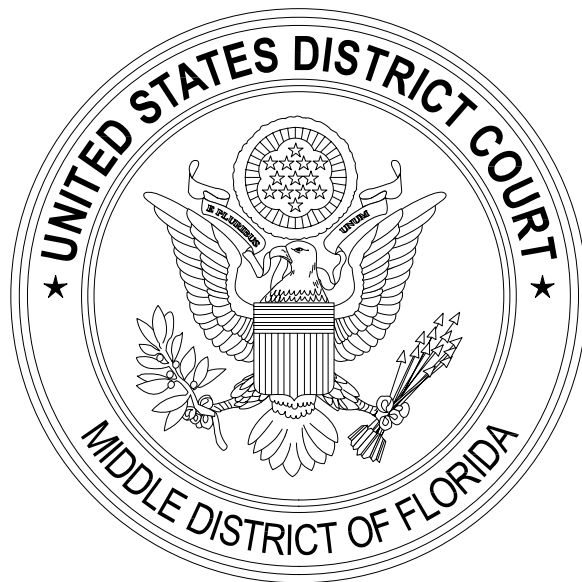


**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**



**CLERK'S OFFICE
GUIDE TO SERVICES AND PROCEDURES**

GENERAL ANNOUNCEMENT ABOUT ELECTRONIC FILING IN CIVIL AND CRIMINAL CASES

Unless otherwise permitted by the United States District Court - Middle District of Florida's administrative procedures or by order of the Court, all documents filed by attorneys in Civil and Criminal cases in this District on or after July 12, 2004, no matter when a case was originally filed, shall be filed electronically. After that date, the official court record will be the electronic file maintained on the Court's server.*

For more information about electronic filing and about registration and training, please see the CM/ECF link on the Court's Web site at www.flmd.uscourts.gov. If you have any questions about electronic filing, contact the ECF Administrator at 407/835-4237.

*certain exceptions apply. Please see the USDC-MDFL Administrative Procedures for Electronic Filing in Civil and Criminal Cases at the CM/ECF link on the Court's Web site.

PART ONE: CIVIL CASE INFORMATION

I. FILING FEDERAL CIVIL SUITS

- A. **Fees** (28 U.S.C. 1914): Cash, business or personal check, or money order made payable to "Clerk, U.S. District Court" for each case at the time of opening the case. (Currently \$350 for civil actions and \$5 for habeas proceedings.) Checks must contain preprinted name and address of remittor. Temporary bank checks will not be accepted.
- B. **Civil Cover Sheet, Form JS-44** (Local Rule 1.05[e]): The Civil Cover Sheet, Form JS-44, must be completed in its entirety and submitted with the Complaint. An original signature as well as Florida Bar number must be on both the Civil Cover Sheet and the Complaint. The Civil Cover Sheet does not replace or supplement the filing and service of pleadings or other papers. Instructions for completion of this form are on the reverse of the form. Particular care should be given to the following:
1. **County of Residence:** This is frequently omitted and should be completed for the first named plaintiff, except in U.S. plaintiff case, and defendant in U.S. plaintiff cases only.
 2. **Citizenship of Principal Parties:** (Should be completed only when diversity is the basis of jurisdiction.) This section requires only one "X" for the first plaintiff and one "X" for the first defendant. Note: Corporations should not be marked as citizens.
 3. **Cause of Action/Nature of Suit:** Do not cite the jurisdictional statute under the Cause of Action. This section requires the U.S. Civil Statute under which you are filing and a brief statement of cause. **Example: 15 U.S.C. 1051 - Trademark Infringement.** (Statements such as "Social Security Disability" are unacceptable.) Diversity cases should always be cited under 28 U.S.C.

1332 (nature of suit will vary). Only one box should be checked in the Nature of Suit section.

