



FLORIDA COURTS
E-FILING PORTAL



**PUBLIC RECORDS
REQUEST POLICY**

Updated 2021

I. POLICY.

Pursuant to article I, section 24 of the Florida Constitution, it is the policy of the Florida Courts E-Filing Authority (the “Authority”) to permit certain records to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of records.

II. CUSTODIAN OF RECORDS.

The Authority hereby designates the Florida Court Clerks & Comptrollers to be the custodian of records. The Custodian or its designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith. A good faith response includes making reasonable efforts to determine from other officers or employees whether such a record exists and, if so, the location at which the record can be accessed.

Requests for public records may be made in person, by phone (850-921-0808), in writing or by email and will be handled in the order they are received.

III. INSPECTIONS.

Inspection of records may take place at the Florida Court Clerks & Comptrollers office located at 3544 Maclay Blvd., Tallahassee, FL 32312. Records will be made available as quickly as is practical after a request is received.

IV. APPLICABLE FEES.

a) Copying Fees.

\$0.15 per single-sided copy.

\$0.20 per double-sided copy.

All other copying fees shall be the actual cost of duplication of the record. If electronic records are sent by e-mail, no copying fees shall apply. However, depending on the nature or volume of the request, a special service charge, as outlined in paragraph B below, may be assessed.



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b) Special Service Charge.

Pursuant to Florida Rule of Judicial Administration 2.420(m)(3) and section 119.07(4)(d), F.S., the Authority may impose a special service charge when the nature or volume of the public records request is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance, or both. For purposes of this Policy, “extensive clerical or supervisory assistance” is determined to be requests that require more than 15 minutes of time using information technology, resources, or clerical labor to locate records, review records for confidential or exempt material, remove confidential or exempt material, or copy and re-file the requested records.

In addition, the Authority may impose a reasonable service charge based on the actual labor cost for clerical personnel who are required, due to the nature or volume of the public records request, to safeguard such records from loss or destruction during their inspection.

c) Deposits.

Based upon the nature or volume of the public records request, a deposit may be collected prior to the cost actually being incurred. In the event the deposit exceeds the actual cost, such excess funds shall be returned to the requestor.

V. GENERAL.

- a) Custodians are not required to give out information verbally or answer questions about the records. The statutory obligation of the custodian is to provide access to or copies of existing public records.
- b) Custodians are only required to provide records in the format in which the records are kept, as long as it is a generally usable format. Custodians are not required to create a new record in a particular format or to reformat existing records in response to a request for records.



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