



SHARON R. BOCK
 Clerk & Comptroller
 Palm Beach County

eFiling Portal Law Firm Administrator Account Request

INSTRUCTIONS

Please use this form to request an account for a Law Firm Administrator who will be responsible for creating/maintaining accounts within the firm for e-Filing. Once the form has been completed, please email to:

- Email: efile@mypalmbeachclerk.com

Law Firm Information

Firm's Name:							
Address:		City:		State:		Zip Code:	
Firm's Primary Email Address:							
Telephone Number:	()				

Administrator Information

**Please Note: It is important that maintenance of exempt law firm users be up-to-date. The Clerk's office will contact the administrator if there are any issues.

Attorney Name:							
Attorney Bar Number:							
Address:		City:		State:		Zip Code:	
Primary Email Address:							
Alternate Email Address:							
Telephone Number:	()				
Authorized By (Please Print):				Authorizing Signature:			

CLERK OF COURTS USE ONLY

Date: _____ User ID Created: _____

Processed By: _____ Exemption Approved By: _____ Date: _____
 (Please Print) (Please Print)