



*BRAD KING, STATE ATTORNEY*  
*Fifth Judicial Circuit of Florida*  
*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](mailto:EserviceCitrus@SAO5.org)  
Hernando: [EserviceHernando@SAO5.org](mailto:EserviceHernando@SAO5.org)  
Lake: [EserviceLake@SAO5.org](mailto:EserviceLake@SAO5.org)  
Marion: [EserviceMarion@SAO5.org](mailto:EserviceMarion@SAO5.org)  
Sumter: [EserviceSumter@SAO5.org](mailto: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 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))