4. Dollar Demand: This is frequently omitted but required if a specific dollar amount appears in the complaint.
 5. Jury Demand: Check the "Yes" box if a jury trial is demanded in the Complaint. (See, however, Rule 38, Fed.R.Civ.P.) Also, remember that the title of the pleading should read "And Demand for Jury Trial," pursuant to Local Rule 1.06(a).
 6. Related Cases: Reference pending cases.
 7. Date and Signature of Attorney: The JS-44, Civil Cover Sheet, must bear the original signature of the attorney submitting the form assuring its accuracy and completion.
- C. **Complaint** (8 ½" x 11" paper, double-spaced. Local Rules 1.05 - 1.06): Only the original complaint is required to be filed with the Court. The complaint must be signed by a member of the Bar of this Court with the designation "Trial Counsel" by the name of trial counsel. The typed name of counsel with complete address, telephone number, and Florida Bar number must appear in the signature block.
- D. **Subsequent case papers** (8 ½" x 11" paper, double-spaced. Local Rule 1.05): Each case paper filed with this Court must contain the following:
1. The properly titled district and division.
 2. A brief style of the case.
 3. The entire case number including the judge number. The judge numbers are as follows:

District

Tampa Division:

17 - Elizabeth A. Kovachevich
23 - Steven D. Merryday
24 - Susan C. Bucklew
26 - Richard A. Lazzara
27 - James D. Whittemore
30 - James S. Moody, Jr.
15 - William J. Castagna

Orlando Division:

19 - Patricia C. Fawsett
22 - Anne C. Conway
28 - John Antoon II
31 - Gregory A. Presnell
18 - G. Kendall Sharp
06 - George C. Young

Magistrate

MAP - Mark A. Pizzo
TGW - Thomas G. Wilson
TBM - Thomas B. McCoun, III
EAJ - Elizabeth A. Jenkins
MSS - Mary S. Scriven

KRS - Karla R. Spaulding
DAB - David A. Baker
JGG - James G. Glazebrook

<u>District</u>	<u>Magistrate</u>
Jacksonville Division:	
25 - Henry Lee Adams, Jr.	HTS - Howard T. Snyder
32 - Timothy J. Corrigan	TEM - Thomas E. Morris
33 - Virginia M. Hernandez Covington	MCR - Monte C. Richardson
12 - Howell W. Melton	MMH - Marcia Morales
Howard	
16 - John H. Moore II	
20 - Harvey E. Schlesinger	
Ocala Division:	
10 - Wm. Terrell Hodges	GRJ - Gary R. Jones
Ft. Myers Division:	
29 - John E. Steele	DNF - Douglas N. Frazier
	SPC - Sheri Polster Chappell

Only original pleadings are required. Courtesy copies are not accepted by the Clerk's Office, unless specifically requested by the Court. All pleadings must have the original signature of the attorney.

- E. **Summons and Service** (Fed.R.Civ.P. 4 - Local Rule 1.07): Preparation of the summons is the responsibility of counsel or pro se party. An original and one copy of the summons are needed for each defendant. Defendants have 20 days to answer from the date of service of the complaint; U.S. government has 60 days to answer. More copies may be required if:
1. Service is to be made through the Commissioner of Insurance (when an insurance company is being sued - Florida Statute 624.422 and 423). The original and two copies are mailed to the Insurance Commissioner for service. The Insurance Commissioner returns the original served summons to the attorney, forwards one copy to the insurance company being sued, and retains one copy in the Department of Insurance - Processing Section.
 2. The United States is a defendant. Plaintiff must provide an original and sufficient copies to satisfy the requirements of Fed.R.Civ.P. 4(I).
 3. You can also elect to send out a request for waiver of service to the defendants. This is done by mail and the defendant has 30 days to return the waiver. If the defendant does waive service, the required time to answer is 60 days after the date in which the request for waiver of service was sent. Waiver of service forms are available in the Clerk's Office and on the Court's Web site at www.flmd.uscourts.gov.

Subpoenas in Civil Cases: Pursuant to Fed.R.Civ.P.45, it is no longer necessary that subpoenas be issued by the Clerk. Although the Clerk still has authority to do so, a subpoena may also be issued by an attorney as an officer of the court. Attorneys are authorized to issue subpoenas in the name of any court in which they are authorized to practice. In the case of a deposition or a production of documents

taking place in another district, attorneys may issue subpoenas in the name of the court where the deposition or production is to take place. The attorney is not required to be a member of the bar or admitted pro hac vice in the district in whose name the subpoena is issued, as long as the deposition or production pertains to a primary action in a court in which the attorney is authorized to practice.

