



FLORIDA COURTS
E-FILING PORTAL



**COUNTY ADMINISTRATOR
USER MANUAL**

May 2022

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PORTAL ADMINISTRATOR DOCUMENTATION

Introduction

The purpose of this document is to provide you with information necessary to manage your user access, fee codes, and schedules, rejection reasons and work queues. The Portal website allows users to register, login, submit filings, and read news articles regarding E-Filing submitted by FCCC and the counties.

County Administrators can add users, affiliate the users with a county and a law firm, add new articles, manage users and articles, establish work queues, work on filings and recordings that have been submitted by users and reset passwords. Portal administrators also have access to statistical reports.

FCCC Administrators can add county administrators, add users, add organizations, State Agencies, Local Agencies, Insurance Companies and affiliate the users with a county and any organization, add news articles, manage users and articles, work on filings and recordings that have been submitted by users and reset passwords.

FCCC is also responsible for branding pages for the county, enabling county E-Filing, establishing security roles and organization types.

Administration users should use the latest version of Microsoft Edge, Chrome or Firefox to perform their Clerk Review.

As with documentation for any system, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

Logging in to the Portal

Administrators can access the Portal's log-in page, by typing the following URL into their web browser: www.myflcourtaaccess.com.

Administrators do not register on the web site. Their initial profiles are created by FCCC. The new administrator must enter their User Name and Password and change their password on initial entry.

FLORIDA COURTS E-FILING PORTAL
MyFLCourtAccess.com

News & Information

- 01/14/2022 The Florida Courts E-Filing Authority launched its NEW WEBSITE. NOTE: If you are having problems viewing the site, please check with your IT Administrator to ensure that your browser has access to *.myflcourtaccess.com, *.vimeo.com, *.vimeo.com, *.isdelivr.net, and *.typekit.net. This is required to view the site properly. You can also contact support@myflcourtaccess.com

Welcome to the Florida Courts E-Filing Portal Help

Login

* Required Field

* User Name:

* Password:

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome.

Home Page

Menu

TIFFANY MOORE RUSSELL
ORANGE COUNTY CLERK OF COURTS

Filings - clerkcw 0, 0

- Filings - Common 326, 399**
 - Case Filings 326, 399**
 - CIV Circuit - New 140, 166
 - CIV Circuit - Subsequent 46, 53
 - CIV County - New 37, 69
 - CIV County - Subsequent 10, 15
 - CRI Circuit - Subsequent 71, 71
 - CRI County - Subsequent 10, 10
 - FAM - Subsequent 3, 3
 - ZCIV - Correction Queue 8, 11
 - Correction Queue 1, 1
 - No Filings 0, 0**

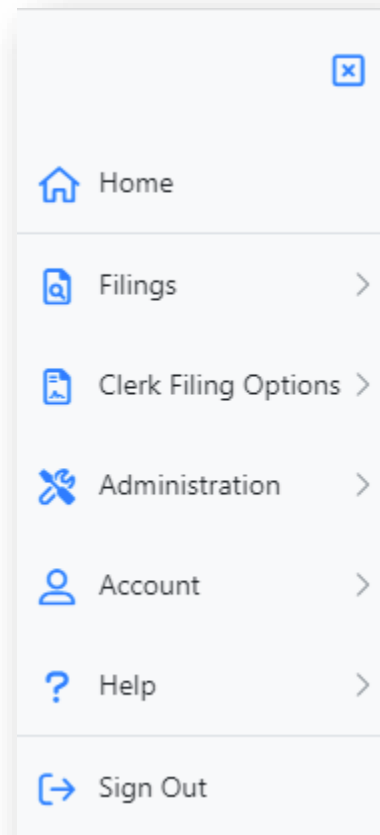
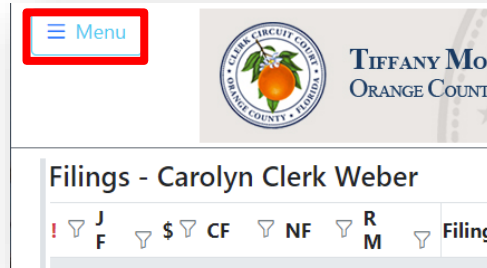
Filings - Carolyn Clerk Weber

! JF \$ CF NF RM

No records to display

Menu Button

The Home Page displays the Menu list in the upper left-hand corner of the page. Click on Menu to see the options available.



Filings

Search Filings



When you select Search Filings, a search options page will appear. Complete what is appropriate and then click on Search.

The image shows the 'Search Filings' search options page. The page contains various search criteria fields, including Received Date From/To, Completion Date From/To, Submission #, Financial Id, Order #, Court/Clerk Case #, Citation Number, Certificate Number, Submission Type, Filing Type, Filing Status, Emergency Filing, Payment Method, Filer Type, Filing Organization, Filer, Jurisdiction (highlighted with a red box), Division, Sub Case Type, and Document Type. A 'Search' button is visible at the bottom right.

The results of your search will be presented.

Search Filings Received between 02/04/2022 and 02/08/2022 Submitted to Jurisdiction # 48

J	F	S	CF	NF	R	M	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
							SS 100299404	Circuit Civil	Being Reviewed	02/04/2022 09:51:07 AM	2019-CA-000025-O	Reichert & Newberry Law Office	Parker Lowery
							SS 100299533	Domestic Relations/Family	Pending Review	02/07/2022 09:24:17 AM	2020-DR-008598-O	Unaffiliated Users	Pam Rogier
		\$					SS 100299534	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users	Pam Rogier
							SS 100299536	Circuit Criminal	Pending Review	02/07/2022 09:42:47 AM	2021-CF-005641-A-O	Unaffiliated Users	Pam Rogier
		\$					SS 100299537	Circuit Civil	Filed	02/07/2022 09:46:01 AM	2021-CA-009654-O	Unaffiliated Users	Pam Rogier
							SS 100299538	Criminal Traffic	Pending Review	02/07/2022 09:48:04 AM	2020-CT-005423-A-O	Unaffiliated Users	Pam Rogier
							SS 100299539	Juvenile Dependency	Pending Review	02/07/2022 09:53:11 AM	NOT FOUND	Unaffiliated Users	Pam Rogier
							SS 100299540	County Civil	Filed	02/07/2022 09:59:30 AM	2021-CC-007894-O	Unaffiliated Users	Pam Rogier
							SS 100299541	Circuit Civil	Filed	02/07/2022 10:08:19 AM	2021-CA-000014-O	Unaffiliated Users	Pam Rogier
		\$					SS 100299542	County Civil	Filed	02/07/2022 10:10:44 AM	2021-CC-001234-O	Unaffiliated Users	James Stoner

There is also a Search Filings menu bar as shown below located in the right-hand corner of the results page.



Using this menu bar, you can:

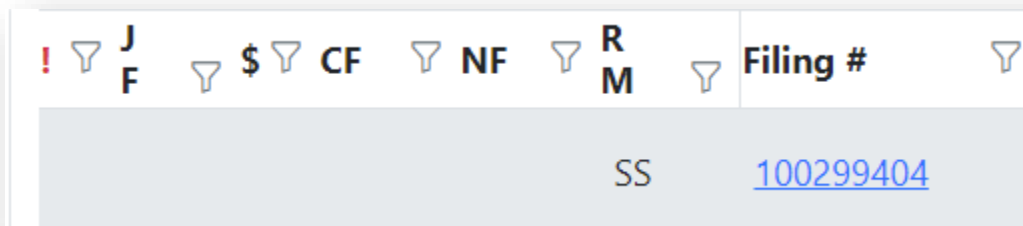
- Refresh List
- Open Filing
- Return Filing to Common Queue
- Move Filing to Another Queue
- Resend Filing
- Mark as Filed
- Move Filing to Correction Queue
- Remove from Correction Queue
- Abandoned Filing Queue
- Print
- Save Data as Excel
- View Notice of Electronic Filing
- Close

Information available on the Search Filings page:

Search Filings Received between 02/04/2022 and 02/08/2022 Submitted to Jurisdiction # 48

J	F	\$	CF	NF	R	M	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
							SS 100299404	Circuit Civil	Being Reviewed	02/04/2022 09:51:07 AM	2019-CA-000025-O	Reichert & Newberry Law Office	Parker Lowery
							SS 100299533	Domestic Relations/Family	Pending Review	02/07/2022 09:24:17 AM	2020-DR-008598-O	Unaffiliated Users	Pam Boger
		\$					SS 100299534	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users	Pam Boger
							SS 100299536	Circuit Criminal	Pending Review	02/07/2022 09:42:47 AM	2021-CF-005641-A-O	Unaffiliated Users	Pam Boger
		\$					SS 100299537	Circuit Civil	Filed	02/07/2022 09:46:01 AM	2021-CA-009654-O	Unaffiliated Users	Pam Boger
							SS 100299538	Criminal Traffic	Pending Review	02/07/2022 09:48:04 AM	2020-CT-005423-A-O	Unaffiliated Users	Pam Boger
							SS 100299539	Juvenile Dependency	Pending Review	02/07/2022 09:53:11 AM	NOT FOUND	Unaffiliated Users	Pam Boger
							SS 100299540	County Civil	Filed	02/07/2022 09:59:30 AM	2021-CC-007894-O	Unaffiliated Users	Pam Boger
							SS 100299541	Circuit Civil	Filed	02/07/2022 10:08:19 AM	2021-CA-000014-O	Unaffiliated Users	Pam Boger
		\$					SS 100299542	County Civil	Filed	02/07/2022 10:10:44 AM	2021-CC-001234-O	Unaffiliated Users	James Stoner

You can see if the submission is a Judicial Filing (JF), the Fee/Payment indicator (\$), the Corrected Filing indicator (C), New Case indicator (NF) and the Received Method (RM). You are also able to filter on each of these columns.



Also available on this page by using the scroll bar at the bottom of the page are the following:

Filer Role	# DOCS	# PGS	Completion Date	Reviewer	Review Start Date	Type
Attorney – Florida Bar	1	48		James Stoner	02/07/2022 11:06:48 AM	Case Filing
Attorney – Florida Bar	1	1				Case Filing
Attorney – Florida Bar	2	3				Case Filing
Attorney – Florida Bar	1	1				Case Filing

Work Queue	Correction Reason
CIV Circuit - New	
FAM CS - Subsequent	
FAM INJ - Subsequent	
CRI Circuit - Subsequent	

To review a submission, highlight the submission and click on Open Filing on the menu bar. You can also view the audit trail for this submission by click on blue hyperlink under the Filing # column. Information about the Organization is also available by click the blue hyperlink under the Filing Organization column. Information about the Filer is also available by clicking the blue hyperlink under the Filer column.

Search Filings Received between 02/04/2022 and 02/08/2022 Submitted to Jurisdiction # 48

Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
100299404	Circuit Civil	Being Reviewed	02/04/2022 09:51:07 AM	2019-CA-000025-O	Reichert & Newberry Law Office	Parker Lowery
100299533	Domestic Relations/Family	Pending Review	02/07/2022 09:24:17 AM	2020-DR-008598-O	Unaffiliated Users	Pam Rogier
100299534	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users	Pam Rogier

This will take you into the submission where you are able to review and accept the filing.

Filing # 100299533

Document 1 of 1 Received

#	Status	Document Group	Document Type
1	Received	Notices	Notices

Items per page: 1 of 1 pages (1 items)

2020-DR-008598-O (Case # From Filer 2020-DR-008598-O)

Case Style MARTINEZ, LAVONDA KAY vs. MARTINEZ GALAZ,...	Case Status Closed
Case Type Dissolution of Marriage	Case Sub Type Simplified Dissolution
Filed By Pam Rogier	Received Date 02/07/2022 09:24:17 AM

Document(S) Filed On Behalf Of Parties

* Case #
2020-DR-008598-O

* Docket Date
02/07/2022

* Category
Notices

* Event Type
Notice

Document Type
Select Document Type

Docket Text
Docket Text

Pages

sdl.cdir

Filing # 100299533 E-Filed 02/07/2022 09:24:17 AM

TEST

PAGE

There is also a menu bar in the Review Filings screen.

- No Payment Required (\$) which will be black unless a payment is required and then it will be blue
- View Audit Information for Submission # xxxxxxxxxxxxxxxx
- Save Document
- Accept Document
- Review Completed. File Documents
- Move Filing to Correction Queue
- Return Filing to Common Queue
- Move Filing to Another Queue
- Email Filer
- Close

Document Information is found in this box.

Document 1 of 1 Received			
#	Status	Document Group	Document Type
1	Received	Notices	Notices

<< < 1 > >> 5 Items per page 1 of 1 pages (1 items)

Case information is found next to the Document information.

2020-DR-008598-O (Case # From Filer 2020-DR-008598-O)	
Case Style MARTINEZ, LAVONDA KAY vs. MARTINEZ GALAZ,...	Case Status Closed
Case Type Dissolution of Marriage	Case Sub Type Simplified Dissolution
Filed By Pam Boger	Received Date 02/07/2022 09:24:17 AM

Submission information is found below the Document information.

Document(S) Filed On Behalf Of Parties

* Case # 2020-DR-008598-O * Docket Date 02/07/2022

* Category Notices

* Event Type Notice

Document Type Select Document Type

Docket Text
Docket Text

Pages
1

You see the Documents submitted as shown above, Filed On Behalf of and Parties as shown below.

Document(S) Filed On Behalf Of Parties

Filed On Behalf of

Note:Following list is applicable only for Existing cases

Selected	Type	Name
<input type="checkbox"/>	Petitioner	LAVONDA KAY MARTINEZ
<input type="checkbox"/>	Respondent	RAUL ORLANDO MARTINEZ GALAZ

<< < 1 > >> 5 1 of 1 pages (2 items)

Items per page

Parties tab.

Document(S) Filed On Behalf Of Parties

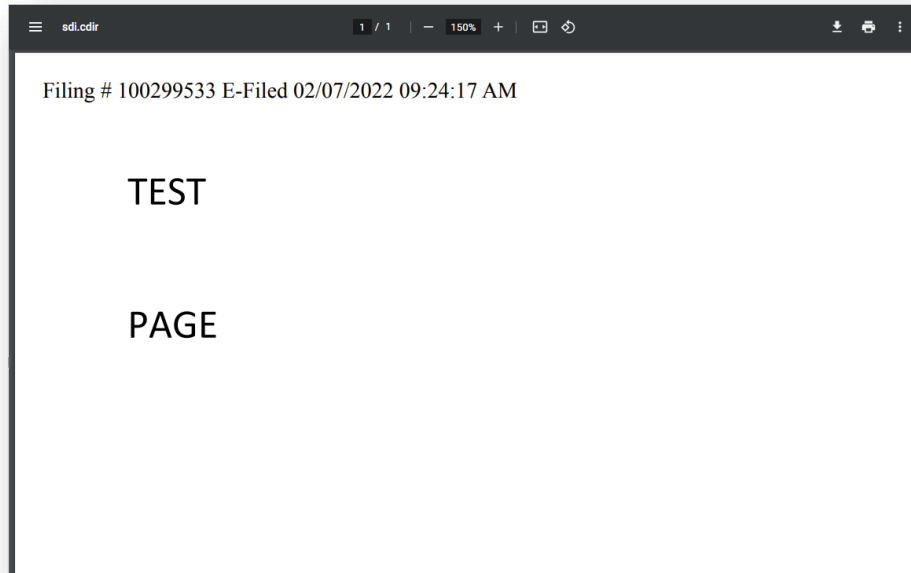
+ [Icons]

Note:For existing cases only new parties added by filer are shown here.

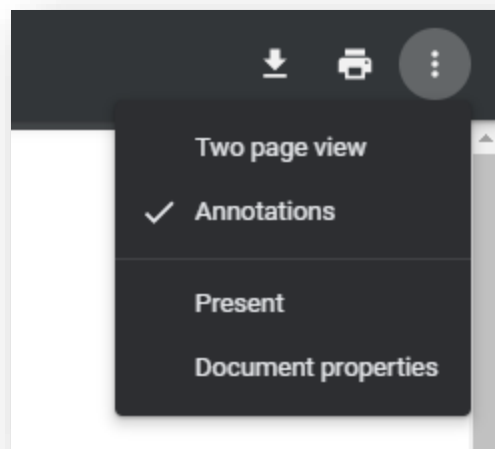
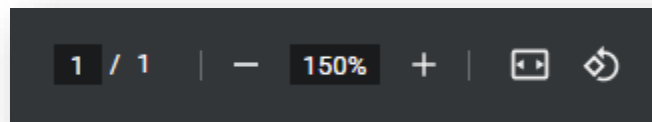
Type	Name	Address
No records to display		

<< < > >> 5 Items per page 0 of 0 pages (0 items)

The document for review is displayed in the right-hand side of the screen.



There is a menu bar within the PDF viewer that displays the document. You can move through the pages, increase the size of the document, fit the document to the width, rotate counterclockwise, download, print and even more options when you click on the three dots as shown below.



When you accept the document you are reviewing and click on the Accept Document icon, the Status is displayed in the Document box. This will be updated with each document in the submission.

Document 1 of 1 Accepted

#	Status	Document Group	Document Type
1	Accepted	Notices	

<< < 1 > >> 5 Items per page 1 of 1 pages (1 items)

Once you have accepted all the documents in the submission, click on the Review Completed File Documents icon to complete the submission. You will receive confirmation that the review has been completed.

Review Completed. File Documents:Information x

i Filing # 100299533 is successfully submitted for Docketing to Court Case Management System. Filer will be notified upon notification from the Court system.

OK

When you click on OK, you are taken back into the Search Filings results set so you can move on to the next submission.

Search Filings Received between 02/04/2022 and 02/08/2022 Submitted to Jurisdiction # 48

Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
SS 100299404	Circuit Civil	Being Reviewed	02/04/2022 09:51:07 AM	2019-CA-000025-O	Reichert & Newberry Law Office	Parker Lowery
SS 100299533	Domestic Relations/Family	Filed	02/07/2022 09:24:17 AM	2020-DR-008598-O	Unaffiliated Users	Pam Boger
\$ 100299534	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users	Pam Boger
SS 100299536	Circuit Criminal	Pending Review	02/07/2022 09:42:47 AM	2021-CF-005641-A-O	Unaffiliated Users	Pam Boger
\$ 100299537	Circuit Civil	Filed	02/07/2022 09:46:01 AM	2021-CA-009654-O	Unaffiliated Users	Pam Boger
SS 100299538	Criminal Traffic	Pending Review	02/07/2022 09:48:04 AM	2020-CT-005423-A-O	Unaffiliated Users	Pam Boger
SS 100299539	Juvenile Dependency	Pending Review	02/07/2022 09:53:11 AM	NOT FOUND	Unaffiliated Users	Pam Boger

Search by Submission

Type in a Submission number. Then click on Search.

Search By Submission # ×

* Submission #

Cancel
Clear
Search

Your submission will be returned in the search results set.

Search By Submission # Submission # 100299534

J	F	\$	CF	NF	R	M	Filing #	Jurisdiction	Division	Status	Received Date	Case #	Filing Organization
		\$					100299534	Orange	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users

<<
<
1
>
>>
10
Items per page

On this page there is also a menu bar.



From this page you will be able to:

- Refresh List
- Print
- Save Data as Excel
- View Notice of Electronic Filing
- Close

If you hover over the green dollar sign (\$), you will see 'Total Amount Due \$433.63 Total Paid \$418.00 Order #23939 Financial ID 101459' on the tooltip. The number under the Filing # column will show you the Audit Trail for this submission. Anywhere there is a blue hyperlink, additional information is available.

Search By Submission # Submission # 100299534

J	F	\$	CF	NF	R	M	Filing #	Jurisdiction	Division	Status	Received Date	Case #	Filing Organization
		\$					100299534	Orange	Domestic Relations/Family	Pending Review	02/07/2022 09:28:36 AM	NEW CASE	Unaffiliated Users

<<
<
1
>
>>
10
Items per page

You can also see more detailed information about the payment if you click on the green \$ sign.

Filing # 100299534 Payment Information ✕

Filed By Pam Boger	Received Date 02/07/2022 09:28:36 AM
Payment Method Pay By Credit/Debit Card	Total Due \$432.63
Order # PayNow 23929	Financial ID 101459
Court Case # NEW CASE	Case Type Dissolution of Marriage/Dissolution
Case Name Marsha Evans VS Bob Evans	Total Paid \$418.00
	Memo

#	Description	Amount
1	08 Circuit Mediation Arbitration Fee	\$15.00
2	09 Civil State Courts TF - \$80	\$80.00
3	09 DFS TF - Budget Review	\$1.00
4	CCOC TF 28.241(1)(a)	\$4.00
5	Child Welfare Training TF 28.101(1)a	\$5.00

1 of 4 pages (16 items)

OK

Filings by Status

By selecting this option, you will see submissions that are Checked-Out, Over 24 Hours and Over 7 Days and Paid with Credit/Debit.

