

e-Service Information Update

E-filing and e-service has been fully implemented in all Pinellas County sections and we are e-serving Pasco County Dependency cases. We are able to receive e-service for all court sections in both Pinellas and Pasco Counties. We anticipate phasing in e-filing and outgoing e-service by court sections in Pasco County criminal and juvenile delinquency soon after the new case management system, Clericus, is implemented.

E-Service Addresses for the State Attorney's Offices:

For e-service for all sections **except** Dependency & Appeals: SA6eservice@co.pinellas.fl.us

For all Dependency cases: SA6DPeservice@co.pinellas.fl.us

For Appeals: SA6Appealseservice@co.pinellas.fl.us

We only accept pleadings and e-service at these e-mail addresses, nothing else. All correspondence other than pleadings should be mailed to: **State Attorney's Office, Post Office Box 5028, Clearwater, FL 33758-5028**
Telephone number 727/464-6221

Pinellas County e-filings & e-service:

- Pinellas e-filings and e-service pleadings are generated through the Pinellas Odyssey case management system through the e-portal. Attorneys should take note that e-service is sent to the e-mail address designated as the current e-mail address for the Lead Attorney in Odyssey Case Manager (maintained by the Pinellas Clerk of Court). The Odyssey system does not use the e-mail addresses listed at the e-portal, so it is important that the private attorney's e-mail address in Odyssey Case Manager is current. There are planned future changes to the Odyssey system to allow more than one e-mail address.
- We prefer that you send service via the e-portal at the same time you are e-filing your document(s). By choosing to serve us through the e-portal, you don't need to send a separate e-mail to the State Attorney. Once you have added the State Attorney to your specific case, you may then select us for service when you are e-filing. You will also then have proof of e-service within the e-portal. **Keep in mind that we will never be on a case in the e-portal if you have not already added us for service.**
- Please see the short, three minute video provided by the e-portal authority that walks through adding someone to a case for e-service: <https://www.youtube.com/watch?v=p3NVDE-alhY>
- We would suggest that once you have found the case you are e-filing documents for:
 - look under the Service List Tab
 - select "My Added Attorney/Interested Parties"
 - check the box next to ADD OTHER Attorney/Interested Party
 - select ACTIVE E-FILING PORTAL USERS
 - enter in Last Name: McCabe and First Name: Bernie
 - click SEARCH
 - check Bernie McCabe SA6eService@co.pinellas.fl.us to add us for e-service
- Then anytime you file anything else on the case, you may select us for e-service and you will have proof of e-service without additional steps required to email us separately.

Pasco County e-filing & e-service: We can receive all e-service from defense at the above-listed e-mail addresses. We will be phasing in e-filing/e-service through the e-portal and to defense in Pasco County shortly after Clericus, the new case management system in Pasco goes live.