



# CLERK ALERTS

FROM THE OFFICE OF KEN BURKE, CPA  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER, PINELLAS COUNTY, FL

[www.mypinellasclerk.org](http://www.mypinellasclerk.org) | (727) 464-7000 | January 26, 2017

## DISCONTINUING MAILING OUT NOTICES OF APPEARANCE, REQUESTS FOR NOTICE AND COPIES OF PLEADINGS

Effective February 1, 2017, the Clerk's Probate Court Records Department will discontinue sending out notices of appearance to all parties when a document is filed electronically under the [Fla. Rules of Judicial Administration 2.525](#).

Under paragraph (e)(2), it is the responsibility of the party transmitting the document, to notify the parties on the case in accordance with the applicable rules of the court. Furthermore, Rule 2.525(e)(3) notes the attorney filing the notice must serve all parties a notice of appearance as counsel.

Similarly, [Fla. Probate Rule 5.060](#) requires the party filing the request to serve a copy on the attorney for the personal representative or guardian, and include a certificate of service. The Clerk's Probate Court Records Department will discontinue sending out copies of the request to all parties when it is filed.

If you have any questions, please email Probate Court Records at [Probate@mypinellasclerk.org](mailto:Probate@mypinellasclerk.org) or call (727) 464-3321.

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All information distributed with each Clerk Alert will be posted on our [website](#), our [Attorneys' Page](#), [Facebook](#) and [Twitter](#) pages. Please feel free to share with others that may benefit from our alerts.

If you have any additional questions about this topic or others, please email us at [clerkinfo@mypinellasclerk.org](mailto:clerkinfo@mypinellasclerk.org).

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity.