Mission of the Clerk's Office

It is our honor and duty to provide the support necessary to enable the Court as an institution to fulfill its constitutional, statutory, and societal responsibilities for all who seek justice.

Divisional Offices

Miami
400 N. Miami Avenue
8th Floor
Miami, FL, 33128
305-523-5100

Fort Lauderdale
299 E. Broward Boulevard
Room 108
Fort Lauderdale, FL 333301
954-769-5400

West Palm Beach
701 Clematis Street
Room 202
West Palm Beach, FL 33401
561-803-3400

Fort Pierce
101 South U.S. Highway 1
Room #1016
Fort Pierce, FL 34950
772-467-2300

Key West
301 Simonton Street
Key West, FL 33040
305-295-8100

PRO SE FILERS IMPORTANT INFORMATION

June 2012

Redaction Requirements and Privacy Policy

All filings must comply with the redaction requirements in Fed. R. Civ. P. 5.2 & Fed. R. Crim. P. 49.1. Unless exempted by the rules or by court order, the personal identifiers noted below must be redacted (removed) so that only the following appear in your filings: *Social Security number*: last four digits only (XXX-XX-1234); *taxpayer ID number*: last four digits only; *financial account numbers*: last four digits only; *date of birth*: year only; *minor's name*: initials only; *home address*: city and state only (for criminal cases only).

You are responsible for the redaction (removal) of personal identifiers. The Clerk's Office will not review any document for redaction purposes. Any personal information included in filings will be available to the public over the internet via PACER. For the complete privacy policy and redaction requirements, see the CM/ECF Administrative Procedures located on the Court's website www.flsd.uscourts.gov.

Requirements Regarding Mailing Address and Contact Information

Pursuant to Administrative Order 2005-38, parties appearing pro se must file, in each pending case, a notice of change of mailing address or contact information whenever such a change occurs. If court notices sent to you via the U.S. mail are returned as undeliverable TWICE in a case, notices will no longer be sent to you until a current mailing address is provided.

Civil Case Filing Requirements

A copy of the "Civil Case Filing Requirements" may be obtained from the Clerk's Office or by visiting the Court's website www.flsd.uscourts.gov.

Other information available on the Court's website includes: Application to Proceed in Court without Paying Fees or Costs; Fee Schedule; Local and National Forms; Transcript Information; and links to Federal Rules of Civil and Criminal Procedure.

Frequently Asked Questions

What is a Pro Se? A person who represents him/herself in court alone without the help of a lawyer is said to appear pro se.

What is Redaction? To obscure or remove text from a document.

How much does it cost to file a new case? Filing of a civil case generally costs $350.00. Costs vary according to the type of case filed.

What if I don't have any money to file a case? You can file a motion to proceed without paying fees, called "in forma pauperis". The Judge will decide if your fees may be waived.

What documents do I need to open a new case? You need an original complaint and the Civil Cover Sheet (Form JS44).

How long will it be before the Judge reviews my case? The Clerk's Office cannot estimate the time it will take the Judge to review your case.

May I talk to the Judge? You may not directly contact the Judge outside of the courtroom. Inquiries must be in writing and filed with the Clerk's Office.

When is my court date? The Court will notify you by mail regarding court dates for your case. You may also contact the Clerk's Office to inquire if a hearing date has been set (see telephone numbers on the back).

How may I obtain copies of a case? You can access court documents electronically via PACER, a service provided by the federal judiciary. (See www.pacer.gov or call 1-800-676-6856.) Copies may be also requested from the Clerk's Office in writing, in person, or by calling 305-523-5210. Note: The cost to access documents via PACER is *less* than the cost for copies obtained from the Clerk's Office.

Can I look up case information on-line? You may access case information on-line via PACER (see above). Fees for this service are waived for many people. There are also public terminals located at any of the Clerk's Office locations, at no charge to you.

Can court employees advise me on the law? Parties in a lawsuit, such as yourself, should consider obtaining a lawyer. The staff of the Clerk's Office may provide general information about court procedures but they are forbidden by Federal Law from giving you any legal advice. In addition to the resources on our website, legal information may be obtained from the Legal Aid Societies of Miami-Dade (305-579-5733), Broward (954-765-8950), or Palm Beach (561-655-8944), as well as Public Libraries and Law School Libraries.