



**OFFICE OF THE STATE ATTORNEY
FIFTH JUDICIAL CIRCUIT**

Serving Marion, Lake, Citrus, Sumter, Hernando Counties

THE FOLLOWING INSTRUCTIONS APPLY ONLY TO SERVICE OF COURT DOCUMENTS BY E-MAIL. IF YOU ARE ATTEMPTING TO SEND AN E-MAIL TO THE STATE ATTORNEY'S OFFICE OR TO A PARTICULAR ASSISTANT STATE ATTORNEY, PLEASE DO NOT USE THE E-MAILS BELOW BUT INSTEAD CONTACT THE OFFICE FOR THE CORRECT E-MAIL ADDRESS.

Please note that the only e-service addresses that will be recognized by this office are (these e-mail addresses are not case sensitive):

Citrus: EserviceCitrus@SAO5.org

Hernando: EserviceHernando@SAO5.org

Lake: EserviceLake@SAO5.org

Marion: EserviceMarion@SAO5.org

Sumter: EserviceSumter@SAO5.org

An e-mail for purposes of e-service should only contain document(s) for one case. Documents for multiple cases should not be sent in the same e-mail. A separate e-mail with a separate subject line and case number is required for each case (see FRJA 2.516(b)(E)(i), as described below).

For your information, below is a summary of the relevant e-service requirements in FRJA 2.516:

A. The e-mail must contain the subject line "SERVICE OF COURT DOCUMENT" followed by the case number. (FRJA 2.516(b)(E)(I))

B. The body of the e-mail must contain:

1. Identify the court in which the proceeding is pending
 2. Case number
 3. Name of the initial party on each side
 4. The title of each document served with the e-mail
 5. Sender's name and telephone number
- (FRJA 2.516(b)(E)(ii))

C. Documents must be attached in PDF format. (FRJA 2.516(b)(E))

D. The e-mail plus attachment may not be larger than 5 megabytes. E-mails larger than this must be separated into separate e-mails (of less than 5 megabytes each) and labeled sequentially in the subject line. (FRJA 2.516(b)(E)(iv))