- F. **Service of Process** (Fed.R.Civ.P. 4): Marshal's Form 285 is required for each defendant, if service of process is made by the U.S. Marshal. See Fed.R.Civ.P. 4 which provides that service by the Marshal may be requested on behalf of the U.S. Government or pursuant to a Court Order. Form 285 may be obtained from the U.S. Marshal's Office.
- G. **Miscellaneous Cases** (28 U.S.C. 1963): A miscellaneous case is a case paper filed with the District Court that is not a criminal or civil case. The fee for filing a miscellaneous case is \$39. The most common type of miscellaneous case filing is Registration of Foreign Judgments.
- H. **Motions and Memoranda** (Local Rule 3.01): Some of the most common problems with the filing of Motions and Memorandums are addressed in the Local Rules. Please carefully review Local Rules 3.01(b) and (c).
 - 1. Only one written brief in opposition for each motion shall be filed. No other brief or memorandum to any such motion shall be filed with the Court, unless requested by the Court, or leave to file such memorandum has been issued. Without prior permission from the Court, no party shall file any brief or memorandum in excess of 25 pages. When filing a Motion For Leave to File a Memorandum In Excess of 25 Pages, DO NOT attach the proposed memorandum.
 - 2. If requesting a pleading to be filed in camera/under seal, a Motion For Leave to File Under Seal must accompany this pleading.
- I. **Discovery** (Local Rule 3.03): Some of the most common problems with the filing of discovery materials are addressed in the Local Rules. Please carefully review Local Rules 3.03(b), (c), and (d). As a matter of course, discovery should not be filed with the District Court, except in consideration of a Motion to Compel, Motion for Summary Judgment, or other similar proceedings. Requests for Production, Requests For Admissions, and Answers to Interrogatories should not be filed in the District Court. Matters disclosed pursuant to Federal Rule 26 are not accepted for filing, pursuant to Local Rule 3.03(d), unless ordered by the Court.
- J. **Case Management** (Local Rule 3.05): Please be familiar with the provisions regarding case management included in this Local Rule. Once a case is filed, the courtroom deputy for the District Judge will designate the case for future management on one of three tracks:
 - 1. Track 1 cases include such filings as prisoner civil rights, habeas corpus, bankruptcy cases, and student loans.

2. Track 2 cases consists of non-complex actions which will require a jury or non-jury trial.
3. Track 3 cases include cases involving class action or antitrust claims, securities litigation, mass disaster, or other complex torts.

The plaintiff is responsible for servicing the Notice of Track Designation upon all parties; however, if the case is a removal, then it is the defendant that serves the notice. Within 60 days after service of the complaint upon any defendant or the first appearance for any defendant, counsel and any unrepresented party shall meet for the purpose of preparing and filing a Case Management Report for cases designated under Track 2 or 3. The Case Management Report must be filed within 10 days after that meeting. An Order to Show Cause will be issued if this deadline is not adhered to. Upon receipt of the Case Management Report, the Court will either schedule a preliminary pretrial conference (if one is desired by the parties) or enter a Case Management and Scheduling Order setting the discovery deadlines, pretrial, and trial.

- K. **Writ of Execution/Garnishment** (Fed R.Civ.P. 69): When requesting the Clerk to issue a Writ of Execution, you will need a proposed writ form for issuance and a certified copy of the Judgment. Writ of Execution forms are available from the Clerk's Office. When requesting the Clerk to issue a Writ of Garnishment, you will need a proposed order for writ issuance, a Motion to Issue Writ of Garnishment, and a certified copy of the Judgment. If approved by the Court, the original Writ of Execution/Garnishment and a certified copy of the Judgment are forwarded to the U.S. Marshal's Service, if accompanied by a completed 285 Form (Process Receipt and Return) which may be obtained from the Clerk's Office or the Marshal's Service. Fees to the Marshal's Service on the 285 Form should be paid in advance to the Marshal's Service. Services by specially appointed server must be requested in a motion for the Court's ruling. If the appropriate paperwork is not provided, the writ will be returned to the requesting party.

II. PLACE OF FILING (Local Rule 1.02)

All civil proceedings of any kind shall be instituted in that Division encompassing the county or counties having the greatest nexus with the cause, giving due regard to the place where the claim arose and the residence or principal place of business of the parties. Please consult Local Rule 1.02(b) for a listing of the counties which comprise each Division.

