



# E-FILING: Serving Summons in E-Filed Cases



For cases that are e-filed, you will receive the summons electronically. Your summons will be returned to the e-mail address you registered with the e-filing portal. It is your responsibility to have the other party in your case served.

**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

Please see the information below regarding the process to have a summons served.

## What is e-issuance?

E-issuance is the electronic issuance of documents by the Clerk’s office.

## I received an e-mail from your office with a summons attached. What should I do with it?

The attachment is your summons that has been issued and must be served on the opposing party pursuant to Florida Rule of Civil Procedure 1.070.

## How do I have a party served (in Palm Beach County) with the summons I received via e-mail?

Print out your summons from the e-mail received. Obtain a copy of the complaint and any attachments and place with the summons. Obtain a self-addressed, stamped envelope and a check or money order made payable to the Palm Beach County Sheriff’s office in the amount of \$40.00. You may take all of these items in person to PBSO or mail them in to be served. Please contact the Civil Process Unit at 561-355-2760 for any questions about the process.

### IN PERSON:

PBSO Civil Process Unit  
205 N Dixie Hwy – Juvenile Building, 1st Floor  
West Palm Beach, FL 33401

### BY MAIL:

PBSO – Civil Process Unit  
PO Box 24681  
West Palm Beach, FL 33416

## How do I have a party served (in another county) with the summons I received via e-mail?

Contact the sheriff’s office in the county in which the person lives. They will provide you with instructions and the fees needed (this may be different than above).

## Can I serve a summons via e-mail?

No. Please see Florida Rule of Civil Procedure 1.070 for more information on acceptable personal service.

## For More Information

### E-Filing Portal Support:

ProSe-Support@myflcourtagency.com  
(850) 577-4609

### Clerk & Comptroller, Palm Beach County:

Civil-efile@mypalmbeachclerk.com  
Self Service Center: (561) 355-7048