

## Paper Originals: What to Manually File

Below are a few rules concerning the filing of paper originals into a case. You may eFile these items as well, but you must follow up with a cover sheet on the original stating that it has already been eFiled.

**1. Florida Supreme Court Standards for Electronic Access to the Courts, Version 8**

(Adopted June 2009, Adopted Modifications January 2013, page 16): “5.3. Original Documents or Handwritten Signatures. Original documents, such as death certificates, or those that contain original signatures such as affidavits, deeds, mortgages and wills must be filed manually until further standards have been adopted.” (Some of these have already been adopted)

**2. Fla. R. Crim. P. 3.030(c):** “Deposit with the Clerk. Any paper document that is a judgment and sentence or required by statute or rule to be sworn to or notarized shall be filed and deposited with the clerk immediately thereafter. The clerk shall maintain deposited original paper documents in accordance with Florida Rule of Judicial Administration 2.430, unless otherwise ordered by the court.”

**3. Fla. Prob. R. 5.043:** “Notwithstanding any rule to the contrary, and unless the court orders otherwise, any original executed will or codicil deposited with the court must be retained by the clerk in its original form and must not be destroyed or disposed of by the clerk for 20 years after submission regardless of whether the will or codicil has been permanently recorded as defined by Florida Rule of Judicial Administration 2.430.”