Checked-Out

Checked-Out Over 24 Hours Over 7 Days And Paid With Credit/Debit

Filings By Status Received between 11/08/2021 and 02/08/2022 Filing Status Code '4'
Submitted to Jurisdiction # 48 🔍 📄 📧 📧 📧

! J F	S CF	NF	R M	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer	File
	\$ C		SS	100292429	Circuit Civil	Being Reviewed	11/15/2021 02:39:39 PM	2017-CA-000111-O	Attorneys at Law	Kyle Reichert	Attc
	\$		SS	100297446	Circuit Civil	Being Reviewed	01/10/2022 10:39:53 AM	2021-CA-000023-O	Marquis 2	Carolyn M Weber	Attc
	\$		SS	100299388	Circuit Civil	Being Reviewed	02/03/2022 11:35:07 PM	2019-CA-000200-O	Raos Law Firm	Notorious RBG Ginsberg	Attc
			SS	100299404	Circuit Civil	Being Reviewed	02/04/2022 09:51:07 AM	2019-CA-000025-O	Reichert & Newberry Law Office	Parker Lowery	Attc

1 of 1 pages (4 items)

Over 24 Hours

Checked-Out **Over 24 Hours** Over 7 Days And Paid With Credit/Debit

Filings By Status Received between 11/08/2021 and 02/08/2022 Submitted to Jurisdiction # 48 Not Processed Within 24 hours from time of receipt

J	F	S	CF	NF	R	M	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
							100291798	Circuit Civil	Pending Review	11/08/2021 11:20:04 AM	2019-CA-000123-O	State Attorney Office 3rd Circuit	Colin R Thacker mr
							100291805	Circuit Civil	Pending Review	11/08/2021 12:14:31 PM	2019-CA-000123-O	State Attorney Office 3rd Circuit	Colin R Thacker mr
							100291810	Circuit Civil	Pending Review	11/08/2021 12:34:37 PM	2019-CA-000300-O	Raos Law Firm	Notorious RRG Ginsberg
\$	C						100292060	Circuit Civil	Pending Review	11/11/2021 12:47:47 PM	2021-CA-000015-O	Marquis 2	Carolyn M Weber
\$							100292061	Circuit Civil	Pending Review	11/11/2021 12:57:25 PM	2021-CA-000015-O	Marquis 2	Carolyn M Weber
							100292158	Circuit Civil	Pending Review	11/12/2021 04:11:16 PM	2018-CA-000100-O	Reichert & Newberry Law Office	Parker Lowery
\$	C						100292429	Circuit Civil	Being Reviewed	11/15/2021 02:39:39 PM	2017-CA-000111-O	Attorneys at Law	Kyle Reichert
\$							100292543	Circuit Civil	Pending Review	11/16/2021 01:20:32 PM	2018-CA-000001-O	Attorneys at Law	Kyle Reichert
							100292670	Circuit Civil	Pending Review	11/17/2021 09:29:51 AM	2020-CA-000123-O	State Attorney Office 3rd Circuit	Colin R Thacker mr
\$							100293110	Circuit Civil	Pending Review	11/23/2021 01:20:39 PM	2021-CA-000012-O	Marquis 2	Carolyn M Weber

Items per page: 10 | 1 of 12 pages (115 items)

Over 7 Days And Paid With Credit/Debit

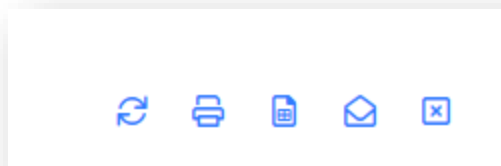
Checked-Out Over 24 Hours **Over 7 Days And Paid With Credit/Debit**

Filings By Status Received between 11/08/2021 and 02/08/2022 Submitted to Jurisdiction # 48 Over 7 Days and Paid With Credit/Debit

J	F	S	CF	NF	R	M	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
\$	C						100292060	Circuit Civil	Pending Review	11/11/2021 12:47:47 PM	2021-CA-000015-O	Marquis 2	Carolyn M Weber
\$							100292061	Circuit Civil	Pending Review	11/11/2021 12:57:25 PM	2021-CA-000015-O	Marquis 2	Carolyn M Weber
\$	C						100292429	Circuit Civil	Being Reviewed	11/15/2021 02:39:39 PM	2017-CA-000111-O	Attorneys at Law	Kyle Reichert
\$							100292543	Circuit Civil	Pending Review	11/16/2021 01:20:32 PM	2018-CA-000001-O	Attorneys at Law	Kyle Reichert
\$							100293110	Circuit Civil	Pending Review	11/23/2021 01:20:39 PM	2021-CA-000012-O	Marquis 2	Carolyn M Weber
\$							100293112	Circuit Civil	Pending Review	11/23/2021 01:26:11 PM	2021-CA-000012-O	Marquis 2	Carolyn M Weber
\$							100293151	Circuit Civil	Pending Review	11/23/2021 03:33:41 PM	NEW CASE	Reichert & Newberry Law Office	Yusef Golden
\$							100293152	Domestic Relations/Family	Pending Review	11/23/2021 03:36:02 PM	2021-DR-013602-O	Reichert & Newberry Law Office	Yusef Golden
\$							100296294	County Civil	Pending Review	12/02/2021 10:45:06 AM	NEW CASE	Hayt, Hayt & Landau, PL	Jason Scott Dragutsky
\$							100296315	County Civil	Pending Review	12/02/2021 03:55:55 PM	NEW CASE	Hayt, Hayt & Landau, PL	Jason Scott Dragutsky

Items per page: 10 | 1 of 3 pages (29 items)

There is a menu bar in the Filings By Status page too.



- Refresh List

- Print
- Save Data as Excel
- View Notice of Electronic Filing
- Close

Filings Summary

Complete the Filings Summary request page with the appropriate information.

Then click on Search to see your results set.

Filings Summary Received between 02/01/2022 and 02/08/2022 Submitted to Jurisdiction # 48

#	Jurisdiction	Division	Type	Status	# Filings	# Documents
48	Orange	Circuit Civil	Case Filings	Being Reviewed	2	2
48	Orange	Circuit Civil	Case Filings	Filed	11	16
48	Orange	Circuit Civil	Case Filings	Pending Review	3	3
48	Orange	Circuit Criminal	Case Filings	Filed	1	1
48	Orange	Circuit Criminal	Case Filings	Pending Review	4	4
48	Orange	County Civil	Case Filings	Correction Queue	1	1
48	Orange	County Civil	Case Filings	Filed	6	11
48	Orange	County Civil	Case Filings	Pending Review	4	4
48	Orange	County Criminal	Case Filings	Pending Review	9	9
48	Orange	Criminal Traffic	Case Filings	Pending Review	2	2
Totals: 51					64	

Items per page: 10 | 1 of 2 pages (14 items)

The columns all can be filtered by specific search criteria. Click on the filter icon for the column you wish filter. Make your selection and click OK. We will filter the Status column to show only those in the Filed status. The results are shown below.

Filings Summary Received between 02/01/2022 and 02/08/2022 Submitted to Jurisdiction # 48

#	Jurisdiction	Division	Type	Status	# Filings	# Documents
48	Orange	Circuit Civil	Case Filings	Filed	11	16
48	Orange	Circuit Criminal	Case Filings	Filed	1	1
48	Orange	County Civil	Case Filings	Filed	6	11
48	Orange	Domestic Relations/Family	Case Filings	Filed	1	1
Totals: 19					29	

Items per page: 10 | 1 of 1 pages (4 items)

The menu bar in the Filings Summary page is shown below.



- Print
- Save Data as Excel
- Refresh Lis
- Close

Audit History

In the Audit History search criteria box, select the appropriate dates.

Audit History

* Date From: 02/01/2022

* Date To: 02/08/2022

Cancel Clear Search

Then click on Search. The results set, based upon the search criteria entered, will be shown.

Audit History

Occurred between 02/01/2022 and 02/08/2022

Drag a column header here to group its column

#	User	Action Date	Object #	Action	Remarks	Client IP
149943872	Provana.TPV	02/01/2022 01:00:02 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943873	Provana.TPV	02/01/2022 01:00:14 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943874	Provana.TPV	02/01/2022 01:00:14 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943875	Provana.TPV	02/01/2022 01:00:14 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943876	Provana.TPV	02/01/2022 01:00:14 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943877	Provana.TPV	02/01/2022 01:00:15 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943878	Provana.TPV	02/01/2022 01:00:15 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943879	Provana.TPV	02/01/2022 01:00:15 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943880	Provana.TPV	02/01/2022 01:00:15 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	
149943881	Provana.TPV	02/01/2022 01:00:15 AM		ValidateCredentials	Valid Credentials LogonName provanatpv	

10 Items per page

1 of 32731 pages (327307 items)

The menu bar in the Audit History page is shown below.



- Print
- Save Data as Excel
- Refresh List
- Close

System Usage Report

Select the Dates that you are searching.

System Report - Search ✕

* Date From * Date To

Click on Search and the results of your search will be shown.

System Report Activity between 02/07/2022 and 02/08/2022

[Login Summary](#) 📄 📄 🔄 🗑

Logins: 141 # Distict Users: 70

[Filing Summary](#)

#	Jurisdiction	Division	Type	# Filings	# Documents
402	Eleventh Judicial Circuit	Not Applicable	Proposed Documents	2	4
29	Hillsborough	Circuit Civil	Case Filings	1	1
29	Hillsborough	Domestic Relations/Family	Case Filings	1	4
36	Lee	Circuit Criminal	Case Filings	7	7
36	Lee	Juvenile Delinquency	Case Filings	1	1
48	Orange	Circuit Civil	Case Filings	7	12
48	Orange	Domestic Relations/Family	Case Filings	1	1
48	Orange	Probate	Case Filings	1	1
48	Orange	County Civil	Case Filings	7	14
50	Palm Beach	Circuit Civil	Case Filings	9	15
Totals: 51				84	

« < 1 2 > » 10 Items per page 1 of 2 pages (14 items)

The menu bar for the System Usage Report is shown below.



- Print
- Save Data as Excel
- Refresh List
- Close

Filers, Filing/Mail Logs

In the Users Search box, type in the last name of the filer you are searching for and any other information that you have available.

The screenshot shows a 'Users Search' form with the following fields and values:

- Last Name:** Weber
- Registration Role:** Attorney - Florida Bar
- Email Address:** (empty)
- Portal User #:** (empty)
- Organization:** Select Organization
- ID Type:** Select ID Type
- ID Number:** (empty)

Buttons at the bottom right: Cancel, Clear, Search.

Then click on Search. The results are shown below.

Filers, Filing/Mail Logs

Last Name begins with Weber Portal User Role is Attorney - Florida Bar

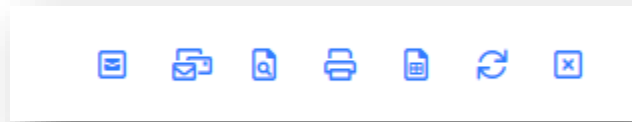
#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Updated User	Last Updated Time
1982	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 1002747	cweber@flclerks.com	407-845-4329	Weber & Weber	Carolyn M Weber	04/15/2020 10:40 AM
33082	Weber, Carolyn M	Attorney - Florida Bar	Disbarred	FL 19980	cweber1024@gmail.com	407-310-3592	Weber, Weber, and Weber	Carolyn M Weber	08/25/2021 03:45 PM
34073	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 913073	cweber1024@outlook.com	407-234-9933	Marquis	Florida E-Portal	09/24/2017 12:43 PM
60007	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 154728	cweber1024@gmail.com		Weber Law Firm	Carolyn M Weber	07/11/2014 09:22 AM
60893	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 106454	cweber@flclerks.com	407-461-2313	Marquis 2	Unknown User	01/10/2022 10:43 AM
154759	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 46170	cweber@flclerks.com		Law Office of Carolyn M Weber	Carolyn M Weber	05/20/2021 11:31 AM
340568	Weber, Carolyn ProSe	Attorney - Florida Bar	Active	FL 88488	cweber1024@yahoo.com		Unaffiliated Users	Carolyn M Weber	05/12/2021 02:50 PM
340529	Weber, Halle Marie	Attorney - Florida Bar	Active	FL 102382	cweber@flclerks.com		Unaffiliated Users	Carolyn M Weber	04/15/2021 03:15 PM
340746	Weber, Halle Marie	Attorney - Florida Bar	Active	FL 81480	cweber@flclerks.com	407-866-1422	Law Office of Carolyn M Weber	Halle Marie Weber	01/27/2022 09:35 AM
33880	Weber, Julie M	Attorney - Florida Bar	Active	FL 12345	cweber@flclerks.com	407-835-4392	Marquis 2	Julie M Weber	01/28/2021 01:35 PM

Navigation: 1 2 >> 10 Items per page 1 of 2 pages (11 items)

The menu bar in the Filers, Filing/Mail Logs page allows you to:

- Email Selected User
- View Mail Log for the Selected User
- View Filings Log for the Selected User

- Print
- Save Data as Excel
- Refresh List
- Close



To see all the submissions for a filer for a specific time period highlight the filer and click View Filing Log for the Selected User. Type in the date range you are search for and then click Search.

Search Filings ✕

Received Date From
 📅

Completion Date From
 📅

Submission #

Received Date To
 📅

Completion Date To
 📅

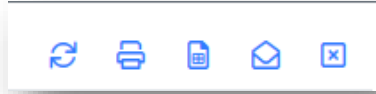
Cancel Clear Search

The results will be shown.

Halle Marie Weber - Filing Log									
Received between 02/03/2022 and 02/08/2022 Filer # 340746									
Filing #	Jurisdiction	Division	Status	Received Date	Case #	Filing Organization	Filer		
SS 100299313	Orange	Circuit Civil	Filed	02/03/2022 08:54:42 AM	2021-CA-000044-O	Law Office of Carolyn M Weber	Halle Marie W		
\$ SS 100299314	Orange	Circuit Civil	Pending Review	02/03/2022 08:57:02 AM	2021-CA-000366-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299315	Orange	Circuit Criminal	Pending Review	02/03/2022 08:57:02 AM	2021-CF-000133-A-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299316	Orange	Circuit Civil	Pending Review	02/03/2022 09:03:46 AM	2021-CA-000133-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299317	Orange	Circuit Civil	Pending Review	02/03/2022 09:03:46 AM	2021-CA-000564-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299318	Orange	Circuit Civil	Filed	02/03/2022 09:03:46 AM	2021-CA-000244-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299319	Orange	County Civil	Pending Review	02/03/2022 09:03:46 AM	2021-CC-000133-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299320	Orange	County Civil	Pending Review	02/03/2022 09:03:46 AM	2021-SC-000013-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299321	Orange	County Civil	Pending Review	02/03/2022 09:03:46 AM	2021-SC-000055-O	Law Office of Carolyn M Weber	Halle Marie W		
SS 100299322	Orange	County Civil	Filed	02/03/2022 09:03:46 AM	2021-CC-000042-O	Law Office of Carolyn M Weber	Halle Marie W		

« 1 2 » 10 Items per page 1 of 2 pages (11 items)

Wherever there is a blue hyperlink, additional information is available. To view the audit trail for a submission, click on the blue hyperlinked number in the Filing # column. The menu bar for the Filing Log page is shown below.



- Refresh List
- Print
- Save Data as Excel
- View Notice of Electronic Filing
- Close

e-Filing Collections by Division Report

Type in your search criteria,

e-Filing Collections by Division Report

Received Date From: 02/04/2022 12:00:00 AM

Received Date To: 02/08/2022 11:59:59 PM

Completion Date From: Completion From Date

Completion Date To: Completion To Date

Include Paid Filing Only: Yes

Include Filings with Payment Errors Only: No

Buttons: Cancel, Clear, Search

Then click on Search to see your search results.

e-Filing Collections by Division Report

Received between 02/04/2022 and 02/08/2022 Jurisdiction # 48 Include Paid Filings Only

Division	Filing #	Payment Method	UCN	Local Case #	Bar #	Received Date	Completion Date	Fee Code Description
Circuit Civil	100299537	Pay By Credit/Debit Card	482021CA009654A001 OX	2021-CA-009654-O	99	02/07/2022 09:46:01 AM	02/07/2022 10:01:24 AM	Filing Fee
Circuit Civil	100299537	Pay By Credit/Debit Card	482021CA009654A001 OX	2021-CA-009654-O	99	02/07/2022 09:46:01 AM	02/07/2022 10:01:24 AM	08 Circuit Summons
Circuit Civil	100299537	Pay By Credit/Debit Card	482021CA009654A001 OX	2021-CA-009654-O	99	02/07/2022 09:46:01 AM	02/07/2022 10:01:24 AM	Service Documents Proposed Summons to be Issued by Clerk
Circuit Civil	100299537	Pay By Credit/Debit Card	482021CA009654A001 OX	2021-CA-009654-O	99	02/07/2022 09:46:01 AM	02/07/2022 10:01:24 AM	Service Documents Proposed Summons to be Issued by Clerk
Circuit Civil	100299537	Pay By Credit/Debit Card	482021CA009654A001 OX	2021-CA-009654-O	99	02/07/2022 09:46:01 AM	02/07/2022 10:01:24 AM	Service Documents Proposed Summons to be Issued by Clerk

Items per page: 10

1 of 1 pages

Use the slider bar at the bottom of the screen to see all the information that is available.

Amount	Provider	Order #	Financial ID	Reviewer	Settlement Error
\$0.00	PayNow	23930	101460	James Stoner	
\$30.00	PayNow	23930	101460	James Stoner	
\$0.00	PayNow	23930	101460	James Stoner	
\$0.00	PayNow	23930	101460	James Stoner	
\$0.00	PayNow	23930	101460	James Stoner	
Total: \$30.00					
Total: \$30.00					
Grand Total: \$30.00					

e 1 of 1 pages (5 items)

The menu bar available in the e-Filing Collections by Division Report are shown below.



- Print
- Save Data as Excel
- Refresh List
- Close

DOR Report

If you receive DOR filings, complete your search criteria.

DOR Report ✕

* Completion Date From

Then click on Search. The results of your search criteria will be shown in a separate page.

DOR Report										Completed between 02/01/2022 and 02/08/2022 County # 48		
File Name	Warrent #	Filing #	Status	Document Type	Recorded Time	Instrument #	Book	Page	Total Fee			
No records to display												
<input type="button" value="«"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="»"/> 10 Items per page										0 of 0 pages (0 items)		

The menu bar for the DOR Report is shown below.



- Print
- Save Data as Excel
- Refresh List
- Close

Failed Payment Settlement Report

Select your search criteria period.

Failed Payment Settlement Report ✕

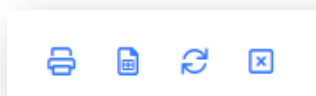
* Completion Date From

* Completion Date To

Click on Search. Your search results will be shown in a separate page.

Failed Payment Settlement Report					Created between 01/10/2022 and 02/08/2022 Jurisdiction # 48 Alert Type Code # 5		
Filing #	Completion Time	Case #	Case Name/Style	Remarks			
No records to display							
<input type="button" value="«"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="»"/> 10 Items per page					0 of 0 pages (0 items)		

The menu bar for the Failed Payment Settlement Report is shown below.



- Print
- Save Data as Excel
- Refresh List
- Close

Organizational Filings

This will show the submissions of everyone in your organization. In the search criteria, select what you need for your search. The submission date will default to one week unless changed. From the Filer drop down you can see everyone in your organization so if you wish to see all the submissions by a specific filer, select the name and then click on Search.

Orange Submissions

Search Options

Submission #: Type: Status:

UCN: Court Case #:

Court:

Submission Date From: To:

Completion Date From: To:

Case Style: Matter #:

Filer:

Pleading	Proposed Document	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>		100299544	Boger, Pam	Not Available	5D2020-14	Pending Filing	Fifth District Court of Appeal	02/07/2022 10:14:04 AM	
<input type="button" value="Submit"/>		100299334	Weber, Carolyn Clerk	STATE OF FLORIDA - VS - MCCULLOUGH, MICHAEL BO	2021-CF-000012-A-O	Pending Review	Department of Corrections	02/03/2022 09:57:40 AM	

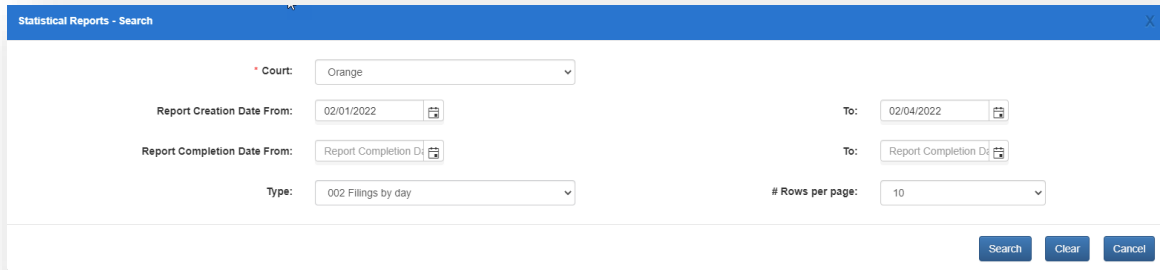
You will be able to see all the information pertaining to that submission by click on the carat next to the Submit button.

