

PICK-UP BOX AGREEMENT

This agreement is between the Leon County Clerk's Office and the Applicant, and concerns the provision of pick-up boxes by the Leon County Clerk's Office to attorneys and other state and local agencies. All applicants must enter into this written agreement with the Leon County Clerk's Office to obtain the use of a pick-up box. This Agreement defines the full scope of services that will be provided to the Applicant by the Leon County Clerk's Office. All pick-up boxes are located in the Clerk's Office, Leon County Courthouse, 301 South Monroe Street, Suite 100.

1. The pick-up box is provided as a convenience to the Applicant and is available primarily for outgoing mail, receipts, copies, notices, subpoenas, summons, etc., generated and/issued by the Leon County Clerk's Office for distribution to the Applicant. The Applicant agrees that the pick-up box meets all requirements of the Florida Rules of Court, Florida Statutes, and other official guidelines that address delivery by mail or in person.
2. The Leon County Clerk's Office agrees to locate the pick-up boxes in a Leon County Courthouse location, with access available to the Applicant or designee, on the business days and times that the Leon County Clerk's Office is open for business.
3. The Leon County Clerk's Office will provide no special security for the pick-up boxes. They will be located in an area which is monitored generally, but the Leon County Clerk's Office makes no representation concerning security.
4. The Applicant may place mail to other pick-up box participants in their boxes, or the Applicant may leave items in sealed, addressed envelopes in the centralized drop box location, for the Leon County Clerk's Office to distribute in the appropriate pick-up boxes. The Leon County Clerk's Office will not deliver items placed in the centralized drop box that are not in sealed addressed envelopes.
5. In addition to the pick-up boxes, there is a centralized drop-off box, where the Applicant may leave documents for clocking-in and docketing. These documents must be placed in sealed envelopes, addressed to Central Intake, and may reference the type of case, i.e., circuit civil, felony, probate, etc. The Leon County Clerk's Office will deliver these documents to the Central Intake division during the day they are dropped off, and these documents will be clocked-in and docketed on that same day. If the documents require a filing fee, the Applicant agrees not to enclose cash.

As a general rule, the Leon County Clerk's Office has a 48 hour docketing standard, i.e., if a pleading is dropped off, it will be docketed (entered into case maintenance applications) within 48 hours, and will be placed in the case file within 72 hours of the drop-off time. If the Applicant needs summons or subpoenas issued, the Leon County Clerk's Office has the following timeline: If the Applicant drops off pleadings that require issuance, those will be ready in the attorney pick-up box area 24 hours later. If the Applicant requires more immediate processing, the Applicant should file the documents with the Central Intake division and advise staff of the need for emergency processing.

6. The Leon County Clerk's Office will place outgoing mail and/or documents to the Applicant in the Applicant's assigned pick-up box.
7. The Leon County Clerk's Office makes no representation about insuring that documents containing private or confidential information will be kept secret or secure. The Leon County Clerk's Office will place all documents containing private or confidential information, addressed to Applicant, in a sealed envelope before placing them in the pick-up box. If the Applicant leaves documents containing private or confidential information in others' pick up boxes, the Applicant is responsible for insuring that private or confidential information is secure.

8. It is the Applicant's responsibility to check the pick-up box on a regular basis. The Leon County Clerk's Office accepts no responsibility for the Applicant's failure to pick up mail. On an exception basis, the Leon County Clerk's Office agrees to mail items in the pick-up box to the Applicant for a limited time period, if the Applicant has requested such service in writing.
9. The Leon County Clerk's Office will make its best efforts to place all outgoing documents to the Applicant in the assigned box, but cannot guarantee that some documents may not be mailed to the Applicant.
10. The Leon County Clerk's Office will terminate pick-up box services immediately if the box is used for any unlawful purpose.
11. This agreement will remain in force until cancelled in writing by either party.
12. Return completed agreements to Chris Henderson, Leon County Clerk's Office, 301 S. Monroe Street, #100, Tallahassee, FL 32301.

Date: _____
Signature of Applicant: _____
Print Name: _____
Print Names of Designees: _____

Firm/Company Name: _____
Address: _____

Telephone Numbers: _____
Email Address: _____