

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA
FEDERAL JUSTICE BUILDING
TENTH FLOOR
99 NORTHEAST 4TH STREET
MIAMI, FLORIDA 33132

SHELBY HIGHSMITH
UNITED STATES DISTRICT JUDGE

(305) 523-5170

February 6, 2003

NOTICE TO ATTORNEYS AND LITIGANTS

Please be advised that effective Thursday, February 6, 2003, the Chambers of Judge Highsmith will fully implement and utilize the Court's **FAXBACK** program. The Clerk's Office will fax orders, notices, and judgments to all counsel of record and *pro se* parties who have provided their fax number to the Court. In the event a party does not have a fax machine, the document is sent via U.S. Mail. If you have a fax machine but have not been receiving your orders via facsimile, please complete the enclosed application and return it via fax or U.S. Mail to the Clerk's Office. The Faxback program alleviates the need to submit multiple copies of proposed orders and self-addressed postage paid envelopes. Accordingly, all filings and proposed orders submitted by a party must include a current service list on a separate page with the following information:

Name of Attorney or *Pro se* Party

Law Firm Name

Mailing Address

Telephone Number

Fax number

Counsel for _____

Thank you for your cooperation. For more information, please contact the faxback clerk at 305) 523-5212.