Pleading	Proposed Document	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>		100299544	Boger, Pam	Not Available	5D2020-14	Pending Filing	Fifth District Court of Appeal	02/07/2022 10:14:04 AM	
<input type="button" value="Submit"/>		100299334	Weber, Carolyn Clerk	STATE OF FLORIDA - VS - MCCULLOUGH, MICHAEL BO	2021-CF-000012-A-O	Pending Review	Department of Corrections	02/03/2022 09:57:40 AM	
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Filing Information"/> <input type="button" value="Documents"/> <input type="button" value="Service List"/> <input type="button" value="Fee Payment"/></p> <p>UCN: 482021CF000012000AOX</p> <p>Division:</p> <p>Case Style: STATE OF FLORIDA - VS - MCCULLOUGH, MICHAEL BO</p> <p>Matter:</p> <p>Filed By: Carolyn Clerk Weber</p> </div>									
<input type="button" value="Submit"/>		100299333	Weber, Carolyn Clerk	JOHNNY M. MC KINNON vs STATE OF FLORIDA	2D2016-12	Pending Filing	Second District Court of Appeal	02/03/2022 09:52:07 AM	
<input type="button" value="Submit"/>		100299332	Weber, Carolyn Clerk	Michael J Brown	NEW CASE	Pending Filing	Second District Court of Appeal	02/03/2022 09:50:43 AM	
<input type="button" value="Submit"/>		100299325	Weber, Carolyn Clerk	WESLEY, MELISSA vs. YQUIERDO, JAMES	2021-DR-000123-O	Pending Review	Florida Bureau of Vital Statistics	02/03/2022 09:47:31 AM	

1 - 5 of 5 items

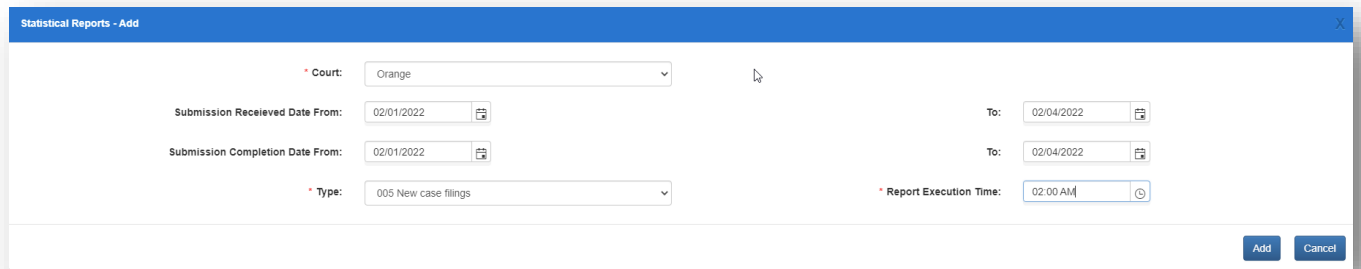
Statistical Reports

Type in the search criteria into the Statistical Report – Search box.



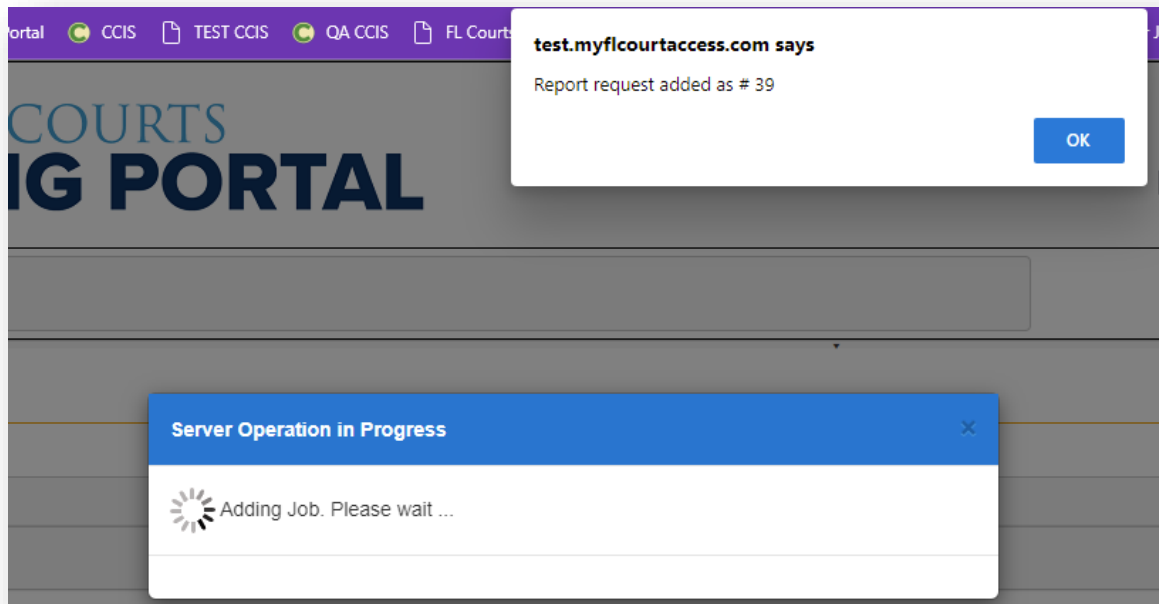
The screenshot shows a search form titled "Statistical Reports - Search". It includes a "Court" dropdown menu set to "Orange". There are two date ranges: "Report Creation Date From: 02/01/2022" and "To: 02/04/2022", and "Report Completion Date From: Report Completion D" and "To: Report Completion D". The "Type" dropdown is set to "002 Filings by day". The "# Rows per page" dropdown is set to "10". At the bottom right, there are "Search", "Clear", and "Cancel" buttons.

This will take you to the filer's side of the Portal to the Statistical Reports page. Any reports that you have requested will appear here once they have been generated. Click on New. Your county will appear in the Court drop down. Select Submission Received Date From and To, Submission Completion Date From and To, the Type of report you wish to create and the Report Execution Time which will be after business hours. Then click on add.



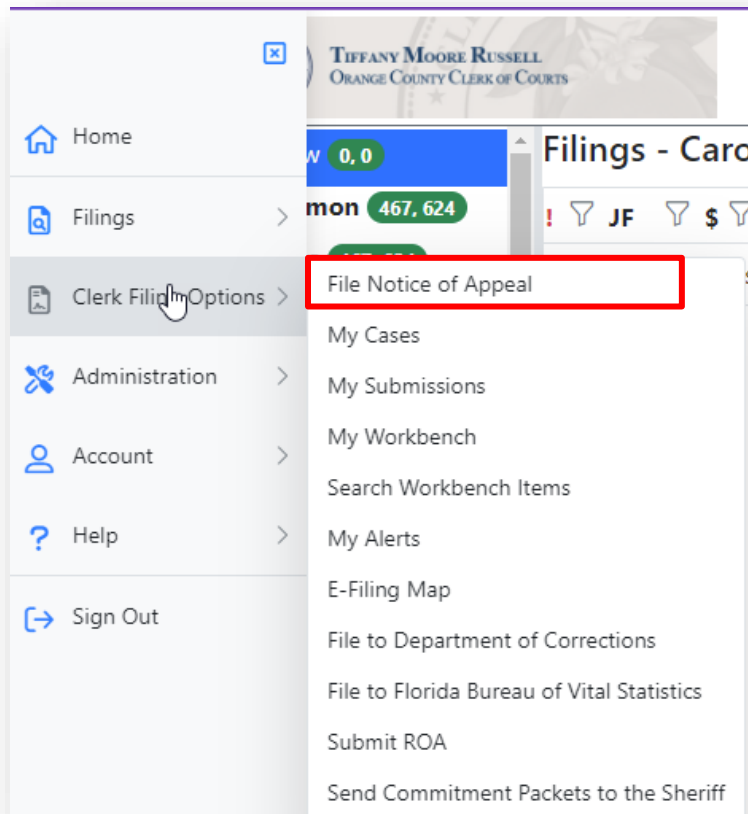
The screenshot shows an "Add" form titled "Statistical Reports - Add". It includes a "Court" dropdown menu set to "Orange". There are two date ranges: "Submission Received Date From: 02/01/2022" and "To: 02/04/2022", and "Submission Completion Date From: 02/01/2022" and "To: 02/04/2022". The "Type" dropdown is set to "005 New case filings". The "Report Execution Time" is set to "02:00 AM". At the bottom right, there are "Add" and "Cancel" buttons.

You will receive confirmation that your report request has been generated. Click OK.



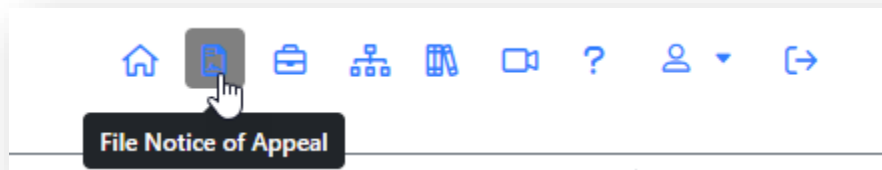
The next business day your report will be available in the Statistical Reports page.

Clerk Filing Options



File Notice of Appeal

If you are a Clerk that submits appeals to the District Court of Appeals, this option will appear in the Clerk Filing Options menu. You must have the Security Role “Can file Notice of Appeal) enabled to be able to see this option. To send an appeal to the DCA or the Florida Supreme Court, click on the File Notice of Appeal link shown above or you can use the Quick Links in the right-hand corner of the screen.



This will take you to the filer’s side of the Portal to the appellate court filing path. Complete the required information and submit your notice of appeal.

Notice of Appeal

Help [Icons]

Case Information Case Parties Documents Service List Review and Submit

* Intended reviewing appellate court: Fifth District Court of Appeal

* You want to file a NEW:

Case Type:

Case Category:

Case Nature:

* You (your firm) are associated with:

Lower tribunal information

You can search for lower tribunal information by selecting the "Search Available Electronic Data for your lower tribunal information" link or directly enter information into the form fields below

Search Available Electronic Data for your lower tribunal information

-or-

Provide (as applicable) the following:

* Lower Tribunal:

Lower Tribunal Court Division:

My Cases

Your My Cases page will list all of the case in which you have filed to electronically. If you need to submit a pleading to one of your cases, there is a Submit button under the Pleading column that you can use to retrieve the Case Information without going through the E-Filing Map. You may also search for any case information using the Search Options available.

My Cases

Help [Icons]

Search Options

Court: [Dropdown] Court Case #: [Text]

Case Style: [Text] Service lists containing case-specific email address: [Text]

Service lists using my profile email addresses: Service lists using case-specific email addresses:

I have removed myself from the Service List: Bounce backs received on my email addresses:

Cases per page: 25 [Dropdown] Include: Active Inactive All

Added as Other Attorney/Interested Party:

Search Clear

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit		482013CF000500000AOX	2013-CF-000500-A-O	Department of Corrections	STATE OF FLORIDA - VS - SANTOS, DAVID	Yes	Active
Submit		SC2018-12	SC2018-12	The Florida Supreme Court	CARLTON E. GARY vs STATE OF FLORIDA	Yes	Active
Submit		SC2017-12	SC2017-12	The Florida Supreme Court	WICKER SMITH O'HARA MCCOY GRAHAM AND FORD, P.A.	Yes	Active
Submit		SC2016-23	SC2016-23	The Florida Supreme Court	MARVIN LANCASTER vs FLORIDA DEPARTMENT OF CORRECTIONS	Yes	Active
Submit		SC2016-20	SC2016-20	The Florida Supreme Court	ROGER DENNIS CHURCHILL, JR. vs STATE OF FLORIDA	Yes	Active

My Submissions

The My Submissions page will show all the submissions you have made over the date range you have selected.

My Submissions Help

Search Options

Submission #: Type: Status:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Case Style: Matter #:

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ <input type="button" value="Submit"/>		100300281	STATE OF FLORIDA - VS - NEIL, MICHAEL DAVID	2021-CF-000013-A-O	Pending Review	Department of Corrections	02/15/2022 10:31:52 AM	

1 - 1 of 1 items

You can submit another pleadings to a case and also perform a search based on the search options available. The Notice of Electronic Filing is available by clicking on the envelope icon next to the Submission number. By selecting the blue hyperlinked Case Style/Docket you will be able to see the official court file and the documents therein. By clicking on the carat next to the Submit button, you will see all the Filing Information to include the Documents, Service List and Fee Payment information if appropriate.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ <input type="button" value="Submit"/>		100300281	STATE OF FLORIDA - VS - NEIL, MICHAEL DAVID	2021-CF-000013-A-O	Pending Review	Department of Corrections	02/15/2022 10:31:52 AM	

UCN: 482021CF000013000AOX

Division:

Case Style: STATE OF FLORIDA - VS - NEIL, MICHAEL DAVID

Matter:

Filed By: Carolyn Clerk Weber

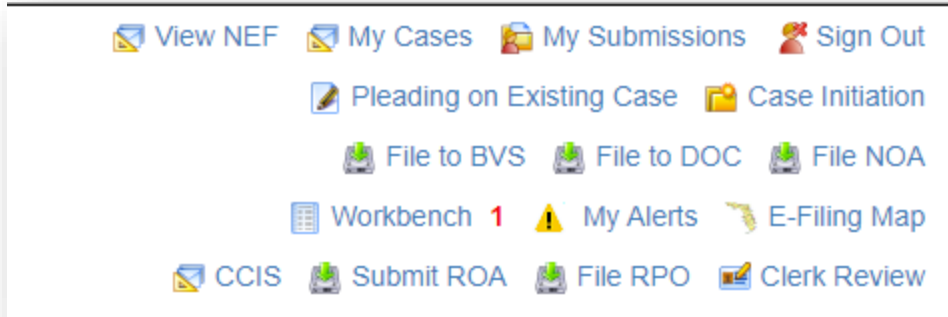
1 - 1 of 1 items

My Workbench

My Workbench can be accessed through the Clerk Filing Options menu or the Quick Links.



If you have a submission pending, it will appear on your Workbench as shown below.



If you click on Workbench, the Portal will take you into your Workbench where you can resume sending in the submission by clicking on the Resume Submission blue hyperlink.

Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Fifth District Court of Appeal		REGARDING CRIMINAL MATTERS 3.850 Associated With Trial Court Clerk Lower Tribunal Cases Circuit Court for Orange County, Florida Case # 2021-CF-000014-A-O		974927	X	02/15/2022 10:51:16 AM

You can also delete the submission by clicking on the red X. Submissions will remain on the Workbench for five days from the Date Last Updated.

Search Workbench Items

You can search all the submissions saved to the Workbench for your organization. Enter the Search Criteria, the results of your search will be displayed below.

Search Workbench Items

Search Options

Enter Search Criteria

Workbench Item ID:

Court Case #:

Date Last Updated From:

To:

Case From:

Rows per page:

Receiving Organization	Filing Organization	Filer	Filing Type	Court Case #	Case Detail	Work Item Id	Date Created	Date Last Updated
Central Florida Reception Center	Orange County Corrections Department	Unknown User	Commitment Packets	2021-CF-000055-A-O	STATE OF FLORIDA - VS - SEELEY, RAYMOND HEL Circuit Criminal / Felony	974557	02/03/2022 09:58:18 AM	02/03/2022 09:59:27 AM

1 - 1 of 1 items

My Alerts

Your My Alerts page will become your Home Page if you have any alerts that are pending. Clear the pending Alerts and the Home Page you selected in your Preferences will become your Home Page.

My Alerts

Search Options

Enter Search Criteria

Alert Date From:

To:

Type of Alert:

Filing ID:

Filer:

Alerts per page:

<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
No items to display							

0

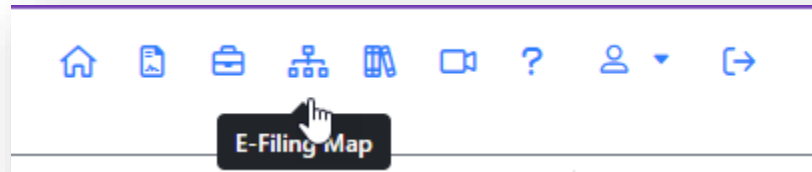
The types of alerts that are monitored are:

- Filing Moved to Correction Queue
- E-service Email Delivery Failure
- Removal from Service List Request
- Bounce Bank Received more than 5 Times

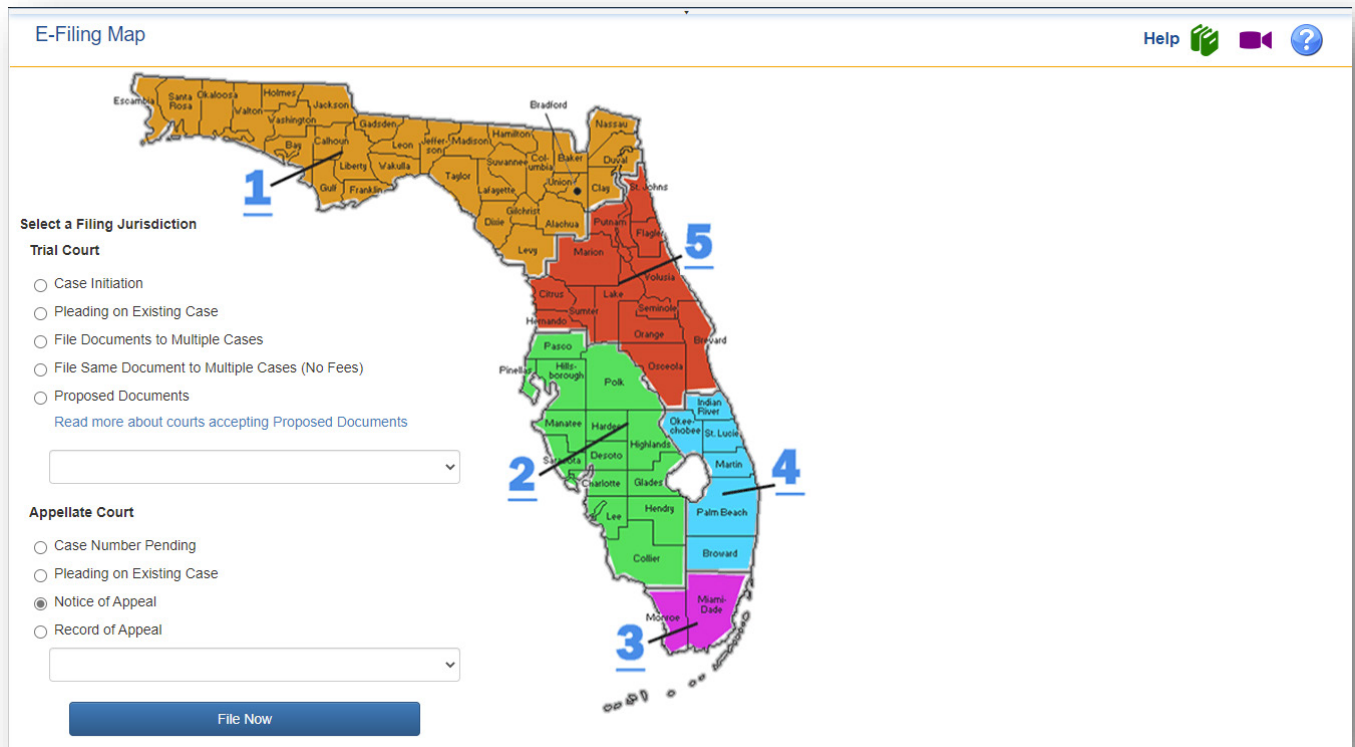
To clear an alert, select the alert you wish to clear and then click on Clear Selected Alert(s). If you have a submission that was moved to the Correction Queue, click on the Submission ID to enter back into the filing path to correct the error or document deficiency.

E-Filing Map

You may access the E-Filing Map through the Clerk Filing Options menu on the Home page or selecting the icon in the Quick Links located in the top right-hand corner of the screen.



Either way will take you to the E-Filing Map where you may select a filing path.



File to Department of Corrections

This option will take you to the filer's side of the Portal. You must have a Security Role (Clerk – DOC) enabled to see this option. You will file documents (Modified Conditions of Release, etc.) that need to go to the Department of Corrections using this link. The list of documents you can submit are as follows:

Court Document			
<input type="checkbox"/> Court Verification Form	<input type="checkbox"/> Order/Modified Sentence	<input type="checkbox"/> Other	<input type="checkbox"/> Probation Order
<input type="checkbox"/> Subsequent Commitment Document			

File to Florida Department of Corrections

[Help](#)

Type: Trial **County:** Orange **Division:** Circuit Criminal **Total Fee:** \$0.00

Case #: 482021CF000023000AOX **Type:** Circuit Criminal / Felony **Status:** Open

Case Title: STATE OF FLORIDA - VS - WILLIAMS, JOSEPH

[Case Information](#) | [Documents](#) | [ServiceList](#) | [Review and Submit](#)

*** County** *** Division**

Orange Circuit Criminal

*** Year** *** Sequence #** *** Court Type** **Party Identifier** **Branch Location**

2021 23 Felony (CF)

[Search](#) [Clear](#)

File to Florida Bureau of Vital Statistics

This option will take you to the filer's side of the Portal. You must have a Security Role (Can File to the Bureau of Vital Statistics) enabled to see this option. You will file documents that need to go to the Bureau of Vital Statistics using this link. The list of documents you can submit are as follows:

Frequently Filed Documents

<input type="checkbox"/> Amended Marriage Record [DH743]	<input type="checkbox"/> Certified Statement of Final Judgment of Paternity [DH673]		
--	---	--	--

All

<input type="checkbox"/> Affirmation of Common Child(ren) Born in Florida [DH743A]	<input type="checkbox"/> Amended Marriage Record [DH743]	<input type="checkbox"/> Amended Report of Dissolution of Marriage, Annulment of Marriage [DH513]	<input type="checkbox"/> Certified Statement of Final Decree of Adoption [DH527]
<input type="checkbox"/> Certified Statement of Final Judgment of Paternity [DH673]	<input type="checkbox"/> Certified Statement of Final Order of Affirmation of Parental Status [DH1905]	<input type="checkbox"/> Petition for Termination of Parental Rights [DH5075]	<input type="checkbox"/> Report of Legal Change of Name [DH427]

1 - 3 of 3 items

File to Florida Bureau of Vital Statistics

[Help](#)

Type: Trial **County:** Orange **Division:** Domestic Relations/Family **Total Fee:** \$0.00

Case #: 482021DR000123A001OX **Type:** Child Support / Child Support IV-D **Status:** Closed

Case Title:

[Case Information](#) | [Documents](#) | [ServiceList](#) | [Review and Submit](#)

*** County** *** Division**

Orange Domestic Relations/Family

*** Year** *** Sequence #** *** Court Type** **Party Identifier** **Branch Location**




2021 123 Domestic Relations/Family (DR)

[Search](#) [Clear](#)

Submit ROA (Record on Appeal)

This option will take you to the filer's side of the Portal. You must have a Security Role (Can Submit ROA) enabled to see this option.