III. OBTAINING CIVIL CASE INFORMATION

- A. **Initial Case Filing:** Assistance regarding initial case filings should be sought from the Intake Clerk for each Division. The Intake Clerk can also be helpful regarding miscellaneous procedures such as filing foreign judgments, issuance of subpoenas, and providing forms approved for use by the Court.
- B. **Case Numbering System:** EXAMPLE 6:99-cv-202-Orl-18DAB

6 = Orlando 99 = year cv = civil case or cr = criminal case 202 = case #
Orl = Orlando Division 18 = Judge Sharp DAB = Magistrate Judge Baker

Divisional codes within this District: T = Tampa, Orl = Orlando, Oc = Ocala, J = Jacksonville, and FtM = Ft. Myers

Office code numbers: 8 = Tampa, 6 = Orlando, 5 = Ocala, 3 = Jacksonville, and 2 = Ft. Myers

- C. **Case Scheduling Information:** The courtroom deputy is responsible for case management and can provide information as to hearing and trial dates. Since courtroom deputies are frequently in Court, they have answering machines for receiving messages at all times during the business day.
- D. **Court Reporting:** Transcription of testimony is the responsibility of the court reporter. Counsel should make arrangements regarding preparation of transcripts, delivery, and fees with the court reporter. Telephone numbers for official court reporters are as follows:

Marie Splane	904/549-1310	(Judge Covington)
Deanne Moore	904/301-6843	(Judge Adams)
Shannon Bishop	904/549-1307	(Judge Corrigan)
Koretta Stanford	407/872-1715	(Chief Judge Fawsett)
Sandra Tremel	407/245-3110	(Judge Conway)
Tony Rolland	407/648-2288	(Judge Antoon)
Diane Peede	407/650-0055	(Judge Presnell)
Sandra K. Lee	813/301-5699	(Judge Kovachevich)
Kerry Mercade	813/301-5024	(Judge Merryday)
Paul Spangler	813/301-5898	(Judge Bucklew)
Claudia Spangler-Fry	813/301-5575	(Judge Lazzara)
Linda Starr	813/301-5252	(Judge Whittemore)
Sherrill Jackson	813/301-5041	(Judge Moody)
Dennis Miracle	352/369-7401	(Judge Hodges)
Jeffrey Thomas	239/461-2033	(Judge Steele)
R. Joy Stancel	239/461-2064	

Copies of transcripts filed with the Court can be obtained through the Clerk's Office. Each District Judge has an official court reporter who routinely records proceedings.

- E. **Financial:** Information regarding fines, restitution, and special assessments, may be obtained from the Court's Debt Collection Unit at 904/549-1928, 904/549-1929 or 904/549-1947. Information regarding deposits with the Court and other financial matters may be obtained from the District Finance Office at 904/549-1925, 904/549-1926 or the finance clerk in each Division.

IV. INSTRUCTIONS FOR APPEALS

- A. **Notice of Appeal** (Fed.R.App.P. 3): The original Notice of Appeal and a sufficient number of copies to allow the Clerk to comply with FRAP 3(d) should be filed with the District Court. Service can be made by the party appealing the case. Once the appeal is filed, the deputy clerk will send out the Civil Appeals Statement Form and

the Eleventh Circuit Transcript Information Form to order the transcript, if one is needed. Regardless of whether one is needed or not, this document must be returned to the Court so it can be entered on the docket. The Clerk will also provide counsel with the Civil Appeal Statement Form which is to be completed and filed directly with the Eleventh Circuit. The Clerk's Office is responsible for transmitting the appeal to the Eleventh Circuit as well as the entire record when the Court of Appeals requests it.

- B. **Filing Fee** (District Court and Appellate Court): Checks should be made payable to the "Clerk, U.S. District Court" in the amount of \$455 for each appeal.
- C. **Supersedeas Bond** (if required): Only the original Supersedeas Bond is to be filed with the District Court after first having been set and approved by the Court.
- D. **Ordering Appeal Transcripts**: The Eleventh Circuit Transcript Information Form is mailed by the Clerk's Office to the appellant after the Notice of Appeal is filed. The appellant must complete the Transcript Information Form within 10 days. Copies of the Transcript Information Form should be distributed as designated on the bottom of the form. If funding is to come from CJA (see Section II of Criminal Case Procedures), counsel shall prepare CJA-24 and submit to the Court for approval.

