee and Sarasota, FL counties. When combined with the e-filing login and password, s / provides an easy signature method: You no longer need to scan or capture your signature into your computer and apply it to documents.

What methods of payment are accepted? We accept credit card payments, or you can establish an escrow account with the Clerk of the Court. We bill your escrow account monthly. For more information about payment options and processing fees, call 941. 861.7400.

What is ClerkNet? ClerkNet works with the latest software technology, allowing the Clerk to provide attorneys with a secure, searchable database via the Internet. Once an attorney is a registered e-file customer, access to ClerkNet opens a window to all public case files regardless of attorney of record, with the exception of confidential documents.

Log on to the system from any computer with Internet access and you can search by plaintiff/defendant, case number, or case type. With a few mouse clicks, you can see the actual scanned public court documents, follow a timeline or determine where a case stands in the judicial process. You can also subscribe to a “case watch” feature which allows you to register your interest in specific cases, and receive email notification each time new documents are added to that case.

Don't stand in line, go online with
E-file & ClerkNet.

I'm already an e-filer. How do I sign up for ClerkNet? Attorneys with active e-file accounts can go to <https://secure.SarasotaClerk.com> and complete the application. You will receive an email confirmation and instructions once access has been activated.

I don't e-file much. Can I join ClerkNet? Requirements for ClerkNet include maintaining active e-file status, and processing the majority of your filings electronically. Electronic access requires security levels that have been designed to be controlled through the electronic filing component. Only active e-filers will maintain access to the ClerkNet database of court case files.

I'm not an e-filer. Can I use ClerkNet? Access providers must comply with the Supreme Court of Florida's Administrative Order AOSC07-49 (policy on electronic release of court records). The design of the e-file system developed in Sarasota County has placed the security component through the e-filing application, to ensure authentication of the attorney of record for ClerkNet access. To receive all the benefits of ClerkNet, the first step is to register for e-file: Go online to www.SarasotaClerk.com to complete the registration form. Upon registration, validation, and your notifying the office of a password, attorneys can then complete the ClerkNet application.

Are all files available for viewing on ClerkNet? All files within the Sarasota Clerk of Court's case maintenance system are available, with the exception of confidential and sealed records. (Note: Civil case documents prior to 2001, criminal prior to 2002 and any other records that do not fall within the parameters of imaged documents may not be available for viewing).

I think I need some training. Do you offer a class?

The Clerk partners with the Sarasota County Bar Association (SCBA) to offer e-filing workshops. These hands-on sessions will introduce you to electronic filing, including access to documents online, and ClerkNet, which allows access to court case files. Workshops, held several times per year, require pre-registration since space is limited. There is no fee to attend. Workshop schedules are announced in the SCBA's monthly publication *The Docket*, or email scba@acun.com for upcoming training opportunities.

Is there a fee to use ClerkNet? There is no user fee charged to access ClerkNet.

Don't stand in line—
Go online. E-file.



Karen E. Rushing, the Clerk of the Circuit Court and County Comptroller for Sarasota, FL, is pleased to provide electronic filing services for members of the Florida Bar Association. E-filing offers a quick, easy, cost-effective way to file new cases, and to file on existing cases. As active e-filers, attorneys can also apply for access to *ClerkNet*, a service that offers increased access to public case file documents, with the exception of confidential files. Users can access and view a wider range of court records online, from any location with Internet access— office, home or portable device— without having to visit the Clerk's office.

In the past, it was necessary to submit paper and pay a filing fee inside the Clerk's office. With e-file technology, avoid waiting in line or incurring the cost of a courier or mail service: With your Bar Association number, you can file and access cases from any computer with Internet access and get your receipt and case number within minutes. Available to you 24 hours per day, seven days per week. Your need for information doesn't end at 5 p.m., and your time is valuable. E-file is the answer.

“A case viewing program like ClerkNet provides a secure and highly flexible search application to new and existing e-filers.”

—Karen E. Rushing,



The Clerk of the Circuit Court
and County Comptroller
has two offices to serve you:

Main Branch:
Historic Courthouse
2000 Main Street
Sarasota FL 34237

Venice Branch:
**Robert L. Anderson
Administration Center**
4000 S. Tamiami Trail
Venice FL 34293

Hours of Operation:
Monday through Friday
8:30 a.m. to 5 p.m.

941.861.7400
www.SarasotaClerk.com

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Register for e-filing

Complete and return an e-Filing Registration Form to the Clerk of the Circuit Court:

By mail:

P.O. Box 3079, Sarasota, FL 34230-3079

By fax:

941-861-7712 or 941-861-7791

By email:

clkinfo@scgov.net

Escrow Account Information

To set up an escrow account with the Clerk of the Circuit Court, complete and return a Receipt Depositor Escrow Account Application & Authorization Form, with your deposit, to:

Clerk of the Circuit Court
Attn: Fiscal Department
P.O. Box 3079
Sarasota, FL 34230-3079

Register to access ClerkNet

Attorneys with active e-file accounts can request access to ClerkNet, an Internet-based case file database. To register, go to <https://secure.SarasotaClerk.com> and complete the application. You will receive an email confirmation and instructions once access has been activated.

Pursuant to Florida Supreme Court Administrative Order AOSC 07-49: In Re: Revised Interim Policy on Electronic Release of Court Records, ClerkNet access is limited to members of the Florida Bar.