



**Clerk of Circuit Court & Comptroller
Okaloosa County**

Subject: 90 Day Extension of Time for a Medical Malpractice Case **Document Number:** 5670

Effective Date: 05/08/2020 **Revision Date:** 01/21/2021

Application: Benchmark

References:

- Florida statute [766.104\(2\)](#)

Purpose:

- To obtain a 90-day extension of the statute of limitations for a medical malpractice case.

Filing Fees:

- \$42.00

Required Form to Initiate Case

- Petition for 90-day extension. (We do not provide forms for this type of case. The filer may produce a typed or hand-written petition). Docket code PAS

Other Forms:

- Designation of email address- docket code DEMA
- Cover sheet- docket code CIVS
- Situs form- docket code SDFP

Procedure:

- Clock in
- In Benchmark, go to case
- New case
- Court type- CA
- Case type- MM- extend medical malpractice
- Branch location is determined by where the plaintiff lives - C for Crestview if North of the established line just South of the Duke Field



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exit or F for Fort Walton if South of the established line just South of the Duke Field exit.

- Date- will be date of filing
- Party type- plaintiff
- Add plaintiff's name as it appears on the petition, select new party.
- Under party address, checkmark address as mailing and add complete address as listed on the petition. Under email address tab, checkmark as primary and add complete email address (if applicable, addresses may not be listed on petition).
- Click OK
- Party type- defendant (a defendant may or may not be listed. If not, click finish in the initial screen).
 - If no defendant is listed and you click finish, you will need to go back into the fees tab and enter the fees. Fee code CMMPFEE
- If provided, add defendant's name as it appears on the petition. Under party address, checkmark address as mailing and add complete address as listed on the petition (if applicable).
- Click OK
- Hit next
- Assess fee > double click in box > choose civil misc. medical malpractice > code CMMPFEE
- Hit next
- Hit finish
- Choose the drop-down box "from" > choose plaintiff's name > drop-down box "OBO" > choose plaintiff's name > save
- This will set your case number.
- Send filer to cashier to pay or if mailed in/dropped off, write the case number on the money order or cashier's check and hand to cashier.
- Write the case number on the petition.
- Docket and scan all documents into case and if filer is present, give documents back to him/her. If not, place in shred pile.
- Go to the disposition tab > disposed for other reasons > a pop-up box will appear asking "would you like to close this case"? Hit yes. A pop-up box asking, "Are you sure you wish to close this case"? Hit yes.