Submit ROA

Help   

Case Information Documents Service List Review and Submit

For Supreme Court cases filed on or before 12/03/1999, enter "1960" for Case Year.

* Appellate court Fifth District Court of Appeal * Case Year 2016 * Case # 12 Search

Case Title

Proceeding Type

Case Type

Case Category

Case Nature




Next Save to Workbench

Type in the appellate case number and search, then on the Documents tab upload your record on appeal. Select your Service List to receive notification that the record on appeal has been submitted – this service will not provide a copy of the record on appeal. Then send it into the appellate court.

Send Commitment Packets to the Sheriff

This option will take you to the filer's side of the Portal. You must have a Security Role (Can Send commitment packets to the Sheriff) enabled to see this option.

Send Commitment Packets to the Sheriff's office

Help   

Type: Trial County: Orange Division: Circuit Criminal Total Fee: \$0.00

Case #: Type: Status:

Case Title:

Case Information Documents ServiceList Review and Submit

* DOC Regional Center: Central Florida Reception Center

* County Orange * Division Circuit Criminal

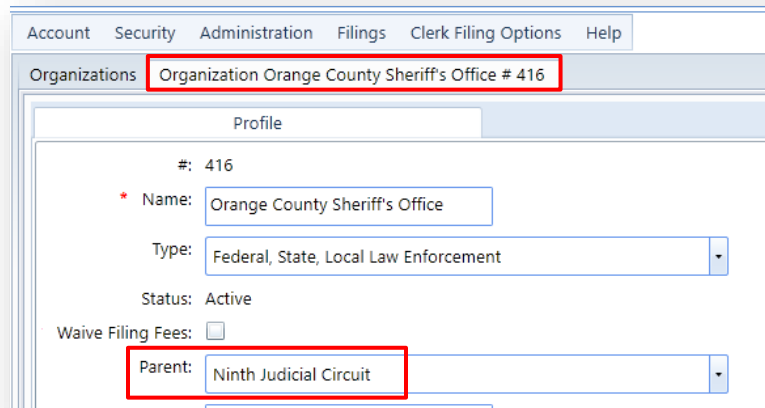
* Year 2021 * Sequence # 132 * Court Type Felony (CF) Party Identifier Branch Location

Search Clear

Clerk Steps

Create a Law Enforcement Organization

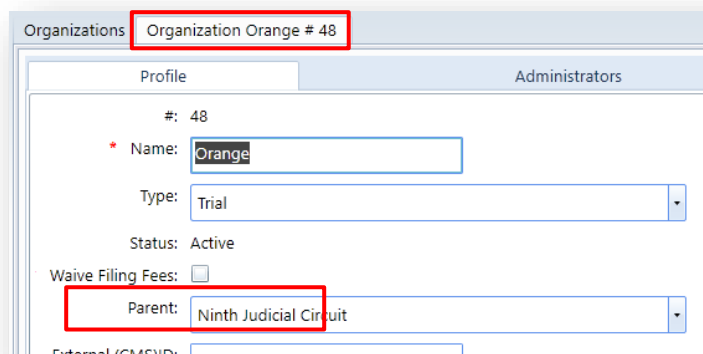
1. Set up your Law Enforcement organizations as normal. The Administrator of the Law Enforcement organization can add their users.
2. When you create a Law Enforcement organization, specify the Judicial Circuit it belongs to as a "Parent" as shown below.



The screenshot shows the 'Profile' tab for 'Organization Orange County Sheriff's Office # 416'. The 'Parent' dropdown menu is highlighted with a red box and is set to 'Ninth Judicial Circuit'. Other fields include: Name: Orange County Sheriff's Office, Type: Federal, State, Local Law Enforcement, Status: Active, and Waive Filing Fees: .

Associating a Sheriff's Office and a Clerk

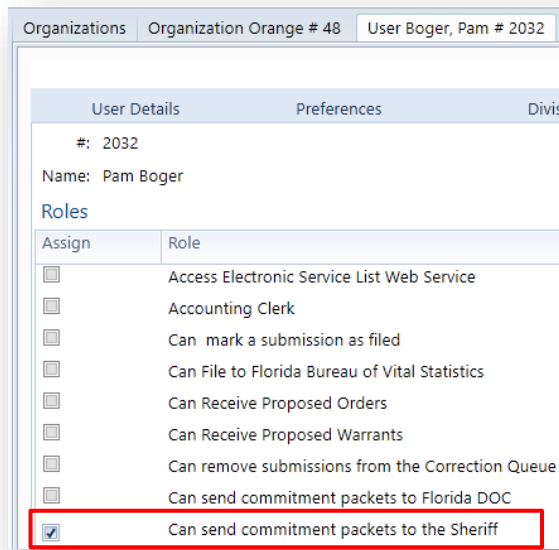
When you create the Law Enforcement organization and associate the Parent on their profile to the proper Judicial Circuit, the Portal connects the County to the Sheriff's organization. When you submit the Clerk documents to the Sheriff, the submission will go to the Sheriff organization's workbench.



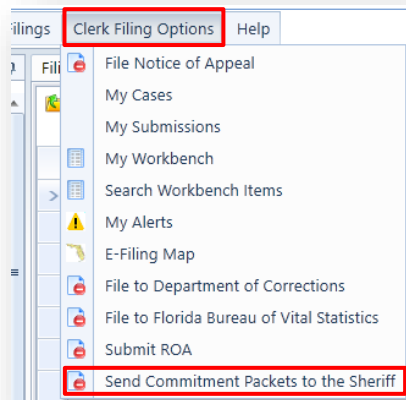
The screenshot shows the 'Profile' tab for 'Organization Orange # 48'. The 'Parent' dropdown menu is highlighted with a red box and is set to 'Ninth Judicial Circuit'. Other fields include: Name: Orange, Type: Trial, Status: Active, and Waive Filing Fees: .

County Users

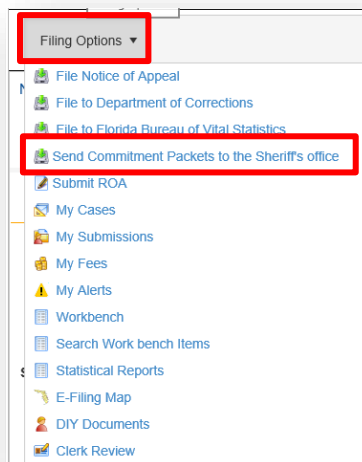
1. Select the users in your office that will be sending the commitment packet documents to the Sheriff/Jail
 - a. Add the security role 'Can send commitment packets to the Sheriff' to those users.



That security role will enable the commitment packet filing path for those users. This filing path is available on the Clerk Filing Options dropdown from the Clerk Review side.



And from the filer's side from the Filing Options dropdown.



Either option takes you to the same filing path. From the DOC Regional Center dropdown, select the facility that the inmate will be sent to. As the other Reception Centers are ready to receive the commitment packet electronically, they will appear in the dropdown.

My Cases My Submissions Sign Out
File to BVS File to DOC File NOA
Workbench My Alerts E-Filing Map
Submit ROA Clerk Review

Welcome - Carolyn Clerk Weber
Last signed in on - 09/18/2018 02:47:19 PM

Send Commitment Packets to the Sheriff's office Help

Type: Trial County: Orange Division: Circuit Criminal Total Fee: \$0.00
Case #: Type: Status:
Case Title:

Case Information Documents ServiceList Review and Submit

* DOC Regional Center: Select

Then select the Division, enter the Year, Sequence # and Court Type and Search.

* County Orange * Division Circuit Criminal
* Year 2018 * Sequence # 25 * Court Type Felony (CF)
Party Identifier Branch Location
Search Clear

On the Documents tab click on Add and select the documents - one at a time - that you will be sending to become a part of the commitment packet. The documents should be in PDF/A or PDF format.

Add/Edit Document

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)
Enter Search criteria and tab or hit enter to filter the list

Transfer

<input type="checkbox"/> 01-"Uniform Commitment to Custody of Department of Corrections DC6-306"	<input type="checkbox"/> 02-Information or indictment by grand jury filed by State Attorney	<input type="checkbox"/> 03-Judgment and sentence of court	<input type="checkbox"/> 04-Amended/corrected/mitigated sentences, court orders modifying sentences, probation orders, when applicable
<input type="checkbox"/> 05-Court minutes, felony disposition and sentence data	<input type="checkbox"/> 06-Sentencing guideline scoresheet	<input type="checkbox"/> 07-"Sheriff's Certificate," DC6-307	<input type="checkbox"/> 08-All other documents (arrest affidavit, probable cause, victim information, etc.)
<input type="checkbox"/> 09-Commitment checklist	<input type="checkbox"/> 10-Commitment Packet		

1 - 3 of 3 items

Pages no longer required **Upload:** [Browse...](#) [Save](#) [Cancel](#)

Upload your documents by repeating the above steps to add all the documents you need to send to the Sheriff to become part of the commitment packet. Then click on Next.

Case Information Documents ServiceList Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Transfer 02-Information or indictment by grand jury filed by State Attorney	\$0.00	1	View C:\fakepath\Test Complaint.docx	0.01
Remove	Replace Transfer 03-Judgment and sentence of court	\$0.00	1	View C:\fakepath\Notice of Appeal.docx	0.01
Remove	Replace Transfer 04-Amended/corrected/mitigated sentences, court orders modifying sentences, probation orders, when applicable	\$0.00	1	View C:\fakepath\Death Certificate.docx	0.01
Remove	Replace Transfer 05-Court minutes, felony disposition and sentence data	\$0.00	1	View C:\fakepath\Order.pdf	0.03
Remove	Replace Transfer 06-Sentencing guideline scoresheet	\$0.00	1	View C:\fakepath\Order.pdf	0.03
Add					
Total		\$0.00	5	5 Documents	0.10

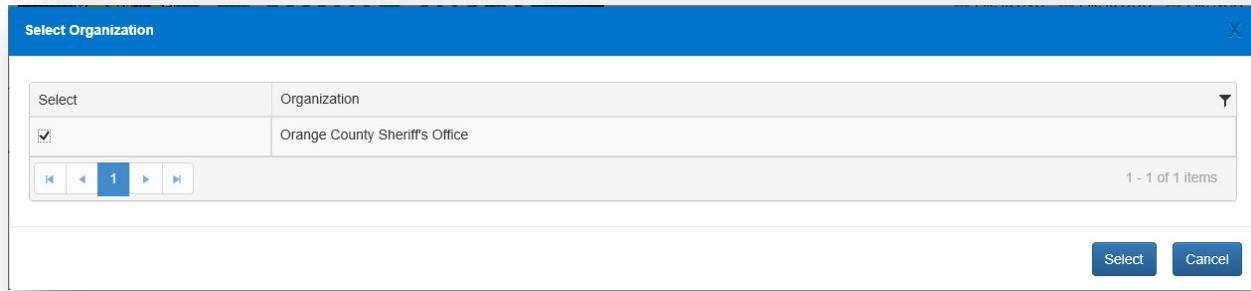
If you want to provide service, select your E-service recipients, or add anyone you wish to serve. Then click on Review and Submit and click on Send to Sheriff.

Case Information Documents ServiceList **Review and Submit**

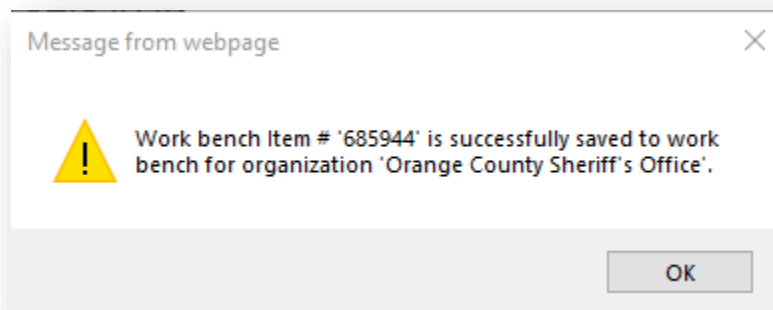
[Back](#) **Send to the Sheriff**

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion required under 2.420 regarding confidential information.
 Your failure to comply with these rules may subject you to sanctions.

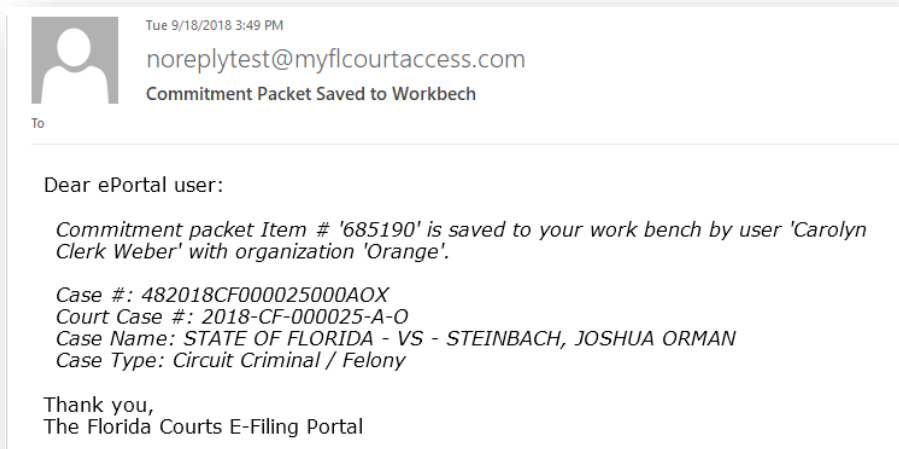
This will pull up a list of Sheriff Organizations linked to your County. You may select who you are sending your documents to from this list of organizations.



After you select the organization click on Select. The Portal will save the submission to the Workbench of those people within the Sheriff's organization that have been assigned a security role to be able to process commitment packets. You will then receive this message box.



Click on OK. The sheriff/jail organization commitment packet processors will then receive an email notification as shown below.

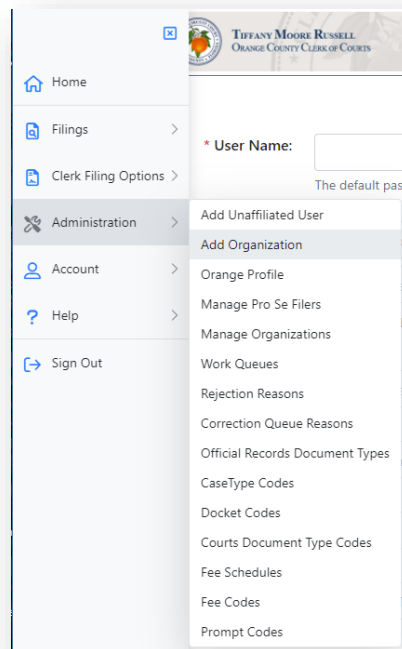


Administration

The Filings option provides the administrator with the following options:

- Add Unaffiliated User
- Add Organization
- County Profile

- Manage Pro Se Filers
- Manage Organizations
- Work Queues
- Rejection Reasons
- Correction Queue Reasons
- Official Records Document Types
- Case Type Codes
- Docket Codes
- Court Document Type Codes
- Fee Schedules
- Fee Codes
- Prompt Codes



Add Unaffiliated User

The Add Unaffiliated User function gives the Portal administrator the ability to add a user that is not part of the county staff. Complete the required (red asterisk) information on the page.

The Portal administrator can set the user to the defined roles established within the Portal.

Co...	Description
-999	
2	Attorney - Pro Hac Vice
17	Attorney – Assistant US Atto...
1	Attorney – Florida Bar
4	Attorney – Internal Counsel f...
3	Attorney – Prosecuting / Co...
34	Bureau of Vital Statistics Staff
31	Case Manager
7	Child of Court House

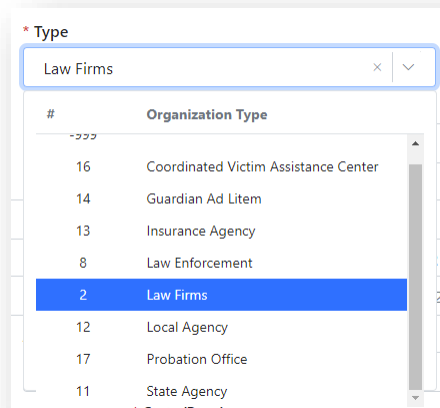
When you have completed the new user information, click on the + in the upper right-hand corner of the screen to save your new user information.

Add Organization

The Add Organization function gives the Portal administrator the ability to setup:

- Coordinated Victim Assistance Center
- Guardian Ad Litem
- Insurance Agency
- Law Enforcement

- Law Firms
- Local Agency
- Probation Office
- State Agency



This function allows the Portal administrator to setup an Organization Administrator that can add users specifically to that Organization. The Organization Administrator can add/delete users from the Organization and reset their passwords. For the Law Firm Organizations, options are available to add a registered E-Filer or new E-Filer, but the **Law Firm Administrator must be an active member of The Florida Bar**. The required fields are marked with a red asterisk.

New Organization

*** Name**

*** Type**

Status Active Inactive **Waive Filing Fees** No Yes

Parent

External (CMS) ID **Circuit** **CMS Location ID**

***Email Address - Primary** **Email Address - Alternate 1** **Email Address - Alternate 2**

*** Address1** **Address 2**

*** Country** *** City** *** State/Province** **Zip/Postal Code**

*** Phone #** **Extension**

Organization Administrator

If the desired Administrator already has an existing Portal account, you may add them via the Search and Add link below; if no account exists, you may establish a new account below.

[Add an Existing Account as Administrator](#) 

Setup New Administrator Account

* User Name	* Status	Registration IP	
<input type="text"/>	Pending Activation <input type="button" value="v"/>		
<small>The default password is eportal. User will be required to select a new password upon signing in.</small>			
* Role	ID Type	ID State	ID Number
Registration Role <input type="button" value="v"/>	Type of Identification <input type="button" value="v"/>	State Issuing Identification <input type="button" value="v"/>	Identification Value <input type="text"/>
Organization			
* Name - First	Middle	* Last	Suffix
First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>

[Copy Organization Contact Information](#)

* Email Address - Primary	Email Address - Alternate 1	Email Address - Alternate 2	
Primary Email Address <input type="text"/>	Alternate Email Address 1 <input type="text"/>	Alternate Email Address 2 <input type="text"/>	
* Address1	Address 2		
Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>		
* Country	* City	* State/Province	Zip/Postal Code
UNITED STATES <input type="button" value="v"/>	City <input type="text"/>	US State <input type="button" value="v"/>	Zip/Postal Code <input type="text"/>
* Phone #	Extension	Fax #	
Phone # <input type="text"/>	Extension <input type="text"/>	Fax # <input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Close"/>			

County Profile

Profile

The title of this option appears as the county name (Columbia Profile, Holmes Profile, Santa Rosa Profile, etc.). The option provides the Portal administrator with the ability to activate and deactivate the account, update the organization profile, add and update county administrators and users, enter county news items to be displayed on the county's News & Information section of the Portal, and update the division E-Filing options. The administrator cannot change the profile number or organization type. Within the Profile update screen, the administrator can change addresses and phone numbers. This is also the place where the administrator can set the organization to allow for the waiver of filing fees.

Organization Orange # 48

Profile Administrators Users News Divisions

* Name: Orange

* Type: Trial

Status: Active

Waive Filing Fees: No

Parent: Ninth Judicial Circuit

External (CMS) ID: 10

Circuit: Ninth Circuit

CMS Location ID: CMS Location ID

Last Updated By, Time: Carolyn M Weber 10/22/2021 01:21:27 PM

*Email Address - Primary: cweber@flclerks.com

Email Address - Alternate 1: Alternate Email Address 1

Email Address - Alternate 2: Alternate Email Address 2

* Address1: 485 North Orange Avenue

Address 2: Address Line 2

* Country: UNITED STATES

* City: Orlando

* State/Province: Florida

Zip/Postal Code: 32801

* Phone #: 800-555-5555

Extension: Extension

Save Close

Terms Of Use | Privacy Statement | Accessibility | Request E-Filing Support | Build 5.17.8.0 Package # 121.0 © 2021 CiviTek

Administrators

Click on the Administrators tab to view a list of administrators for the county. The county may have one or multiple administrators. The county Portal administrator is encouraged to establish at least one other administrator as a backup to provide coverage for the county. Once the county's Portal administrator is active, they are responsible for the county's account and user management.

