

## Summons Fees Now Automatically Applied

The \$10 summons fee will now be automatically applied in ePortal when you choose to upload a document as **SUMMONS TO BE ISSUED BY CLERK** (\$10.00). If you have any questions, please call us at 863.402.6613.

In order to retrieve your summons, please click on My Cases in ePortal (top right corner) and locate the relevant case. Alternatively, go to <http://hcclerk.org/Home/Search-Court-Records.aspx> and locate your case in the attorney search access for court records page. If you do not have a login and password to the Highlands County court records, instructions can be found on the page to gain access.