

NOTICE

ELECTRONIC SUBMISSION OF OFFICIAL FILINGS TO THE ADMINISTRATION COMMISSION

Due to the closure of visitor access to the Capitol building as a result of COVID-19 concerns, the general public will no longer be able to hand deliver official filings to the Administration Commission. Until further notice, all official filings to the Commission should be made electronically.

Electronic filing instructions are as follows:

Documents are to be filed with the Secretary of the Commission by electronic transmission by submitting all required materials to the Clerk at e-mail address: AC.Clerk@LASPBS.STATE.FL.US. Persons with questions may call (850) 717-9513.

A party who files a document by electronic transmission shall:

- (1) Represent that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause, and that the party shall produce it upon the request of other parties; and
- (2) Be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed. The filing date for any electronically transmitted document shall be the date the Administration Commission received the complete document.

The maximum electronic file size that can be submitted to the Clerk of the Commission under a single electronic communication is 30MB. If a filing exceeds 30MB, the filing may be submitted in multiple electronic communications.

Parties unable to submit electronically should call (850) 717-9513 for other delivery options.