Organization Orange # 48

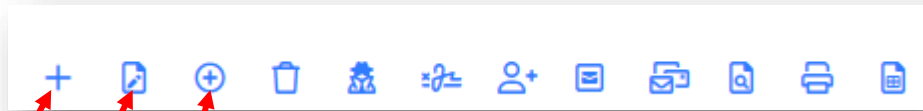
Profile Administrators Users News Divisions

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Up
1598	Admin, FACC	Clerk of Court User	Locked		eportal@eportal.com	703-483-5863	Orange	FACC /
2032	Boger, Pam	Clerk of Court User	Active		pamela.boger@myorang eclerk.com	407-836-0649	Orange	Pam B
1545	Gillin, Jeff	Clerk of Court User	Inactive		Jeff.Gillin@myorangeclerk .com		Orange	Jeff Gi
1859	Payne, Anthony	Clerk of Court User	Inactive		anthony.payne@myorang eclerk.com		Orange	Pam B
61249	Russell, Tiffany Moore	Clerk of Court User	Active		cweber1024@yahoo.com		Orange	Caroly

Local administrator functions include adding and updating users and administrators, activating and inactivating user accounts, resetting passwords, adding unaffiliated users to the organization, adding and updating news information for the Portal and updating division E-Filing selections.

An Unaffiliated user is one who has registered online and the organization affiliation has not been established. For instance, if a lawyer registered online and now belongs to this organization (law firm) then the local administrator can search for the user name and affiliate them with the organization.

There is a tool bar located in the upper right corner of the Administrators page.



- New User
- Edit Selected User
- Activate Selected User
- Deactivate, Delete, Disassociate Selected User
- Reset Password
- Reset Username
- Add Unaffiliated User
- Email Selected User
- View Mail Log for Selected User
- View Filings Log for Selected User
- Print
- Save Data as Excel

Users

This tab provides a list of County Users, their Filer Role, their Status, and their Primary Email address. From this tab, the Portal administrator can add new users or edit user information. They can also deactivate a user or reset their password. From this tab, the County Portal administrator will manage the County users in the Portal. The same tool bar for the Administrators is also found on the Users page.

Organization Orange # 48

Profile Administrators **Users** News Divisions

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization
1598	Admin, FACC	Clerk of Court User	Locked		eportal@eportal.com	703-483-5863	Orange
2203	Aguilar, Yadira	Clerk of Court User	Active		pam.boger@myorangede rk.com		Orange
33407	Andrews, Laurie	Clerk of Court User	Active		pam.boger@myorangede rk.com		Orange
33380	Arnett, Jared	Clerk of Court User	Active		pam.boger@myorangede rk.com		Orange
2283	Arrington, Vanessa Collins	Clerk of Court User	Active		Vanessa.Arrington@myor angeclerk.com	407-408-9695	Orange

Adding a Security Role

From the Users screen, highlight the name of the person you wish to add a Security Role to and click on the Edit Selected User icon.

Organization Orange # 48

Profile Administrators **Users** News Divisions

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone	Organization	Last Updated User
2169	Vazquez, Greta	Clerk of Court User	Active		greta.vazquez@myorangeclerk.com		Orange	Greta Vazquez
2314	Vazquez, Jessica Lynn	Clerk of Court User	Active		Jessica.Vazquez@myorangeclerk.com		Orange	
340211	Vazquez, Juan	Clerk of Court User	Active		juan.vazquez@myorangeclerk.com		Orange	Juan Vazquez
2326	Venable, Nancy	Clerk of Court User	Active		Nancy.Venable@myorangeclerk.com		Orange	Nancy Venable
60654	Weber, Carolyn	Clerk of Court User	Active		cweber@fliclerks.com		Orange	Carolyn Clerk Weber
59823	Weber, Carolyn Clerk	Clerk of Court User	Active		cweber@fliclerks.com	999-999-9999	Orange	Carolyn Clerk Weber
154944	Weber, Clerk Carolyn	Clerk of Court User	Active		cweber@fliclerks.com		Orange	FACC Admin

Then select the Security Roles tab.

User Carolyn Clerk Weber # 59823

UserDetails Preferences Division Association Work Queue Association **Security Roles** E-Service Favorites

Available Selected

#	Security Role
35	Accounting Clerk
21	Appellate Courts administrator
37	Can Receive Proposed Orders
47	Can Receive Proposed Warrants
48	Can send commitment packets to Florida DOC
3	County Administrator
33	DOC Administrator
32	DOC User
41	Emergency Filing Notification
9	EReview

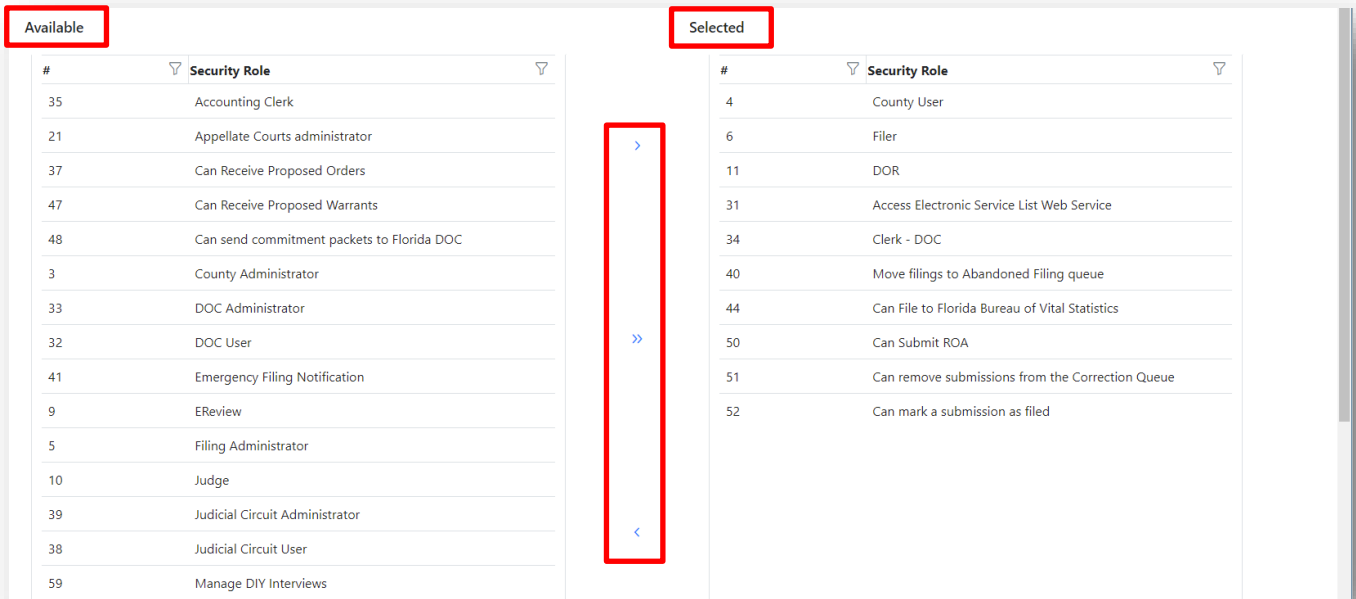
Items per page 10 1 of 3 pages (22 items)

#	Security Role
4	County User
6	Filer
11	DOR
31	Access Electronic Service List Web Service
34	Clerk - DOC
40	Move filings to Abandoned Filing queue
44	Can File to Florida Bureau of Vital Statistics
50	Can Submit ROA
51	Can remove submissions from the Correction Queue
52	Can mark a submission as filed

Items per page 10 1 of 2 pages (16 items)

Save Close

There are many Security Roles available to be assigned to a user based on their job responsibilities. Highlight from the Available list the Security Roles you wish to add to a user and then click on one of the arrows located in the middle of the page. Add Selected >, Add All >>, Remove Selected <, and Remove All <<.



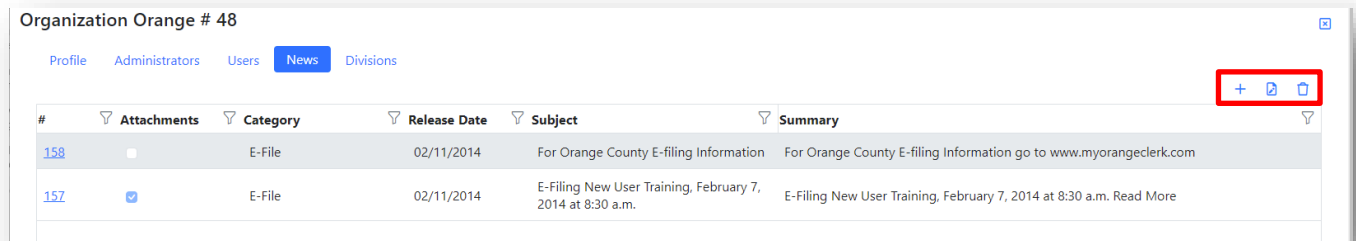
To allow a Clerk Reviewer to move filings to the Abandoned Filing Queue, move that Security Role to the Selected side for that user.

To allow a Clerk to send commitment packet documents to the Sheriff, be sure to move “Can send commitment packets to the Sheriff” to the Selected side for that user. The “Can send commitment packets to the DOC” is a Security Role that should be assigned to the Sheriff Organization users that will be sending the commitment packets to the Reception Center.

A User that is an Accounting Clerk will only have access to the Filings menu.

News

An organization may post news items to the Portal. Typically, this is limited to the Portal administrators and to FCCC Services Group. The news item is displayed in the Portal for the filers when they are filing to your County. The administrator can add news items, edit an existing news item, or delete an item. The date the item was created or edited will appear next to the news item.



To add a new news item, click on the + in the menu bar in the right corner of the page.

New News Item

#: _____

Organization: Orange

* Category: Select News Item Category

* Subject: _____

* Summary: _____

#	Category
-999	
2	E-File
3	E-Record
5	Frequently Asked Questions
1	General

* Release Date: 02/17/2022

Attachment: Browse...
Choose File No file chosen
Or drop files here

Last Updated By: _____
Last Updated Time: _____

Add Close

Where the news items display in the Portal is governed by the Category assigned to the item. The subject is the brief message that is displayed on the Portal page. The summary is more in-depth information and is displayed when the user clicks on the news item. A PDF document can be attached to the news item.

The release date is the date the news item will be displayed on the Portal. The news item will continue to display on the Portal until it is deleted.

FCCC news items are displayed for all filers to read. The county news items are displayed on county pages.

Category types

- E-File -- Displayed in the Portal on pages related to Electronic Filing
- E-Record -- Displayed in the Portal on pages related to Electronic Recording
- Frequently Asked Questions – Displayed in the Portal on pages related to Electronic Filing
- General -- Displayed in the Portal on all pages
- System Maintenance – Displayed in the Portal on all pages

Divisions

This tab identifies the types of filings permitted for this organization. Click on the check boxes in the row appropriate for the type of filing. Court Types and Divisions are established within the database and are available to all counties. The 'Enabled?' checkbox must be checked for the county to begin E-Recording or E-Filing. The other options available are:

- Use CCIS for UCN Search
- Park XML Transmission for Local Review
- Park XML Transmission for Portal Review
- Accept Proposed Documents
- Can Accept PDF/A documents

Organization Orange # 48

Profile Administrators Users News **Divisions**

#	Division	<input type="checkbox"/> Enabled	<input type="checkbox"/> Use CCIS For UCN Search	<input type="checkbox"/> Park XML Transmission for Local Review	<input type="checkbox"/> Park XML Transmission for Portal Review	<input type="checkbox"/> Accept Proposed Documents	<input type="checkbox"/> Can Accept PDF/A documents
99	Appeals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Circuit Civil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
28	Criminal Traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27	Juvenile Delinquency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Circuit Criminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Domestic Relations/Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Juvenile Dependency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
29	Civil Traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Probate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	County Civil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	County Criminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Official Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Official Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Use CCIS for UCN Search (CCIS is used on case validation)
- Park/Unpark XML Transmission for Local Review (hold submissions **by division** while local system is down and then allow submissions to come into Local Review when local system is available)
- Park/Unpark XML Transmission for Portal Review (hold submissions **by division** while local system is down and then allow submissions to complete filing process in CMS when local system is available)
- Accept Proposed Documents (allows the filers to submit proposed documents to the Judicial Viewer)
- Can Accept PDF/A documents (check the divisions when the CMS can store PDF/A documents)

To edit the Division information, click on the Division Number in the far-left hand column.

Organization Orange # 48

Profile Administrators Users News **Divisions**

#	Division	<input type="checkbox"/> Enabled
99	Appeals	<input checked="" type="checkbox"/>
1	Circuit Civil	<input checked="" type="checkbox"/>
28	Criminal Traffic	<input checked="" type="checkbox"/>

That will open the Organization County # - Division Circuit Civil #1 information to allow you to edit or update any of the options available.

Organization Orange # 48 - Division Circuit Civil # 1

#

Division: Circuit Civil

Can E-File: Yes No

Can E-Record: No

Enabled: Yes No

Allow Case Initiation: Yes No

Allow Subsequent: Yes No

Allow Manual Review: No

Can Add Parties in Subsequent Filings: Yes No

External Id:

Allow Punctuation: No

Allowed Characters:

Use CCIS for UCN Search: No

Park XML Transmission for Local Review: No

Park XML Transmission for Portal Review: No

Accept Proposed Documents: No

Can Accept PDF/A Documents: Yes No

Remove Spaces From LCN: Yes No

MFC Logon Name:

MFC Password:

MFC ServiceID:

Make any updates or edits necessary and then click on Save.

Manage Pro Se Filers

This will allow the County Portal Administrator to manage the Pro Se filers in their County. You will be able to restrict a Pro Se filer from filing to a single case.

Search for the Pro Se filer you wish to locate by typing in the last name and then click on Search.

Prose Users Search

Last Name

First Name

Email Address

The County Portal Administrator will be able to deactivate the Pro Se filer's account if necessary, by selecting the account and then selecting Deactivate from the Menu Bar.

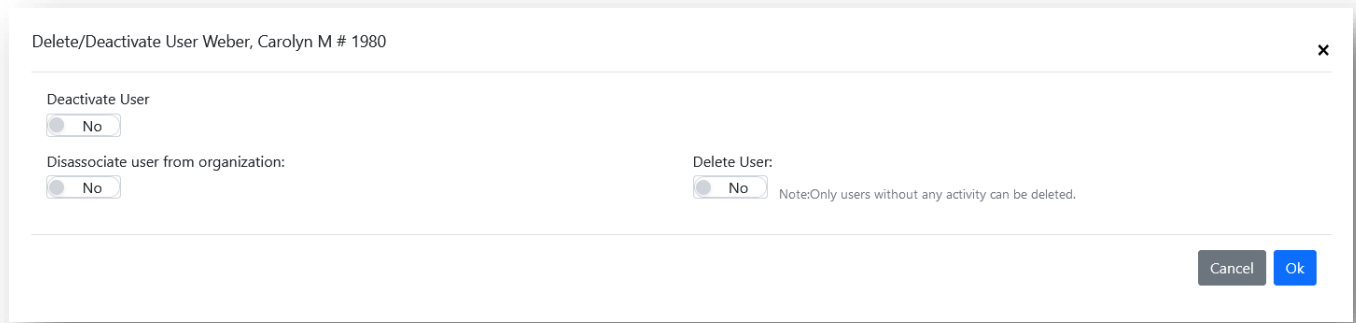
Prose Users

Last Name begins with Weber Portal User Role is Self - Represented Litigant

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Updated User	Last Updated Time
153991	Weber, Carolyn	Self - Represented Litigant	Active		cweber@fclerks.com	407-342-3232	Unaffiliated Users	FACC Admin	10/28/2021 01:45:4
60320	Weber, Carolyn	Self - Represented Litigant	Active		cweber@fclerks.com	407-310-3592	Law Office of Carolyn M Weber	Carolyn Weber	02/19/2020 03:24:3
1980	Weber, Carolyn M	Self - Represented Litigant	Active		cweber@fclerks.com	407-301-4599	Unaffiliated Users	Carolyn M Weber	04/08/2019 12:44:4

Deactivate/Delete, Disassociate user

Once Deactivate is selected a dialog box will appear allowing you to confirm this action.



Select 'Deactivate User' and say OK. The Pro Se filer will no longer be able to file using that Username and Password.

Restrict Pro Se Filer Case by Case

Select the Pro Se filer you wish to restrict. Then click on Edit.

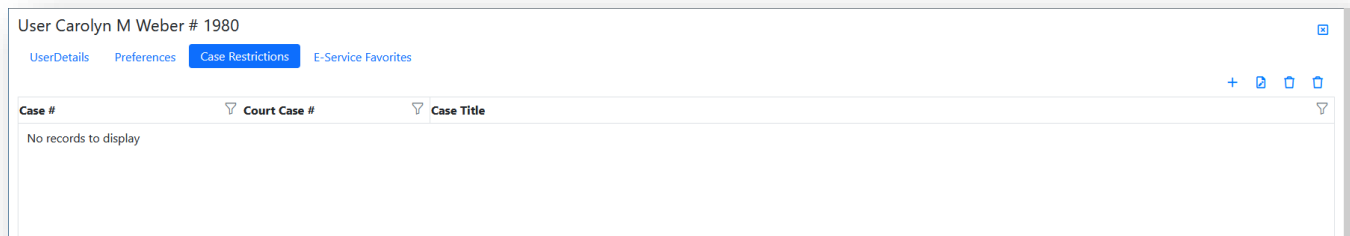
Prose Users

+ [User Icon] [Refresh] [Filter] [Export] [Print] [Share] [Help] [Close]

Last Name begins with Weber Portal User Role is Self - Represented Litigant

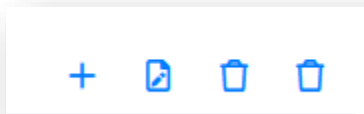
#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Updated User	Last Updated Time
153991	Weber, Carolyn	Self - Represented Litigant	Active		cweber@flclerks.com	407-342-3232	Unaffiliated Users	FACC Admin	10/28/2021 01:45:4
60320	Weber, Carolyn	Self - Represented Litigant	Active		cweber@flclerks.com	407-310-3592	Law Office of Carolyn M Weber	Carolyn Weber	02/19/2020 03:24:3
1980	Weber, Carolyn M	Self - Represented Litigant	Active		cweber@flclerks.com	407-301-4599	Unaffiliated Users	Carolyn M Weber	04/08/2019 12:44:4

You will now see an addition tab on the User Details page entitled Case Restrictions.



The Menu Bar in the right corner of this page will allow you to:

- New Case Restriction
- Edit Case Restriction
- Delete Selected Case Restriction
- Delete all Case Restrictions



To add a New Case Restriction, click on the + sign in the Menu Bar and then complete the case information as shown below.

New Case Restriction x

* Uniform Case # * Court Case #

* Case Title

Then click on Add. The Pro Se filer is now restricted from filing to that case. When the Pro Se filer goes to submit a filing to this case they will receive an error message.

NOTE: The Portal cannot reject filings. Therefore, the Pro Se filer will be able to submit filings in this case, but they will also receive warnings that they are restricted from filing to this case. The Clerk Reviewer will also be alerted that there is a Case Restriction for this filer on this case when reviewing the submission which will allow them to place the submission in the Correction Queue with the appropriate message.

Manage Organizations Created

The option allows you to see the list of all Organizations created. It also allows you to edit any organization information of those organizations **you have created** and to change the status of the organization from active to inactive. The organizations you have created will be marked with the organization number and it will be a blue hyperlink. Click the organization number and it will take you into the organization profile so that you can update as necessary.

#	Name	Type	Status	Primary Email
1359	Okaloosa Sheriff Office	Law Enforcement	Active	jigram@sheriff-okaloosa.org
47	Okeechobee	Trial	Active	admin@Okeechobee.org
2017	Okeechobee County Sheriff's Office	Law Enforcement	Active	amajere@okeesherriff.com
2018	Okeechobee Sheriff's Office	Law Enforcement	Active	amajere@okeesherriff.com
723	Older & Lundy, LLC	Law Firms	Active	mlundy@olderlundy.com
48	Orange	Trial	Active	admin@orange.org
1922	Orange County Corrections Department	Law Enforcement	Active	Toni.Hutchinson@ocfl.net
391	Orange County Government	Law Firms	Active	Anna.Caban@ocfl.net
1391	Orange County Public Schools	Local Agency	Active	NA
407	Orange County Sheriff's Office Legal Services	Law Firms	Active	katie.miller@ocfl.net
1565	Orlando VA Medical Center	Local Agency	Active	raykha.crag-chaderton@va.gov
49	Osceola	Trial	Active	admin@Osceola.org
274	Osceola County Attorney	Law Firms	Active	frank.townsend@osceola.org

When you click on the organization number that is a blue hyperlink, it opens the organization information to allow you to edit any of the information available. See below.

