

IN THE COUNTY/CIRCUIT COURT OF THE FOURTEENTH JUDICIAL  
CIRCUIT IN AND FOR BAY COUNTY, FLORIDA

\_\_\_\_\_,  
Plaintiff

V.

CASE NO: \_\_\_\_\_

DIVISION: \_\_\_\_\_

\_\_\_\_\_,  
Defendant

**DESIGNATION OF E-MAIL ADDRESS FOR A PARTY NOT REPRESENTED BY AN  
ATTORNEY**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C), I,  
\_\_\_\_\_(name), designate the e-mail address(es) below for electronic service  
of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies  
of notices, orders, judgments, motions, pleadings, or other written communications to me by  
email or through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and the opposing party or parties notified of my  
current e-mail address(es) and that all copies of notices, orders, judgments, motions, pleadings,  
or other written communications in this case will be served at the e-mail address(es) on record  
at the clerk's office.

\_\_\_\_\_(designated e-mail address)\_\_\_\_\_

\_\_\_\_\_(secondary designated e-mail address(es) (if any))\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to the clerk of court for Bay County and  
\_\_\_\_\_(insert name(s) and  
address(es) of parties used for service) by \_\_\_\_\_(e-mail)\_\_\_\_\_(delivery) \_\_\_\_\_(mail) on  
\_\_\_\_\_(date).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_