

IN THE COUNTY/CIRCUIT COURT OF THE SECOND JUDICIAL  
CIRCUIT IN AND FOR LEON COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff/ Petitioner/State

v.

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

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

\_\_\_\_\_  
Defendant/ Respondent

**DESIGNATION OF E-MAIL ADDRESS FOR A PARTY  
NOT REPRESENTED BY AN ATTORNEY [FORM 2.602]**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C),  
I, \_\_\_\_\_, 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 e-  
mail or through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and any opposing party or parties notified of my  
current mailing address or e-mail address. I will file a written notice with the clerk if my mailing  
address or e-mail address changes again.

Designated e-mail address: \_\_\_\_\_

Secondary designated e-mail address(es), if any: \_\_\_\_\_

I certify that a copy has been furnished on \_\_\_\_\_, by  e-mail,  delivery,  
 mail [choose one] to: Clerk of Court for \_\_\_\_\_ County, and  
to: \_\_\_\_\_

\_\_\_\_\_  
(insert name(s) and address(es))

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

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

E-mail address: \_\_\_\_\_

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

Phone number: \_\_\_\_\_