Organization Orange County Public Schools # 1391

Profile Administrators Users

* Name: Orange County Public Schools

* Type: Local Agency

Status: Active Waive Filing Fees: Yes

Parent: Select Parent

External (CMS) ID: External (CMS) ID

Circuit: Circuit

CMS Location ID: CMS Location ID

Last Updated By, Time: Florida E-Portal 10/26/2015 01:07:52 PM

* Email Address - Primary: NA

Email Address - Alternate 1: Alternate Email Address 1

Email Address - Alternate 2: Alternate Email Address 2

* Address1: 445 West Amelia Street

Address 2: Address Line 2

* Country: UNITED STATES

* City: Orlando

* State/Province: Florida

Zip/Postal Code: 32801

* Phone #: 4073173200

Extension: Extension

Save Close

Make any necessary changes, then be sure to click Save and then Close to embed those changes.

Work Queues

Work queues can be created in the Work Queues section under the Administration tab.

Work Queues

#	Type	Organization	Division	Name	Active	Default	Correction Queue
16	Case Filings	All Organizations	All	Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
101	Official Records	All Organizations	All	DOR Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123	Official Records	All Organizations	All	SimpliFile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
199	Case Filings	All Organizations	All	Correction Queue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1029	Proposed Documents	All Organizations	All	Proposed Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1030	Proposed Documents	All Organizations	All	Proposed Documents - Correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1110	Proposed Documents	All Organizations	All	Proposed Warrants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1111	Proposed Documents	All Organizations	All	Proposed Warrants - Correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
436	Case Filings	Orange	All	ZZJR - Judicial Review Queue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
249	Case Filings	Orange	Circuit Civil	CIV Circuit - New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work queues can be created, cloned, edited, or deleted from this tab.



From the above Menu Bar you can:

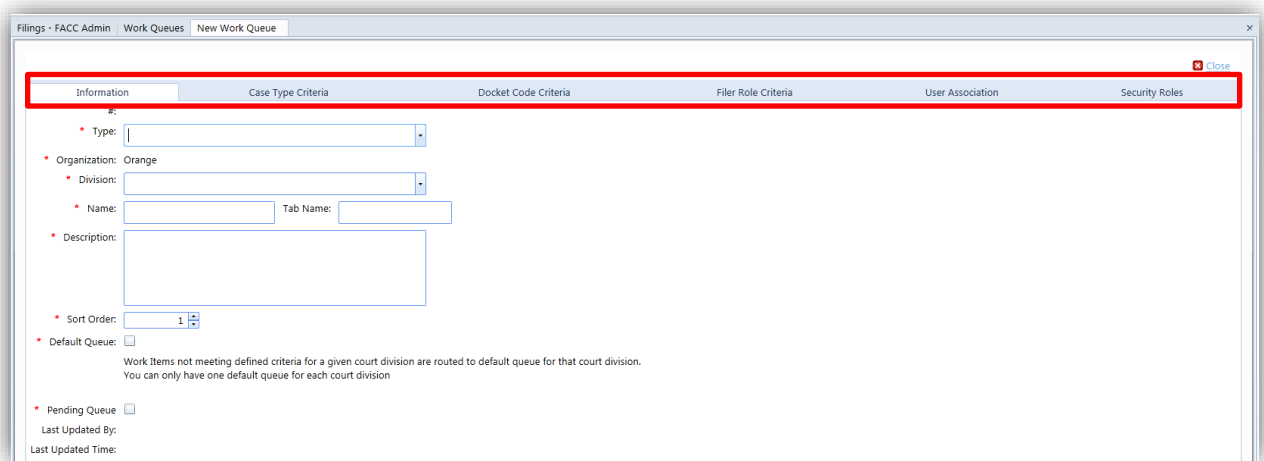
- New Work Queue (+)
- Clone Selected Work Queue
- Edit Selected Work Queue

- Enable/Disable Selected Work Queue
- Delete Selected Work Queue
- Show Work Items
- Print
- Save Data as Excel
- Refresh List
- Close

More information will come on this tab when it is available. None of the functionality has changed. Just the display of the message box to capture the information.

If a new Work Queue is created, you will be able to add the following information:

- Information
- Case Type Criteria
- Docket Code Criteria
- Filer Role Criteria
- User Association
- Security Roles

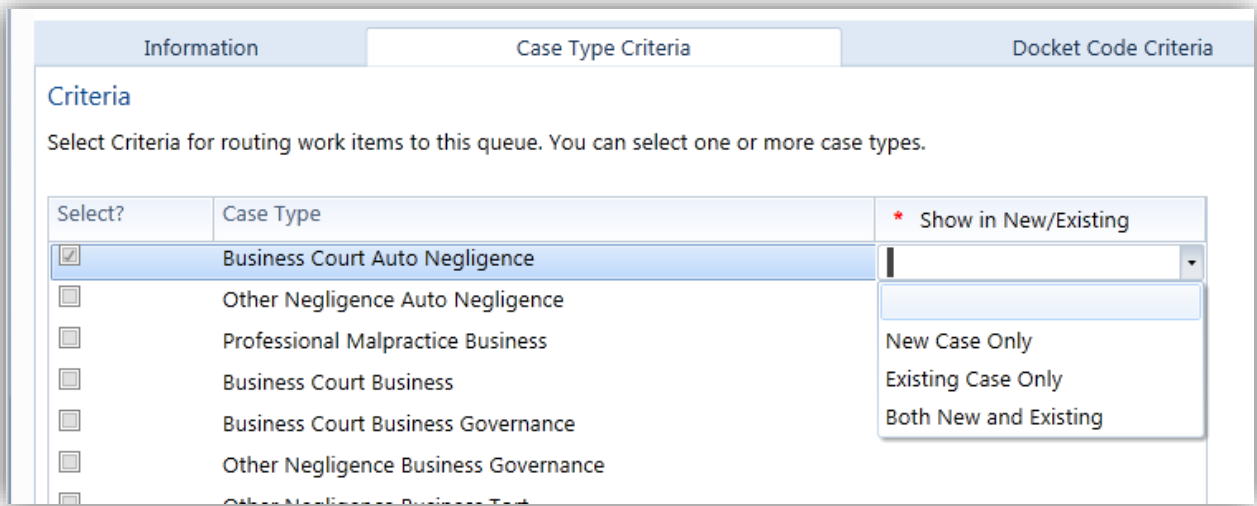


Information

Select the type of Work Queue you are creating, either Official Records or Case Type and then select the Division you are creating the Work Queue for. The name the Work Queue and provide a brief description. If you do not want all the submissions to go to this new Work Queue, do NOT select Default Queue. Leave that option blank. This click on Save and Close.

Case Type Criteria

Depending on the Division you selected above, the Case Type Criteria will appear. Select the Case Types that apply and then select whether to show in New Case Only, Existing Case Only or Both New and Existing Case.



Docket Code Criteria

To route specific docket codes to a Work Queue, select this tab and select one or more docket codes that would be sent to this Work Queue.

Filer Role Criteria

Allow the County Portal Administrator to select the filer roles associated with the specific Work Queue. If you would like to set up a Work Queue for the Self-Represented Litigants, you can do so by associated only the filer role of Self-Represented Litigant to a Work Queue created to handle documents filed only by a Self-Represented Litigant.

User Association

Allow the County Portal Administrator to select Users that will be able to work a specific Work Queue.

Security Roles

Select the Security Roles that control access to Work Queue items. Users that are granted the security roles selected will be able to access work items from this queue.

Rejection Reasons

Rejection Reasons are only used for Official Records. The Portal administrators can setup, delete and edit rejection reasons for the reviewer to pick from. These rejection reasons will be relayed back to the user that filed the official record when the document has been rejected.

#	Organization	Type	Reason	Last Updated Time	Last Updated By
3	All Organizations	Official Records	Document Not Signed	04/27/2010 05:31:11 PM	Florida E-Portal
5	All Organizations	Official Records	Book Page is Required	04/27/2010 05:31:27 PM	Florida E-Portal

The Menu Bar in the right-hand corner of the screen will allow you to:

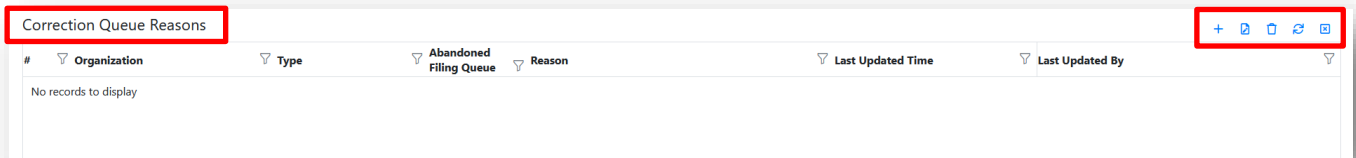


- Add New Reason (+)

- Edit Selected Reason
- Delete Selected Reason
- Refresh List
- Close (X)

Correction Queue and Abandoned Filings Queue Reasons

As a County Administrator, you can create customized reasons why a submission has been moved to the Correction Queue. These reasons will appear in a drop down and allow the Reviewer to select the appropriate reason and edit that reason if necessary.



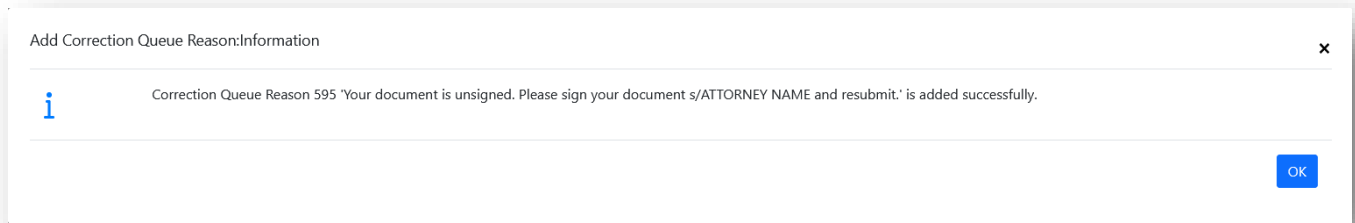
To create a new Correction Queue reason, click on **New** on the menu bar.



You can also edit, delete, refresh list and close from the menu bar.

Complete the Description and if the reason is for changing the status to Abandoned Filing Queue, change the No to a Yes. If it is for the Correction Queue, leave it as a No.

Then click on Add and then Close. You will receive a message box to accept your Correction Queue reason. Click OK if you wish to add it to the list.



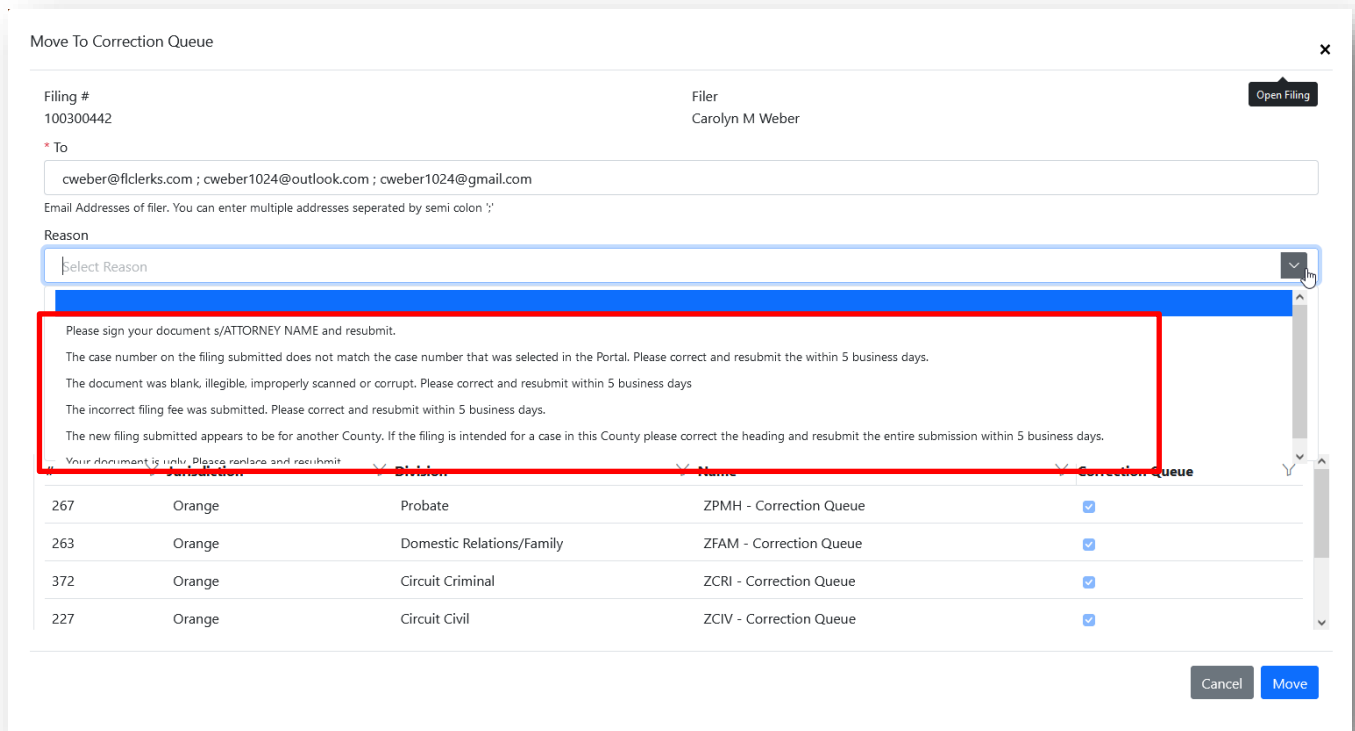
Your newly added Correction Queue reason will be added to the list as shown below.

#	Organization	Type	Abandoned Filing Queue	Reason	Last Updated Time	Last Updated By
595	Orange	Case Filings	<input type="checkbox"/>	Your document is unsigned. Please sign your document s/ATTORNEY NAME and resubmit.	02/21/2022 11:10:01 AM	Carolyn Weber

Those customized Correction Queue reasons will be available to the Clerk Reviewers for selection from a drop down when they return a submission to the Correction Queue. They simply highlight the reason from the drop down and it will populate the Message box.

Moving to Correction Queue

When the submission needs to be moved to a Correction Queue, click on Move to Correction Queue from the Menu Bar and then from the Reason drop down select why this submission is being moved to the Correction Queue. This information will be sent to the filer in the Correction Queue notification email.



Message box is populated with the customized reason.

Reason
Please sign your document s/ATTORNEY NAME and resubmit.

* Message
Please sign your document s/ATTORNEY NAME and resubmit.

Then select the Correction Queue the submission will be moved to.

#	Jurisdiction	Division	Name	Correction Queue
267	Orange	Probate	ZPMH - Correction Queue	<input checked="" type="checkbox"/>
263	Orange	Domestic Relations/Family	ZFAM - Correction Queue	<input checked="" type="checkbox"/>
372	Orange	Circuit Criminal	ZCRI - Correction Queue	<input checked="" type="checkbox"/>
227	Orange	Circuit Civil	ZCIV - Correction Queue	<input checked="" type="checkbox"/>

Cancel Move

Your submission will be moved to that Correction Queue.

Contact Information to Correction Queue Email

You can now add Contact Information to the Correction Queue message. Type in your message in the Contact Information field and it will be added to the Correction Queue email.

Contact Information
Please contact Carolyn Weber at cweber@myorangeclerk.com for any more information.

Once the Clerk Reviewer moves this submission to the appropriate Correction Queue the email notification will go out to the filer and the E-service Recipient List for that submission. All the above information will be included in that email notification.

Filing # 100300442 Not Filed – Please Correct Filing in the E-Filing Portal Correctio...



noreplytest@myfilingcourtaccess.com

Reply Reply All Forward

Mon 2/21/2022 11:23 AM

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 02/21/2022 11:23:02 AM

Dear Carolyn M Weber:

Your filing with the Orange County, Florida Circuit Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 100300442
Status: **Correction Queue**
Filing Date/Time: 02/17/2022 09:30:26 AM
UCN: 482022CA000005A001OX
Clerk Case #: 2022-CA-000005-O
Case Style: LIVINGSTON, MARTHA MARYvs.HOSPICE HOME OF THE COMFORTER
Matter #:

Please be advised that Filing Reference Number 100300442 needs to be corrected and has been moved to the Correction Queue in accordance with the Florida Supreme Court Technology Standards adopted February 2021, Section 2.2.5, Review by Clerk of Court. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): Please sign your document s/ATTORNEY NAME and resubmit.



Tue 10/17/2017 1:20 PM

noreplytest@myfilingcourtaccess.com

Filing # 446558 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue

To

Dear Carolyn M Weber:

Your filing with the Orange County, Florida Circuit Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 446558
Status: **Correction Queue**
Filing Date/Time: 10/05/2017 09:54:17 AM
UCN: 482017CA000214A001OX
Clerk Case #: 2017-CA-000214-O
Case Style: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA
Matter #:

Please be advised that Filing Reference Number 446558 needs to be corrected and has been moved to the Correction Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, Section 3.1.13. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): The document type selected from the Documents Tab resulted in an incorrect filing fee assessed. Please correct and resubmit the entire submission within 5 business days.

To make these corrections, go to the My Submissions page in the Portal and search by Status: Correction Queue and then select the Filing ID link. Then correct the error by either making the advised changes or replacing the deficient document with the corrected document and resubmit the Filing. You must click the Save button on any screen to which changes were made. For further information on correcting filings sent to the Correction Queue, please consult the E-Filing User Manual on the Florida Courts E-Filing Portal web page under the Help Menu, Training Manuals or watch the YouTube video.

If you have questions concerning clarification on the corrections needed, please contact the Orange County Clerk of Court, Circuit Civil Division For questions please contact Carolyn Weber at 407-322-3029.

Abandoned Filings

Each county now has the ability to opt into a process that will move files that are in the Correction Queue to the Abandoned Filing Queue in bulk. A task has been created to run nightly at 1:00 A.M. This task will change the status of any filing in the Correction Queue for longer than seven days to Abandoned Filing and send out an email to the filer. This task will run seven days a week. The County may specify the default reason for moving a filing to the Abandoned Filing Queue by following the above instructions in the Correction Queue Reasons section. This will move all submissions that are in the Correction Queue for longer than seven days. To opt into this process, contact the Service Desk.

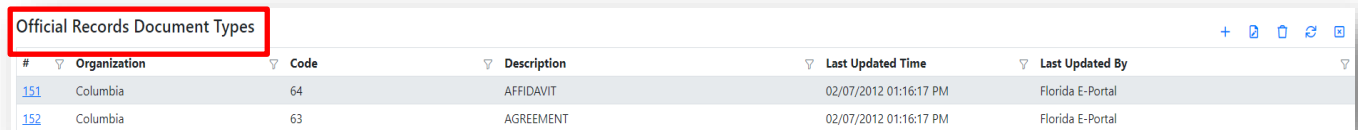
This is where I stopped Todd

Official Records Document Types

The Official Records Document Types are used in conjunction with the E-Recording process of the Portal. E-Recording is the process pertaining to the recording of official documents electronically by the Department of Revenue (DOR) and Simplifile. The codes on these records must match with the codes provided in the file sent to the Portal by DOR and Simplifile. Adding, removing and changing should be coordinated with DOR and Simplifile to ensure proper processing of the file.

When selecting this option, the administrator is presented with a list of established Official Records document types.

The administrator can create new document types, edit, or delete existing types.



#	Organization	Code	Description	Last Updated Time	Last Updated By
151	Columbia	64	AFFIDAVIT	02/07/2012 01:16:17 PM	Florida E-Portal
152	Columbia	63	AGREEMENT	02/07/2012 01:16:17 PM	Florida E-Portal

To create a new Official Records Document Type, click on **New** on the menu bar.



The document type is only available for the county (organization) identified on the documentation type record. If a fee is to be charged when this document type is submitted to the county, the fee amount is entered on the document type record. The Code field is used when eRecords are moved into the Clericus ORI database. Only counties using Clericus ORI for their official records will utilize this field.

