

Quick Start Guide: Filing Large Documents

Filing a Document(s) larger than 25MB

The Clerk prefers all filings are filed electronically via eFiling. Since there are filings that are in excess of 24MG, it is not possible to file a large document through the ePortal. Collier Clerks' office will accept filings that are in excess of 25MG on electronic media such as a CD or USB drive. The procedures for filing CD's or USB Drives are as follows:

1. Attorney mails the CD or USB drive to the Clerk's office with a cover letter and fee (if appropriate for the filing). The clerk will mail back the media if a self-addressed, postage paid envelope is included.

Mail the CD/USB Drive to: Collier County Clerk of Courts

3315 Tamiami Trail E. Suite 102

Naples, Florida 34112

2. The cover letter shall state the Case # (if the case exists), list the document(s) (docket name) and how many pages it is.
3. The CD or USB drive shall contain the files broken into 200-page files, in PDF format. The naming convention shall be formatted as:
Document_Name 1 thru 200 (name and pages from – to)
Document_Name 201 thru 400
Document_Name 401 thru 600

Example:

Exhibit_A 1 thru 200.PDF

Exhibit_A 201 thru 300.PDF

Exhibit_A 301 thru 400.PDF