V. **REMOVAL OF CASES FROM STATE COURT TO FEDERAL COURT**

- A. **Notice of Removal** (28 U.S.C. 1446, Local Rule 4.02): File the original Notice only with legible copies of the entire state court record, the date of filing the complaint in state court, and the state court case number must be provided. The Notice must be signed by counsel and accompanied by a Civil Cover Sheet.
- B. **Civil Cover Sheet, JS-44** (Local Rule 1.05[e]): Also required in removal actions.
- C. **Filing Fee**: The filing fee is \$350.

VI. **TRIAL EXHIBITS**

Local Rule 3.07 requires preparation of Exhibit Lists and Tabs. These may be obtained in the Clerk's Office in each Division or on the Court's Web site at www.flmd.uscourts.gov.

VII. **ALTERNATE RESOLUTION PROGRAMS**

The Court has implemented a Federal Mediation Program as an alternate resolution for disposition of civil cases in the Middle District of Florida. This program is codified in Chapter Nine of the Local Rules of this Court. Handouts which contain information and application forms relative to the Federal Mediation Program may be obtained from the Clerk's Office or on the Court's Web site at www.flmd.uscourts.gov.

PART TWO: CRIMINAL CASE INFORMATION

- I. **FILING CASE PAPERS:** Also see PART ONE, Section I, Subsection D.
 - A. **Motions and Memoranda:** See PART ONE, Section I, Subsection H.
 - B. **Obtaining Criminal Case Information:** See PART ONE, Section III.
 - C. **Case Scheduling Information:** See PART ONE, Section III, Subsection C where the trial term during which a case is to be tried has not yet commenced, the criminal docket clerk can provide information as to the criminal hearing and trial dates.
 - D. **Transcription of Notes:** See PART ONE, Section III, Subsection D.
 - E. **In Camera Case Papers:** A Motion to Seal and a proposed Order must be submitted by counsel.
 - F. **Grand Jury Pleadings:** Grand Jury Pleadings must be filed with the Clerk's Office. The Clerk's Office will alert the Judge of the filing. All Grand Jury proceedings are considered In Camera by the Court and do not require a motion or order to seal.
 - G. **Orders:** All Orders should be docketed and mailed the same day they are filed. It is not the policy of this Court to read the contents of an order over the phone, due to the amount of time involved in such a practice and the possibility of a misunderstanding. Exceptions to this policy may be made only as directed by the Court.
 - H. **Interpreters:** Contact the Intake Section, Magistrate Judge's courtroom deputy, or interpreter coordinator to obtain information about use of interpreters in Court proceedings.
 - I. **Bonds:** Procedures for obtaining return of bond money and other collateral may be obtained from the Clerk's Office.
 - J. **Criminal Subpoenas:** Criminal subpoenas must be issued by the Clerk under the seal of the Court, pursuant to F.R.Cr.P.1 17(a). Court appointed counsel under the Criminal Justice Act, representing indigent defendants, should refer to F.R.Cr.P. 17(b) and 28 U.S.C. § 1825 for proper procedures. Witness fees, travel costs, and expenses for service of subpoenas on fact witnesses are not payable out of the Criminal Justice Act appropriation. Retained counsel should refer to F.R.Cr.P. 17(b). Blank and issued subpoenas are available from the Clerk's Office.
- II. **CRIMINAL JUSTICE ACT PAYMENT VOUCHERS:**
 - A. **CJA 20, Appointment of and Authority to Pay Court Appointed Counsel:** Contact the Clerk's Office for additional information.
 - B. **CJA 21, Authorization and Voucher for Expert and Other Services:** Contact the Clerk's Office for additional information.

- C. **CJA 24, Authorization and Voucher for Payment of Transcript:** Contact the Clerk's Office or go to the Court's Web site (www.flmd.uscourts.gov) to obtain CJA 24 Forms. Counsel should fill out the top portion of the CJA 24 Form and submit to the Clerk's Office for the Judge's signature. After the Judge has signed the top portion, the court reporter will prepare the transcript, complete the remaining portion of the CJA 24 Form, and return it to the Clerk's Office. The Clerk's Office will submit the form to the Judge for approval. Once the form has been approved, the Clerk's Office will process payment to the court reporter. If counsel requests additional copies, the court reporter will furnish transcript copies directly to counsel.

