



## **DROP BOX FILING PROCEDURES**

### **1. DATE-STAMP DOCUMENTS**

Electronic date stamps are located inside the drop box. Place the document face-up and stamp the front of the document. The stamp will record the date and time the court “received” the document.

Documents placed in drop boxes without a “received” stamp will be filed as of the date court staff retrieve the documents from the box.

### **2. ENCLOSE FEE (IF REQUIRED)**

The Clerk of Court does not accept personal checks for any type of payment. The Clerk will accept money orders, certified bank checks, and cashier’s checks. Law firms can pay with a business check payable to “Clerk, United States District Court” in the exact amount of the fee, if a fee is required. Please do not enclose cash.

### **3. PLACE DOCUMENTS IN DROP BOX**

Documents will be retrieved by court staff periodically throughout the day on each day the Court is open.

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**United States District Court for the Middle District of Florida**

(03/25/2020)