

## Paying for Summons on the E-Filing Portal





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* Type Of	Court * County	* Division
Trial	Palm Beach	County Civil
* Case Type:	County Civil	
* Sub Type:	Eviction (County Civil)	
Additional Fee Options		
Total # Defendants		
Summons to be issued. \$10 each. 2		

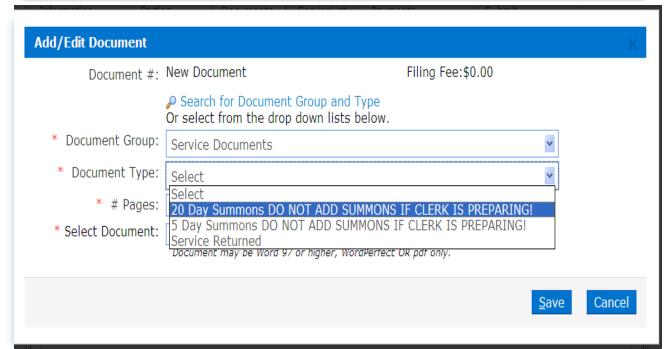
If you are filing a new case that requires the clerk to generate and issue the summons, please follow these steps to add the summons fees to your total filing fee:

On the New Case - Case Information screen, enter the number of summons to be generated by the clerk under the "Additional Fee Options" section.

**NOTE:** If you enter a number here and also upload a summons, you will be charged twice for the summons. All refund amounts of \$10.00 or less will not be automatically refunded without a written request pursuant to F.S. 28.244.



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If you are filing a new case or filing in an existing case and you are uploading summons to be electronically issued by the clerk, please follow these steps to add the summons fee to your total filing fee:

 On the Documents screen, select the appropriate summons type from the document list. The fee will be automatically added to the total.

**NOTE:** If you upload a summons and enter a number of summons to be issued on the Case Information screen, you will be charged twice for the summons. All refund amounts of \$10.00 or less will not be automatically refunded without a written request pursuant to F.S. 28.244.