PART THREE: OTHER GENERAL INFORMATION

I. PUBLIC HOURS

The Fort Myers, Jacksonville, Ocala, and Orlando Clerk's Offices are open from 8:30 a.m. to 4 p.m., Monday through Friday, except federal holidays. The Tampa Clerk's Office hours are 9 a.m. to 4:30 p.m., Monday through Friday, except federal holidays.

II. INTAKE TELEPHONE NUMBERS FOR THE DIVISION OFFICES OF THE CLERK

Jacksonville	(904) 549-1900
Ocala	(352) 369-4860
Orlando	(407) 835-4200
Tampa	(813) 301-5400
Ft. Myers	(239) 461-2000

III. AFTER HOURS DEPOSITORY BOX

There is one box in each Division. Contact the applicable Division for box location and available hours. Do not file emergency pleadings, In Camera/Sealed Pleadings, or Bankruptcy Pleadings in this box. Do not place checks or cash in this box.

IV. PACER

A public access system to the Court's docket reports is available 24 hours a day which provides access to Appellate Court, District Court, and Bankruptcy Court case information. Searches are made by party or case number. PACER has also been enhanced to provide electronic access to the Middle District of Florida's imaged civil case documents. These images will be billed according to the number of pages scanned; therefore, each scanned page equals one billable page at 50¢ per page. Call 1-800-676-6856 for information on signing up for this service.

V. EMERGENCY MATTERS

Emergencies may arise outside of normal business hours. Such emergencies may include but are not limited to Applications for Injunctive Relief, TROs, Applications for Issuance of Warrants for Arrest of Vessels, and Capital Cases. To determine what is an emergency, consider whether or not the matter requires a judge's **immediate** attention. If your answer is yes and this cannot wait until the next business day, please call the main intake number, and you will be directed on how to proceed.

In any emergency, whether or not it requires a judge's immediate attention or can wait until the next business day, make sure the "emergency" language is clear in the heading of the pleading so that the docket clerks can clearly see it, and the document will be docketed immediately.

OFFICE OF THE CLERK - EMERGENCY MATTERS/AFTER HOURS TELEPHONE NUMBERS FOR THE DIVISIONS:

Jacksonville	(904) 534-7468
Ocala	(352) 286-8944
Orlando	(321) 438-9020
Tampa	(813) 391-9027 or (813) 952-4417
Ft. Myers	(239) 691-2981

VI. COPY WORK

If you need copies of pleadings, it can be done by giving the Clerk's Office staff 24 to 48 hours notice and prepayment of 50¢ per page. There are copy machines in the Divisions' Intake Offices which can be used by the public to make copies at the cost of 50¢ per page. Pleadings that have been scanned can also be printed off of the Court's CM/ECF system in Intake at 10¢ per page. Certified copies can be obtained for \$9 per certification.

VII. LOCAL RULES

The Local Rules are posted on the Court's Web site at www.flmd.uscourts.gov and can be downloaded at no charge.

VIII. ATTORNEY ADMISSIONS

To obtain an application, you may pick one up at any Division's Intake Office or download one from the Court's Web site at <http://www.flmd.uscourts.gov>. To become a member of this Court's Bar you must be a member in good standing of the Florida Bar. Additional admission requirements are listed on the Court's Web site and on the application for admission. The fee for admission is \$165 and is to be paid when you attend the required admission ceremony. Your check must be made payable to "Clerk, U.S. District Court." Do not submit the fee with your application. Ceremonies are held in each Division Office; for dates and times, check the Court's Web site at www.flmd.uscourts.gov under the Attorney Resources tab.

IX. ATTORNEY RENEWALS

All attorneys who are members of the Bar of this Court must pay a renewal fee and submit a renewal form in accordance with this Court's Plan for Bar Admission Fees. Renewal forms are distributed to all attorneys who are in good standing with this Court to the address currently on file with the Clerk's Office for the Middle District of Florida. If you have been given CM/ECF access, you are able to update your address at any time. If you have a question about your status, you should contact the Attorney Admissions Clerk in the division where you file most frequently.