Official Records Document Type # 151

* Organization:

* Code:

* Description:

* Fee Total:

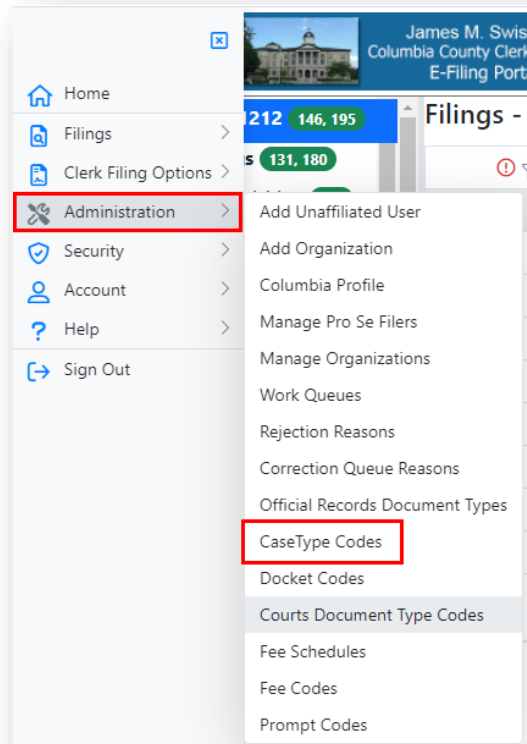
* Sort Order:

Last Updated By: Florida E-Portal

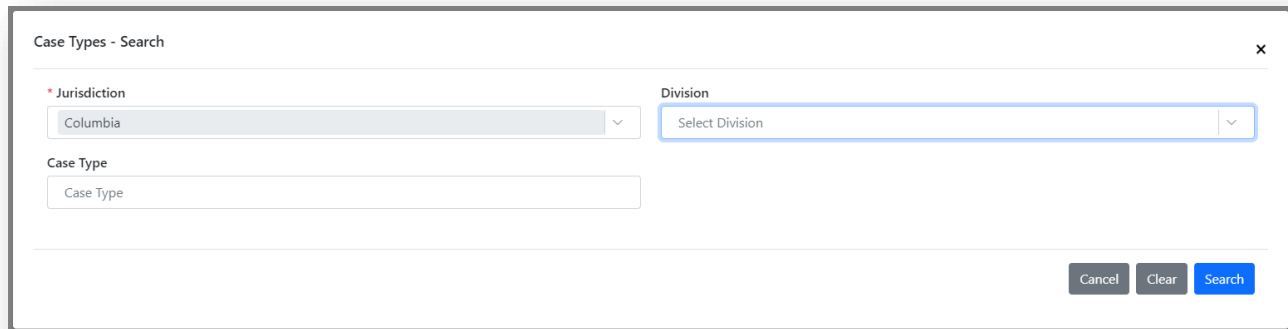
Last Updated Time: 02/07/2012 01:16:17 PM

Case Type Codes

The Case Type Codes provide a list of all the filing types and case types codes used on the Portal. Case Type Codes are codes that drive the filer interface. These codes display the case type codes, filing types, parties, and document types. These are all configured to give the filer the information needed to prepare a filing.



The Portal administrator has the ability to search by a specific division or all divisions.



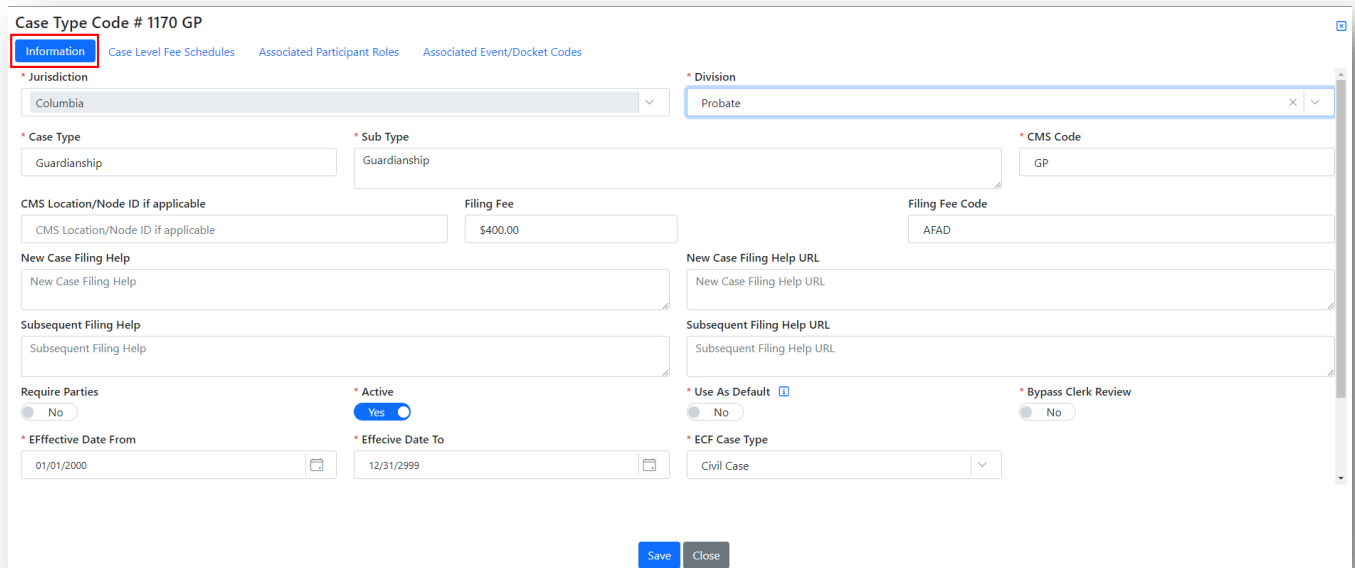
The Portal administrator has the ability to add, delete, edit, clone, print, and export all case type codes. When codes are altered, you will need to use the refresh function.



Within a specific case type code, you have the ability to update Information, Case Level Fee Schedules, Associated Participant Roles and Associated Event/Docket Codes.

Information

The Portal administrator can update information on the specific case type. This includes division, category, description and codes.



The Portal administrator also has the ability to establish if parties are required, the code is active, use as default (this case type will be picked if the case number is not validated in the search), ECF Case

Type (determines the type of ECF case type), Bypass Clerk Review (filings submitted to this case type will automatically be accepted and sent to the counties CMS).

Case Type Code # 1170 GP

Information Case Level Fee Schedules Associated Participant Roles Associated Event/Docket Codes

* Jurisdiction: Columbia

* Division: Probate

* Case Type: Guardianship

* Sub Type: Guardianship

* CMS Code: GP

CMS Location/Node ID if applicable: CMS Location/Node ID if applicable

Filing Fee: \$400.00

Filing Fee Code: AFAD

New Case Filing Help: New Case Filing Help

New Case Filing Help URL: New Case Filing Help URL

Subsequent Filing Help: Subsequent Filing Help

Subsequent Filing Help URL: Subsequent Filing Help URL

Require Parties: No Yes

* Active: Yes No

* Use As Default: No Yes

* Bypass Clerk Review: No Yes

* Effective Date From: 01/01/2000

* Effective Date To: 12/31/2999

* ECF Case Type: Civil Case

Save Close

Case Level Fee Schedules

The Case Level Fee Schedule gives the Portal administrator the ability to configure the filing fees for the filing type. These codes are setup in the Fee Schedules section. This section only lets the Portal administrator associate the Fee Schedule to the case type code.

Case Type Code # 1170 GP

Information Case Level Fee Schedules Associated Participant Roles Associated Event/Docket Codes

Available

#	Name	CMS Code
155	ACAV	ACAV
156	ADPP	ADPP
158	AGPO	AGPO
159	ANOT	ANOT
160	AOAE	AOAE
161	ASAG	ASAG
162	ASAL	ASAL
163	AVGD	AVGD
164	AWIL	AWIL
827	LIS	LIS

Selected

#	Name	CMS Code	Fee Application Type
157	AFAD	AFAD	Both New and subsequent Case Filings
2027	Optional Fees	OFF	Both New and subsequent Case Filings

Save Close

Associated Participant Roles

The function gives the Portal administrator the capability to add/delete parties to a specific filing type.

- CMS Code (party code used by local CMS)
- Description (party name)
- Required During Case Initiation (party is required for new case)

- Can Enter Multiple (ability to add more than one party)
- Can Enter Date of Birth (ability to add the date of birth)
- Require Date of Birth (date of birth is required for this filing type)
- Can Enter Date of Death (ability to add Date of Death)
- Require Date of Death (date of death is required for this filing type)
- ECF Role (type of party)
- Show in New/Existing (ability to make party only in new, existing, or both types of case filings)

Case Type Code # 1170 GP

Information Case Level Fee Schedules **Associated Participant Roles** Associated Event/Docket Codes

+ [edit icon] [trash icon]

#	CMS Code	Description
10432	BEN	Beneficiary
10433	CGR	Corporate Guardian
10434	CPR	Corporate Pers Rep
10435	CUR	Curator
10436	GRD	Guardian
10437	IP	Interested Person
10438	PR	Personal Rep
10439	SUC	Successor Pr/Grdn
10440	TRU	Trustee
10441	Ward	Ward

« < 1 2 > » 10 Items per page

Save Close

Note: To make these changes you will have to highlight the participant role and use the edit icon or select the participant role id link.

Case Type Code # 1170 GP

Information Case Level Fee Schedules **Associated Participant Roles** Associated Event/Docket Codes

+ [edit icon] [trash icon]

#	CMS Code	Description
10432	BEN	Beneficiary
10433	CGR	Corporate Guardian
10434	CPR	Corporate Pers Rep
10435	CUR	Curator
10436	GRD	Guardian
10437	IP	Interested Person
10438	PR	Personal Rep
10439	SUC	Successor Pr/Grdn
10440	TRU	Trustee
10441	Ward	Ward

Edit Participant Role # 10432

* CMS Code: BEN

* Description: Beneficiary

* Required During Case Initiation: No

* Can Enter Multiples: No

* Can Enter Date of Birth: No

* Require Date of Birth: No

* Can Enter Date of Death: No

* Require Date of Death: No

* Can Enter SSN: No

* Require SSN: No

* ECF Role: Initiating Party

* Show in New/Existing: Both New and subsequent Case Filings

Cancel Update

Save Close

Associated Event/Docket Codes

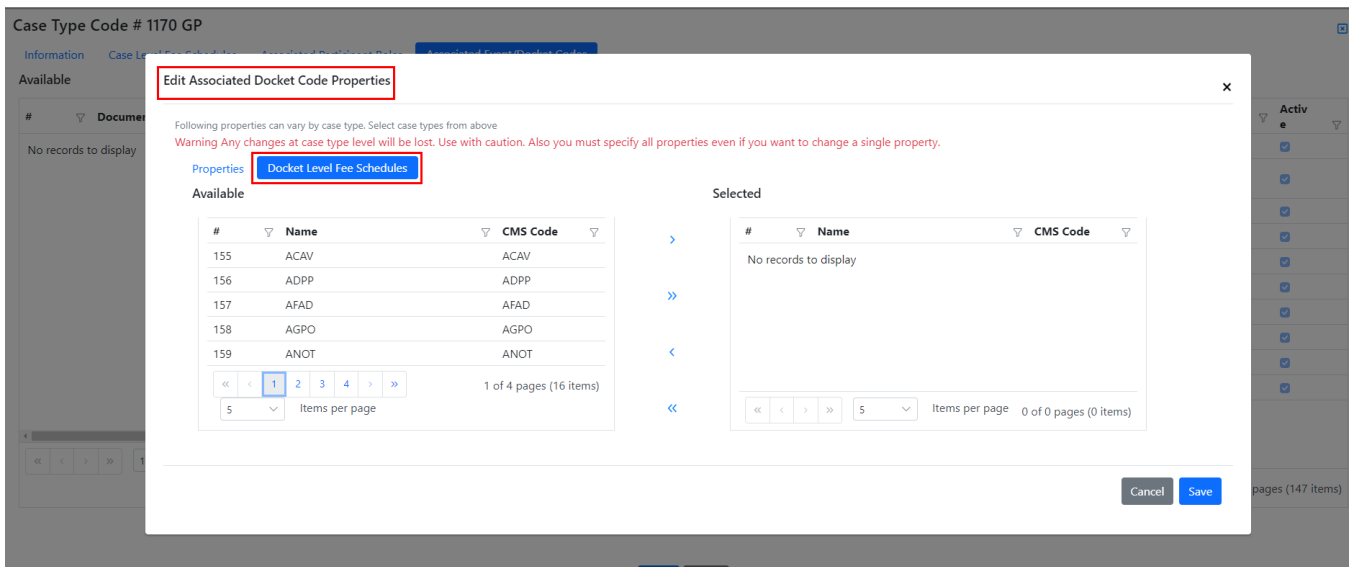
This gives the Portal administrator the ability to add specific docket codes to a specific case type/filing type. Docket codes cannot be created here; they can only be associated to the filing type.

#	Document Group	Document Type	CMS Code	Active
15230	All	Accounting	ACCT	<input checked="" type="checkbox"/>
15229	All	Accept. Of Desig. As Depository/Receipt Assets	ADRA	<input checked="" type="checkbox"/>
15231	All	Affidavit	AFF	<input checked="" type="checkbox"/>
15232	All	Annual Guardianship Plan	AGP	<input checked="" type="checkbox"/>
15233	All	Annual Guardianship Report	AGR	<input checked="" type="checkbox"/>
15234	All	Application To Serve As Guardian	ATSG	<input checked="" type="checkbox"/>
15235	All	Caveat By Creditor	CVC	<input checked="" type="checkbox"/>
15236	All	Civil Cover Sheet	CCS	<input checked="" type="checkbox"/>
15237	All	Codicil	COD	<input checked="" type="checkbox"/>
15238	All	Codicil Dated	CD	<input checked="" type="checkbox"/>

If docket codes have additional fees or only need to be filed on specific types of filings, the Portal administrator has the ability to update the document code. By clicking on the associated docket code, the Portal administrator can edit the docket code to reflect the proper fee. They also have the ability to make the docket code available on new or existing case only.

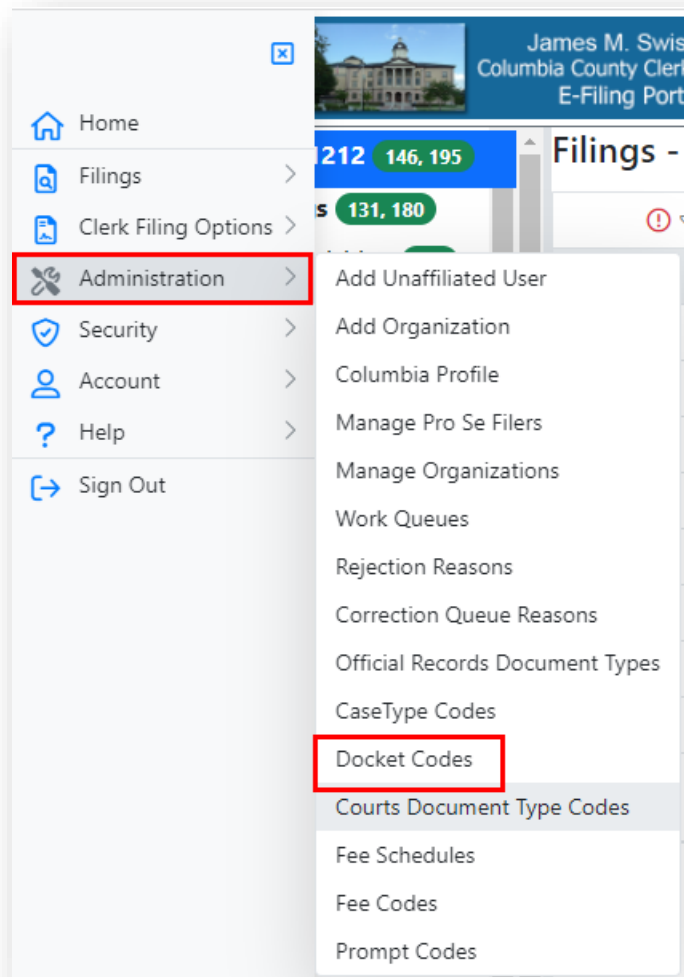
Warning: Any changes at case type level will be lost. Use with caution. Also you must specify all properties even if you want to change a single property.

Docket level Fee schedules can also be added at this level. These Docket Level Fee Schedule codes need to be added in the Fee Schedules.

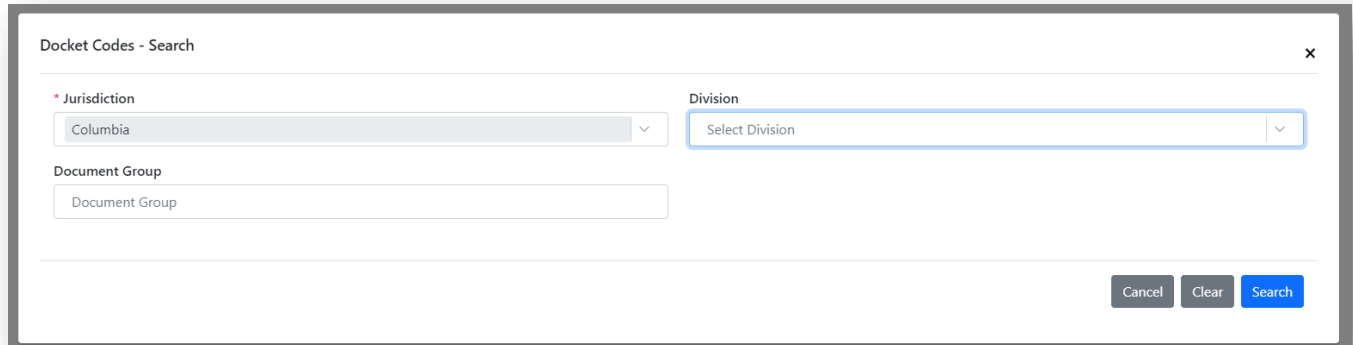


Docket Codes

This section provides a list of docket codes for the Portal administrator to add, delete, edit, and associate to a case type/filing type and user role. The codes are the types of documents the filer will be attaching to the filing.



The Portal administrator has the ability to search by a specific division or all divisions.



- New (Add new Docket code)
- Edit (make updates to the docket code)
- Delete (remove docket code)
- Case Type Associations (gives the county administrator the ability to associate to a specific case type)
- Clone (copies docket code criteria, case type associations, filer types, etc.)
- Refresh (any time a code is edited, added, or deleted it refreshes the codes)
- Print (give the county administrator the ability to print their docket codes)
- Save (gives the county administrator the ability to export their docket codes to specified location for view in Excel)



New or Editing

When creating or editing a docket code, the Portal administrator can select a role to associate to the docket codes. It can have one or many roles associated to the docket code.

Input the required information. Select the roles that you would like to have associated to the docket code. You can move them over by the “Add selected” button. You can also move the entire list of available roles by selecting “Add All”. You can remove by selection or all as well. These docket codes will only show to users within that role.

Docket Code # 40998 SUBOF

Information Division Association **User Roles** Associated Casetype Codes Associated Casetype, Fee Schedule/Codes

* Registration Role Association Select the Registration Role(s) that can file this type of document.

Available

#	Registration Role
34	Bureau of Vital Statistics Staff
31	Case Manager
7	Clerk of Court User
20	Court Clerk - DOC
36	Court Monitor
15	Court Reporter
25	Creditor
30	Domestic Violence Case Initiator
21	General Magistrate
32	Guardian Ad Litem

Selected

#	Registration Role
1	Attorney – Florida Bar
12	LawFirm Administrator
17	Attorney – Assistant US Attorney
2	Attorney - Pro Hac Vice
3	Attorney – Prosecuting / County
37	External System
4	Attorney – Internal Counsel for a State Agency
5	Self - Represented Litigant

Save Close

Auto Accept and Emergency Document

A docket code may be set to be automatically accepted upon submission. This will bypass Portal Review and go automatically into the CMS. Place a check in the **Auto Accept** box and **Save** and then **Close**. You may also designate a docket code as always coming into Portal Review as an emergency document. Those actions are designated in each specific docket code as shown below.

Docket Code # 40998 SUBOF

Information Division Association User Roles Associated Casetype Codes Associated Casetype, Fee Schedule/Codes

* Jurisdiction Hillsborough

* Document Group All

* Document Type Substitution Of

* CMS Code SUBOF

* Active Yes

* Is Emergency Document No

* Effective Date From 01/01/2000

* Is Cover Sheet No

* Use As Default No

* Effective Date To 12/31/9999

* System Defined No

* Auto Accept No

* Is Indigent Affidavit No

Last Updated By Florida E-Portal

Last Updated Time 09/09/2021 03:22:14 PM

Save Close

Case Type Associations

If docket codes have additional fees or only need to be filed on specific types of filings, the Portal administrator has the ability to update the document code. By clicking on the associated docket code, the Portal administrator can edit the docket code to reflect the proper fee. They also have the ability to make the docket code available on new or existing case only. This function gives the Portal administrator the capability to maintain docket codes associated with case types.

[Set Common Docket Code Properties](#) Warning Any changes at case type level will be lost. Use with caution. Also you must specify all properties even if you want to change a single property.

