**Compilation of Minutes**

June 2017

* 1. Fred – there is no form for a pro se litigant to opt in to e-service; 12.915 – workgroup form for address designation and designation of e-mail address could be tweaked to do that. Matthew Capstraw indicated his concern that there is no mechanism for opting out, and there may arise circumstances for a pro se litigant to need to opt out. Fred indicated that is all the more reason that a sub-committee should look at this. Members to serve – Gina Perez-Calhoun, Ashley Taylor, Renee Harris, Ramona Chaplin. Gina will chair.

January 2018

Email Designation for Pro Se Litigants Subcommittee Presenter: Gina Perez-Calhoun -- As Ms. Perez-Calhoun could not be in attendance, this matter was tabled until the June meeting.

February 2018

E-Mail Designation for Pro Se Litigants: No action taken and deferred to next meeting

March 2018

E-Mail Designation for Pro Se Litigants: No action taken and deferred to next meeting.

May 2018

E-Mail Designation for Pro Se Litigants: No report

June 2018

E-Mail Designation for Pro Se Litigants Subcommittee: No report

October 2018

E Mail Designation for Pro Se Litigants Subcommittee: No report

December 2018

E-Mail Designation for Pro Se Litigants: No report.

January 2019

E-Mail Designation for Pro Se Litigants Subcommittee: No report. Ramona Chaplin solicited new members. Latoya Shelton, Trisha Armstrong and Arielle Capuano volunteered to serve on this subcommittee. The subcommittee will review a Palm Beach County form for e-service for probate litigation.

March 2019

E-Mail Designation for Pro Se Litigants Subcommittee: No report.

April 2019

E-Mail Designation for Pro Se Litigants: Ramona Chaplin reported the subcommittee met on April 16. The subcommittee is considering a form for opting out of e-service. The subcommittee members have reached out to Clerks, Inns of Court, Clinics for recommendations of the language to include in the form. Magistrate Susan Keith reported that the rule 2.516 (b) (1) (c) must be changed before the form is.

June 2019

E Mail Designation for Pro Se Litigants Subcommittee: Charis Campbell reported on a local form to opt out. Ashley Taylor reported that information will be provided and forms submitted. Magistrate Keith expressed a concern that local forms must not conflict with the Rules of Judicial Administration. Matthew Capstraw stated that the family law forms need to have an opt out form.

February 2020

E. Email Designation – by Ramona Chaplin. She reported subcommittee met and there should be another meeting soon to finalize.

June 2020

A. Email Designation for Pro Se Litigants Subcommittee – Presenter: Ramona. However, Mikalla advised that she never received material on this subcommittee, but Ramona was no longer logged into the online meeting to advise in status.

August 2020

Email designation- Ramona. No update

October 2020

Email Designation for Pro Se Litigants Subcommittee Presenter: Romona Chaplin Romona had to step away. Williams on Ramona’s behalf there nothing additional to report at this time.

December 2020

C. Email Designation for Pro Se Litigants Subcommittee Presenter: Ramona Chaplin Ramona not present but has game plan to move forward.

January 2021

A. Email Designation for Pro Se Litigants Subcommittee Presenter: Ramona Chaplin Have not met since last subcommittee. Mikella will follow up to see when next meeting will be set.

May 2021

A. Email Designation for Pro Se Litigants Subcommittee Presenter: Ramona Chaplin No one from subcommittee reports.