



CLERK OF THE CIRCUIT AND COUNTY COURTS 11TH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY

ePORTAL LAW FIRM ADMINISTRATOR ACCOUNT REQUEST

Please use this form to request an account for a Law Firm Administrator who will be responsible for creating/maintaining accounts within the firm for e-Filing. Once the form has been completed, please print, sign, date and send to:

clerksoffice@miamidade.gov OR MAIL TO: Clerk of Courts - Technical Services Division/Help Desk
175 NW 1 Avenue, 27th Fl. Box 7
Miami, Fl. 33128

LAW FIRM INFORMATION

Firm's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Firm Primary E-Mail Address: _____

Firm Alternate E-Mail Address: _____

Telephone Number: _____

Request for Law Firm Exemption? Yes No (If yes, please indicate reason for exemption request and attach supporting documentation.) _____

ADMINISTRATOR'S INFORMATION

****Please Note: It is important that maintenance of exempt law firm users be up-to-date. The Clerk's Office will contact the administrator if there are any issues.**

Administrator's Name and Title: _____

Florida Bar Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary E-Mail Address: _____

Alternate E-Mail Address: _____

Telephone Number: _____

Authorized Name and Title: _____

Authorizing Signature: _____ Date: _____

CLERK OF COURTS TSD USE ONLY

Date: _____ User Id Created: _____

Processed By: _____ Exemption Approved By: _____ Date: _____
(Please Print) (Please Print)