

Clerk of the Circuit Court

DOCUMENT GUIDELINES FOR ELECTRONIC FILING USING THE ePORTAL

Scanned Document Submittals

1. Imaging Objective:

Where possible, save electronic documents in the PDF format and file that document as opposed to scanning the document. If a document must be scanned, make sure that all "information" on the original document appears on the electronic image.

2. Document Format:

The ePortal only accepts filings in Microsoft Word 97 or above, or PDF file formats. Thus, any scanned file must be converted to one of these formats.

3. Resolution:

Use a scan resolution of 300 dpi to insure legibility without creating excessive file size.

4. Use only black and white setting:

Documents are to be scanned and filed in black and white only. **Color or grayscale documents will not** be accepted.

5. Document orientation:

Scan documents in "**portrait**" and not "**landscape**" orientation, ensuring that the top of the paper document is oriented at the top of the scanned page.

6. Letter size documents:

All documents must be submitted as a letter size document (8 ½ in x 11 in). If the original is legal size, set the scanner to reduce it to letter size.

7. Scanning Documents:

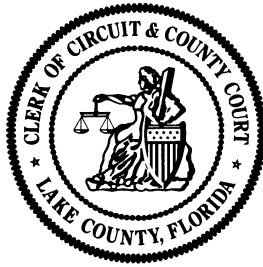
When scanning, use a higher quality scanner. With improvements in scanning technology, most scanners from well-known manufacturers (e.g., HP, Fujitsu, Canon, Panasonic, Xerox, Visioneer) are more than adequate if you only need to scan letters. Many copiers have a scan option that is adequate for scanning most document types.

If you scan death certificates or similar documents, purchase a scanner with specialized firmware or software such as Kofax Virtual ReScan (VRS) that removes document noise and sharpens document content. Scanners from several manufacturers can be purchased with these tools. When scanning a death certificate, the "Void" watermark should not appear on the scanned image.

All document "information" should be present and legible on the scanned image (in particular items such as a notary seal). If information is not legible, use the scanner's software to adjust the image settings. If you still have difficulties, try copying the original on your office copier to create the best grayscale image, and then scan the copy as a black and white image.

Neil Kelly

*Clerk of the Circuit Court • County Court • Board of County Commissioners
550 West Main Street • Post Office Box 7800 • Tavares, Florida • 32778-7800
(352) 742-4100 • www.lakecountyclerk.org*



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Do not use smoothing, sharpening filters, or auto-cropping. Such features may alter document content. To improve the readability, you can use deskewing to straighten documents or despeckling to remove document noise or spots.

8. Separate documents:

Separate documents must be scanned individually, not as a group, unless they are attachments or exhibits to the first document. All documents for an individual case that are prepared and ready to file at one time may be submitted as one electronic transaction through the ePortal.

NOTE: Death Certificates must be scanned as a separate document and not as an attachment.

Word Processing Submittals

1. Document Format:

The ePortal only accepts filings in Microsoft Word 97 or above, or PDF file formats.

2. Letter size documents:

All documents must be submitted as a letter size document (8 ½ in x 11 in).

3. Signatures:

A submission by a registered user is not required to bear the electronic image of the handwritten signature or an encrypted signature of the filer. The signature on an electronically filed document may use the “/s/” signature format as shown below:

/s/ John Doe
John Doe (e-mail address)
Bar Number 12345
Attorney for (Plaintiff/Defendant) XYZ Company
ABC Law Firm
123 South Street
Orlando, FL 32800
Telephone: (407) 123-4567

4. Verification and certifications:

The Clerk is authorized to accept electronic or “/s/” signatures for attorneys of record on documents, as long as such do not require verification and/or certifications.

5. Documents which cannot be submitted in word processing format:

Documents which require a notary oath and/or acknowledgements, or otherwise include content that is not created within Word cannot be submitted in word processing format.

Be sure to follow all ePortal Document Submission Standards. For more information on eFiling through the ePortal, please visit: <http://www.lakecountyclerk.org/courts/efiling.aspx>.

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