



# Paying for Summons on the E-Filing Portal





## Paying for Summons on the E-Filing Portal

* Type Of Court	* County	* Division
Trial	Palm Beach	County Civil
* Case Type:	County Civil	
* Sub Type:	Eviction (County Civil)	
<b>Additional Fee Options</b>		
Total # Defendants	<input type="text"/>	
Summons to be issued. \$10 each.	<input type="text" value="2"/>	

**If you are filing a new case that requires the clerk to generate and issue the summons, please follow these steps to add the summons fees to your total filing fee:**

- On the New Case - Case Information screen, enter the number of summons to be generated by the clerk under the “Additional Fee Options” section.

**NOTE:** If you enter a number here and also upload a summons, you will be charged twice for the summons. All refund amounts of \$10.00 or less will not be automatically refunded without a written request pursuant to F.S. 28.244.



## Paying for Summons on the E-Filing Portal

### Add/Edit Document X

Document #: New Document Filing Fee:\$0.00

Search for Document Group and Type  
Or select from the drop down lists below.

\* Document Group: Service Documents ▼

\* Document Type: Select ▼

\* # Pages: Select

\* Select Document: 20 Day Summons DO NOT ADD SUMMONS IF CLERK IS PREPARING!  
5 Day Summons DO NOT ADD SUMMONS IF CLERK IS PREPARING!  
Service Returned

Document may be Word 97 or higher, WordPerfect OR pdf only.

Save Cancel

**If you are filing a new case or filing in an existing case and you are uploading summons to be electronically issued by the clerk, please follow these steps to add the summons fee to your total filing fee:**

- On the Documents screen, select the appropriate summons type from the document list. The fee will be automatically added to the total.

**NOTE:** If you upload a summons and enter a number of summons to be issued on the Case Information screen, you will be charged twice for the summons. All refund amounts of \$10.00 or less will not be automatically refunded without a written request pursuant to F.S. 28.244.