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E-Everything: What you need to know about Electronic Service, Filing, and court Administration in Florida

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**NOVA SOUTHEASTERN
UNIVERSITY**

Shepard Broad College of Law

Law Center Plus: Continuing Your Legal Education

E Everything:

**What You Need to Know About Electronic Service, Filing, and
Court Administration in Florida**

**Friday, May 13, 2016
7:30 am – 9:30 am
3305 College Avenue
Ft. Lauderdale, FL 33314**

Amy Singer Borman

Amy S. Borman is General Counsel with the Fifteenth Judicial Circuit in West Palm Beach, FL. She is the Chair of The Florida Bar Rules of Judicial Administration as well as a member of the Palm Beach County Bar Association Judicial Relations Committee, Bench Bar Committee and Professionalism Committee. Ms. Borman holds a BA from the University of Florida in Criminology and Law and her JD from Georgetown University in Washington, D.C. She has received the 2016 Sidney A. Stubbs Professionalism Award presented by the Palm Beach County Bar Association for Excellence in Practicing Professionalism in Palm Beach County and the 2015 Justice Barbara Pariente Award presented by the Palm Beach County Chapter of the Florida Association of Women Lawyers for Support in Advancing Women in the Legal Profession.



Cindy Guerra

Cindy Guerra has been the Chief Operating Officer with the Clerk and Comptroller's office in Palm Beach County since June 2013. Prior Guerra was the Regional Deputy Attorney General for the Florida Office of the Attorney General. Guerra received her BS in Political Science and Government from the American University in Washington, D.C. and her JD from Nova Southeastern University Shepard Broad College of Law.



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Title: Law Center Plus - E Everything: What you Need to Know about Electronic Service, Filing, and Court Administration in Florida

Level: Intermediate

Approval Period: 05/13/2016 - 11/13/2017

Welcome & Introduction:

7:55 to 8:00 am

Elena Rose Minicucci, JD Director, Alumni Relations, NSU Shepard Broad College of Law Welcome & Introduce:

- Amy Borman, Esq. General Counsel to the 15th Judicial Circuit – Palm Beach County, FL
- Cindy Guerra, Esq. Chief Operating Officer for the Palm Beach (FL) Clerk & Comptroller

Seminar Presentation

Lecture and Demonstration about using the E-Portal in Florida – Amy Borman, Esq., and Cindy Guerra, Esq.
8:00 - 9:30 am

- Introduction to Local Rules and Administrative Orders
- Preparation for Uniform Motion Calendar and Special Set Hearings
- Professionalism in Court – Ethics and Rules of Judicial Administration
 - ⇒ Rule 2.420 - Confidential Records
 - ⇒ Rule 2.425 - Minimization of Sensitive Information
 - ⇒ Rule 2.505 - Appearance of Attorneys
- Practice Tips – Online Demonstration of how to use and navigate the E-Portal
- Question & Answers (5 Minutes)

HANDOUTS and RESOURCES

Florida Rules of Judicial Administration: Attorneys' professional and ethical obligations

Rule 2.420 - Confidential Records

Rule 2.425 - Minimization of Sensitive Information

Rule 2.505 - Appearance of Attorneys

E-Filing Portal Authority

Website: <https://www.myflcourtagency.com/>

Florida Clerk & Comptroller's Offices

Website: <http://archive.flclerks.com/index.html>



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