X. PUBLIC ACCESS COMPUTERS

Research of the Court's public records may be done during business hours using the computer(s) available in the attorney viewing area of the Clerk's Office. For older cases, microfiche is available in each Division.

XI. FEDERAL RECORDS CENTER (FRC)

Records are retired to the FRC in Atlanta after approximately two years. They may be retrieved for a fee of \$45. Alternatively, the FRC offers a fax and copy service on site.

FORMS AND PUBLICATIONS AVAILABLE ON THE COURT'S WEB SITE

www.flmd.uscourts.gov

GENERAL

Affidavit of Indigency
Application to Proceed Without Prepayment of Costs
Application for Judicial Branch Appointment
Apostille (Convention de La Haye, 5 Octobre 1961)
Apostille Index Card
Apostille Specimen Signature Card
Apostille - Statement of Effect of Index Card
Arbitrator's Claim for Compensation Form
Attendance and Transcripts of Court Reporters
Brief Guide to Service and Procedures
Certified Copy
Exemplification Certificate
Fee Schedule
Interpreter Claim Form
Contract Court Interpreter Application
Judiciary Equal Employment Opportunity Program
Local Rules
Petition for Name Change
Plan for Bar Admissions
Plan for the Qualification and Selection of Grand Petit Jurors
Post Judgment Interest Rates
Process Receipt and Return - See instructions for "Service of Process by U.S. Marshals"
Reinstatement of Federal Benefits
Report on Filing Patent/Trademark
Request for Service Abroad of Judicial Or Extrajudicial Documents
Rule of The Judicial Council of The Eleventh Circuit Governing Complaints of Judicial Misconduct Or Disability
Statement of Earnings - Court Reporters
Transcript Order
Writ of Execution

CIVIL

Bill of Cost
Certification of Judgment
Civil Cover Sheet
Civil Discovery Practice Handbook
Consent to Exercise (over specific motion(s)) - Magistrate Judge
Description of the Mediation Process
Exhibit and Witness List and Exhibit Tags (See Judges' courtroom procedure for preferred forms.)
Federal Records Handouts
Local Rules
Magistrate Consent Form
Mediator's Application
Mediator List
Mediation Report
Notice/Waiver of Summons
Notice of Appearance
Notice Re: Pre-Marking of Exhibits with Exhibit List & Tags (See Judges' courtroom procedure for preferred forms.)
Subpoena/Civil
Summons/Civil
Third Party Summons
Transcript Purchase Order for the Federal Circuit
Waiver of Service of Summons

CRIMINAL

Agreement to Forfeit Property
Appeal Information Sheet
Appearance Bond
Consent to Proceed Before a Magistrate in a Misdemeanor
Deposition Subpoena
Exhibit and Witness List (See Judges' courtroom procedure for preferred forms)
Federal Record Handouts
Guilty Plea - Ft. Myers Only
Information for Persons Posting Bond
Subpoena/Criminal
Waiver of Indictment
Waiver of Rule 40 Hearing
Waiver of Preliminary Examination or Hearing

ATTORNEY

Public Notice: CJA Panel Membership
CJA Registration and Change of Address
CJA - Panel Application
CJA 20 - Appointment/Authority to Pay Court Appointed Counsel
CJA 20 - Detailed Instructions
Jacksonville
Ocala
Orlando
Tampa
Ft. Myers
CJA 21 - Authorization & Voucher for Expert and Other Services
CJA 23 - Financial Affidavit
CJA 24 - Authorization & Voucher for Payment of Transcript
CJA 30 - Death Penalty Proceedings: Pay Court Appointed Counsel
CJA 31 - Death Penalty Proceedings: Ex Parte Request for Expert & Other Services Vouchers
CJA Out Of Court Hourly Worksheet
CJA In Court Hourly Worksheet
Other Expense Worksheet
Attorney Admission Application
CM/ECF Registration Form
Application for Special Admission to Practice

PRISONER

Habeas Corpus (28 § 2254)
Motion to Vacate (28 § 2255)
28 USC § 2244(b) Application for Leave to File a Second or Successive Habeas Corpus Petition
Prisoner Civil Rights (42 § 1983)
28 USC § 2255 Application for Leave to File a Second or Successive Motion to Vacate, Set Aside, or Correct Sentence