

Form 2.601, REQUEST TO BE EXCUSED FROM E-MAIL SERVICE BY A PARTY NOT REPRESENTED BY AN ATTORNEY

Rule 2.516 of the Rules of General Practice and Judicial Administration, SERVICE OF PLEADINGS AND DOCUMENTS, is amended to require self-represented litigants to provide an email address for service of court documents, unless the party is in custody or unless the party is excused by the Clerk because the party declares under penalty of perjury that they do not have an email address or do not have regular access to the Internet. In order for the self-represented litigant to make the declaration of lack of email address or regular Internet access, they must complete this form.

If a pro se litigant is not requesting to be excused from e-mail service, they can use Form 2.602, Notice of Email Designation, to specify up to three (3) email addresses where they would like to receive e-mail service from the court and other parties in their case.

IN THE COUNTY/CIRCUIT COURT OF THE FIFTEENTH JUDICIAL,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Plaintiff/Petitioner,

and

_____,
Defendant/Respondent.

**REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR A PARTY NOT
REPRESENTED BY AN ATTORNEY**

(Name) _____ requests to be excused
pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e- mail
service because I am not represented by an attorney and:

- ☐ I do not have an e-mail account.
☐ I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive
all copies of notices, orders, judgments, motions, pleadings, or other written communications by
delivery or mail at the following address: _____

(Address)

I understand that I must keep the clerk's office and the opposing party or parties notified of
my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I
have read the foregoing request and that the facts stated in it are true.

Dated: _____

Signature: _____

Print name: _____

Phone number: _____

CLERK'S DETERMINATION

Based on the information provided in this request, I have determined that the applicant is
☐ excused or ☐ not excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud.
Admin. 2.516(b)(1)(C).

Dated: _____

Signature of the Clerk of Court: _____

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to the Clerk of Court for Palm Beach
County and (insert name(s) and address(es) of parties used for service) _____

by (delivery) (mail) _____ on (date) _____

(Name of party)

A PERSON, WHO IS NOT EXCUSED, MAY SEEK REVIEW BY A JUDGE BY REQUESTING A HEARING TIME.

Sign here if you want the Judge to review the clerk's determination that you are not
excused from the e-mail service requirements. You do not waive or give up any right to
judicial review of the clerk's determination by not signing this part of the form:

Dated: _____

Signature: _____

Print name: _____