Available

#	Division	Case Type	Sub Type
10587	Circuit Civil	Specialized Other	90 Day Extension
11550	Circuit Civil	Specialized Other	Application for Seizure of

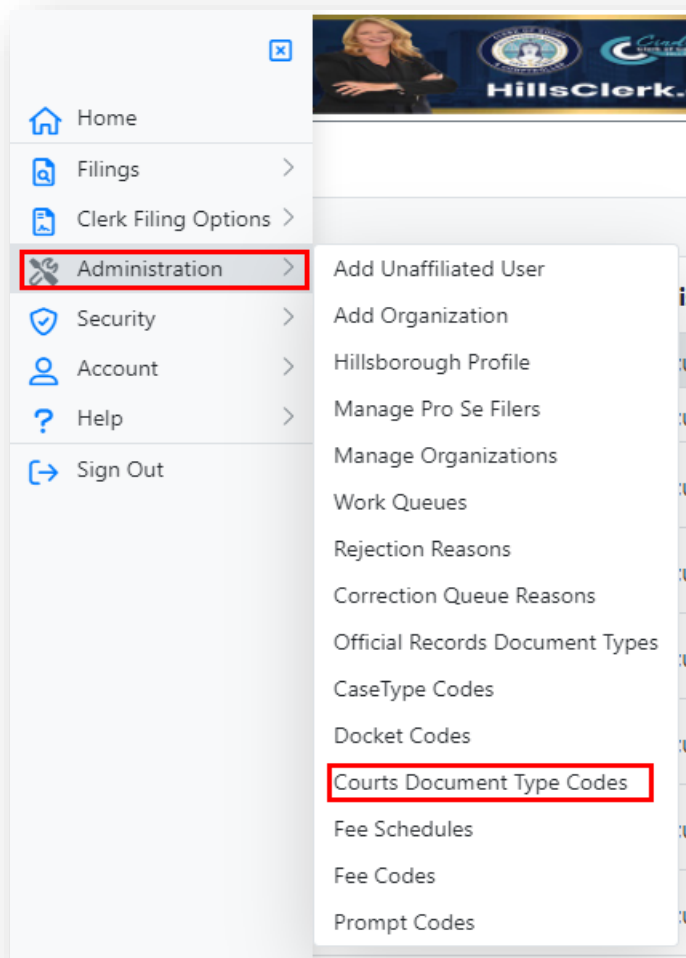
Selected

#	Division	Case Type	Sub Type
8708	Circuit Civil	Specialized Other	Arbitration
8709	Circuit Civil	Other Negligence	Asbestos
8710	Circuit Civil	Other Civil	Attachments
8711	Circuit Civil	Other Negligence	Auto Negligence
8712	Circuit Civil	Other Civil	Bond Forfeiture
8713	Circuit Civil	Other Civil	Bond Validation
8714	Circuit Civil	Contract and Indebtedness	Breach of Contract
8715	Circuit Civil	Other Negligence	Business Governance
8716	Circuit Civil	Other Negligence	Business Torts
8717	Circuit Civil	Other Civil	Business Transaction

Save Close

Courts Document Type Codes

This is Tyler Technology specific to their CMS (Odyssey). Other CMS's will not use this function.

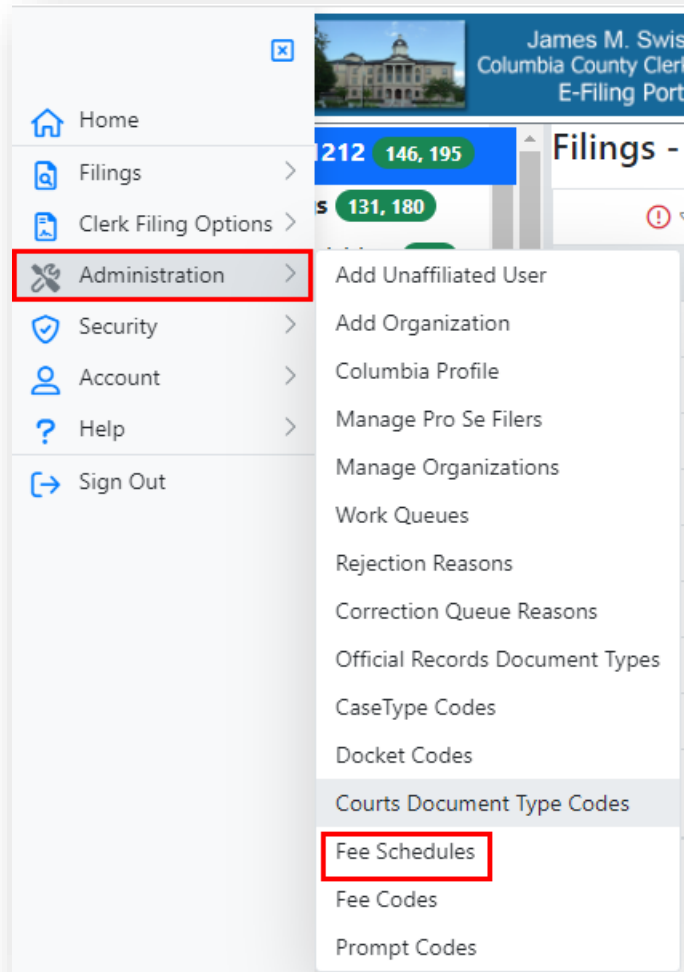


Fee Schedules

This option provides the administrator with a list of existing fee schedules. The administrator can create new document types, update, delete, print, and save existing schedules.

This option is only used in the context of collecting monies. The fee schedule is dependent on the Case Management System (CMS) being used by the county. If the CMS for the county needs the schedule values passed in when fees are collected, then the fee schedule codes must be entered into the Portal using this process. The schedules allow for defining what Fee Items are tied to the schedule and what CMS codes ties them together.

The need for these codes is determined at the time the county and FCCC work with the county's CMS vendor for the interface.



The Fee Schedule contains:

- Organization – County name
- Division – Court division within the County
- Name – Name of the fee schedule
- Description – Description of the schedule
- CMS Code – Code corresponding to the CMS fee schedule

The Fee Items are the Fee Codes that have been added (see section on Fee Codes) and are available to be added to the Fee Schedule.

Fee Schedule # 122

* Jurisdiction: Orange

* Division: All Divisions

* Name: SUMMONS

* Description: Summons Fee

* CMS Code: SUMMONS

* Sort Order: 1

* Reopen Flag: No

* Effective Date From: 01/01/2000

* Effective Date To: 12/31/2999

Last Updated By: Florida E-Portal

Last Updated Time: 11/13/2019 11:49:56 AM

[Fee Codes Available](#)

#	Name	Amount	Description	Division
167	08ADDDDEF	\$0.50	08 Additional Defendants	All
168	COPY/COPIES	\$1.00	COPIES	All
170	CERTCPYCIT	\$2.00	Appeals Certified Copies - Ci Civ Tiered	All
171	COPYCI	\$1.00	Appeals Copies - Ci Civ	All
172	08CERTCOPY	\$3.00	08 Certified Copies	All
173	SUBSSCIT	\$2.00	Subpoena Issue (Sign & Seal) Only - Ci Civ Tiered	All
357	08CERTCOPY	\$3.00	08 Certified Copies	All

Items per page: 10 | 1 of 1 pages (7 items)

[Selected](#)

#	Name	Amount	Description	Division
169	08CISUMMON	\$10.00	08 Circuit Summons	All

Items per page: 10 | 1 of 1 pages (1 items)

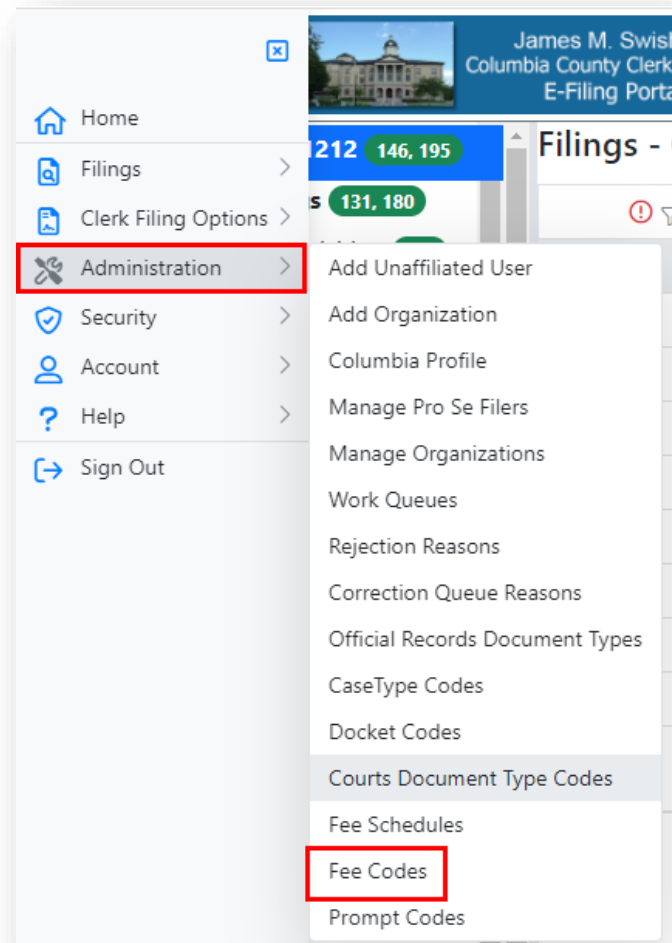
Fee Codes

This option provides the administrator with a list of existing fee codes. The administrator can create new codes, update, delete, print, and save existing codes.

This option is only used in the context of collecting monies. The fee schedule is dependent on the Case Management System (CMS) being used by the county. If the CMS for the county needs the fee schedule values passed in when fees are collected, then the fee codes must be entered.

The need for these codes is determined at the time the county and FCCC work with the county's CMS vendor for the interface.

Fee codes are entered according to the CMS needed values. Fee codes must be entered before a fee schedule can be created.



The Fee Code contains:

- Organization – County name
- Division – Court division within the County
- Name – Name of the fee code
- Description – Description of the fee code
- CMS Code – Code corresponding to the CMS fee code
- Amount – dollar amount to be collected for this fee code
- Calculation Type – There are three calculation types
 - Flat – flat fee with no calculation
 - Per Number of Items – calculates amount to be charged based on the number of items
 - Per percent of
- Based On – Used to assist in the calculation of Per Number Of Items in the calculation type above
 - Amount
 - Names
 - Pages
- Range From – To
- Increment

- Effective Date Range – Date range that this fee code is valid

Sorting and Filtering Lists

The Portal allows for the sorting of listing by clicking on the heading row of the return grid.

	Filing #	Division	Status	Received Date	Case #	Filing Organization
	SS 100314773	Circuit Civil	Pending Review	04/05/2022 01:18:16 PM	2022-CA-000123-O	Marquis 2
	SS 100314775	Circuit Civil	Pending Review	04/05/2022 01:34:54 PM	2022-CA-000123-O	Marquis 2
	SS 100314972	Circuit Civil	Filed	04/08/2022 01:50:40 PM	2022-CA-000123-O	Marquis 2
	SS 100314973	Circuit Civil	Filed	04/08/2022 01:52:50 PM	2022-CA-000123-O	Marquis 2
\$	SS 100315096	Circuit Civil	Pending Review	04/12/2022 09:37:05 AM	NEW CASE	Marquis 2
	SS 100315097	Circuit Civil	Pending Review	04/12/2022 09:40:35 AM	2022-CA-000123-O	Marquis 2
	SS 100315261	Circuit Civil	Pending Review	04/15/2022 10:27:35 AM	2020-CA-000010-O	Reichert & Newberry Law Office
	SS 100315262	Circuit Civil	Pending Review	04/15/2022 10:39:58 AM	2020-CA-000100-O	Reichert & Newberry Law Office
	SS 100315264	Circuit Civil	Pending Review	04/15/2022 10:56:46 AM	2020-CA-000100-O	Reichert & Newberry Law Office
\$	SS 100315318	Circuit Civil	Pending Review	04/18/2022 05:18:27 PM	2019-CA-000001-O	State Attorney Office 3rd Circuit
\$	SS 100315319	Circuit Civil	Pending Review	04/18/2022 05:22:04 PM	2019-CA-000001-O	State Attorney Office 3rd Circuit

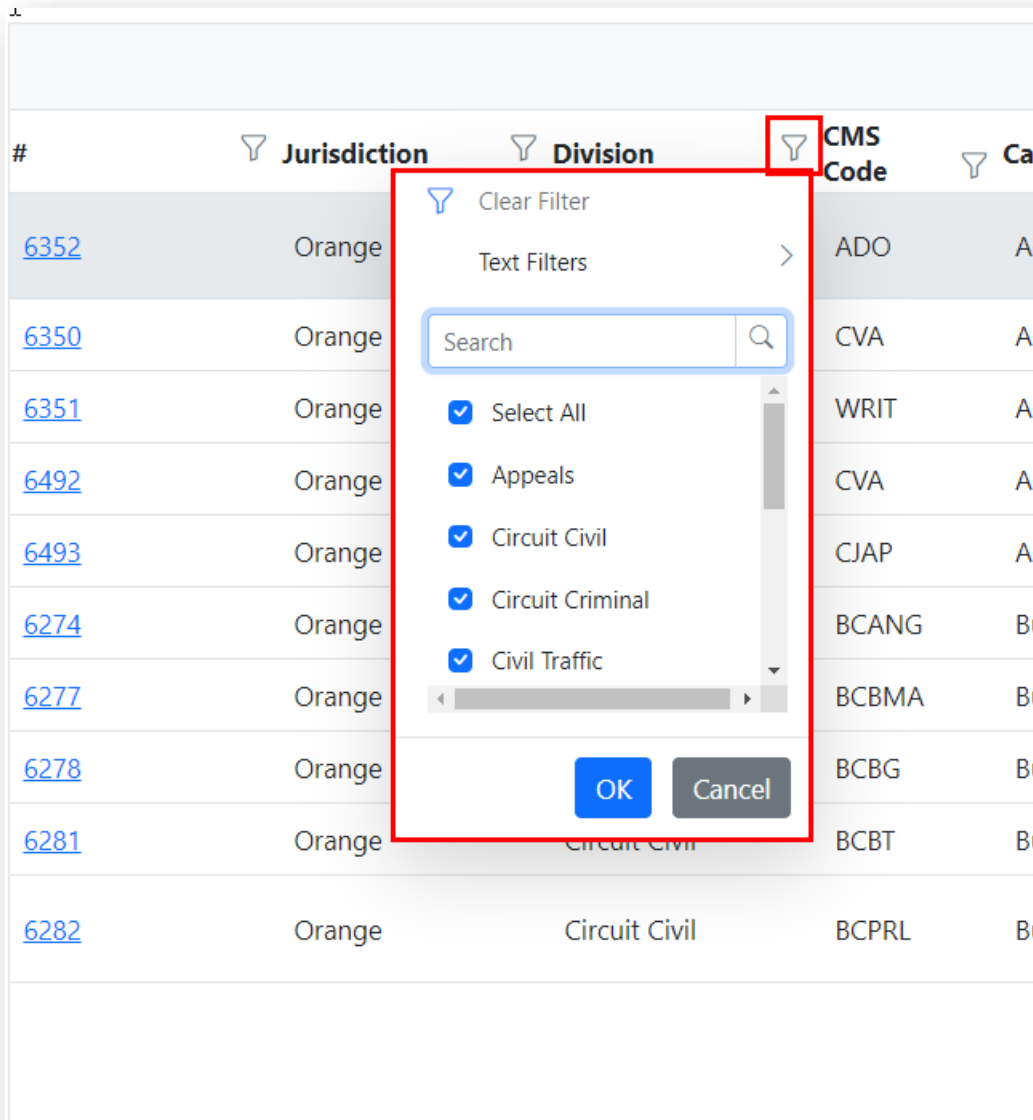
Results can be grouped by selecting the heading to be use for the grouping and dragging the heading above the grid. To remove the grouping, select the group heading and move it back down into the heading row. Clicking on the arrow beside the grouping displays the list of records within the group.

Case Type Codes

#	Jurisdiction	Division	CMS Code	Sub Type	Active	Last Updated Time	Last Updated By
Case Type: Adoption - 1 item							
6352	Orange	Domestic Relations/Family	ADO	Adoption Arising out of Chapter 63	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
Case Type: Appeals - 4 items							
6350	Orange	Circuit Civil	CVA	County to Circuit Appeal	<input type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6351	Orange	Circuit Civil	WRIT	Writ Cases	<input type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6492	Orange	Appeals	CVA	Appeal From County Court	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6493	Orange	Appeals	CIAP	Criminal Justice Appeal	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
Case Type: Business Court - 5 items							
6274	Orange	Circuit Civil	BCANG	Auto Negligence	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6277	Orange	Circuit Civil	BCBMA	Business	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6278	Orange	Circuit Civil	BCBG	Business Governance	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6281	Orange	Circuit Civil	BCBT	Business Tort	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal
6282	Orange	Circuit Civil	BCPRL	Injury to Person/Property From a Defective Product	<input checked="" type="checkbox"/>	11/13/2019 11:49:41 AM	Florida E-Portal

1 of 32 pages (315 items)

The results can also be filtered. Click the Filter icon to see the filtering options. Select the column to be filtered then click on the Filter icon. The rows can be filtered by the listing under Select All check box. This listing is all the values in the column. The remaining filters are based on that column. You can repeat this process on additional columns to further filter the listing.



Example of filtering:

List all the new cases in probate that are in Pending review status. **Note:** The steps listed here are to show how the filter works not the simplest process for getting the list of records. Start with a File Search returning all the records for the last year to give a listing that can be used to show filtering options.

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	CF	NF	RM	Filing #	Division	Status	Received Date	Case #	Filing Organization
	\$		SS	100297446	Circuit Civil	Filed	01/10/2022 10:39:53 AM	2021-CA-000023-O	Marquis 2
	\$		SS	100297449	Circuit Civil	Pending Review	01/10/2022 10:43:21 AM	2021-CA-000012-O	Marquis 2
⊙	\$		TP	100298398	Circuit Civil	Pending Review	01/18/2022 11:24:18 AM	2018-CA-001103-O	Raos Law Firm
			TP	100298529	Civil Traffic	Pending Filing	01/20/2022 10:35:21 AM	2019-TR-000001-A-X	Marketgrid
			TP	100298534	Civil Traffic	Pending Filing	01/20/2022 11:00:21 AM	2019-TR-000001-A-X	Marketgrid
			TP	100298544	Civil Traffic	Pending Filing	01/20/2022 01:11:09 PM	2019-TR-000001-A-X	Marketgrid
			SS	100298546	Circuit Criminal	Pending Review	01/20/2022 01:22:58 PM	2021-SC-000020-O	Law Office of Carolyn M Weber
	C		SS	100298547	Circuit Criminal	Pending Review	01/20/2022 01:24:51 PM	2021-CF-000012-A-O	Law Office of Carolyn M Weber
			SS	100298548	Domestic Relatio...	Pending Review	01/20/2022 01:30:41 PM	2021-DR-000123-O	Law Office of Carolyn M Weber
			SS	100298549	Circuit Civil	Filed	01/20/2022 01:37:04 PM	2021-CA-000044-O	Law Office of Carolyn M Weber

Next click on the Filter icon on the Case # column when the filtering options display select 'Contains' and enter 'New Case' and click on the Filter button.

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	CF	NF	RM	Filing #	Division	Status	Received Date	Case #	Filing Organization
	\$		SS	100297446	Circuit Civil	Filed	01/10/2022 10:3		Marquis 2
	\$		SS	100297449	Circuit Civil	Pending Review	01/10/2022 10:4		Marquis 2
⊙	\$		TP	100298398	Circuit Civil	Pending Review	01/18/2022 11:2		Raos Law Firm
			TP	100298529	Civil Traffic	Pending Filing	01/20/2022 10:3		Marketgrid
			TP	100298534	Civil Traffic	Pending Filing	01/20/2022 11:0		Marketgrid
			TP	100298544	Civil Traffic	Pending Filing	01/20/2022 01:1		Marketgrid
			SS	100298546	Circuit Criminal	Pending Review	01/20/2022 01:2		Law Office of Carolyn M Weber
	C		SS	100298547	Circuit Criminal	Pending Review	01/20/2022 01:2		Law Office of Carolyn M Weber
			SS	100298548	Domestic Relatio...	Pending Review	01/20/2022 01:3		Law Office of Carolyn M Weber
			SS	100298549	Circuit Civil	Filed	01/20/2022 01:37:04 PM	2021-CA-000044-O	Law Office of Carolyn M Weber
			SS	100298550	Circuit Criminal	Filed	01/20/2022 01:37:04 PM	2021-CF-000234-A-O	Law Office of Carolyn M Weber
			SS	100298551	Domestic Relatio...	Pending Review	01/20/2022 01:37:05 PM	2021-DR-000133-O	Law Office of Carolyn M Weber
			SS	100298552	Probate	Filed	01/20/2022 01:37:05 PM	2021-CP-000013-O	Law Office of Carolyn M Weber

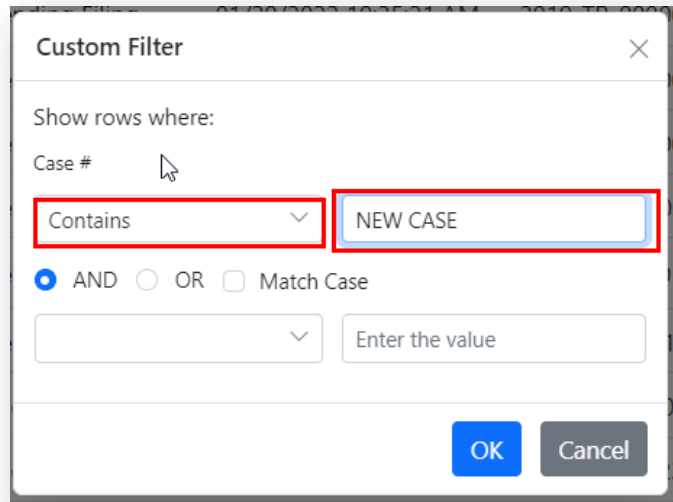
Clear Filter

Text Filters

Search

- Select All
- 1974-XX-001234-A-O
- 2015-CP-002844-O
- 2017-DR-002572-O
- 2018-CA-001103-O
-

OK Cancel



Now click on the Filter icon on the Division column, when the filtering options display click on Probate. The results list will automatically filter.

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	\$	CF	NF	RM	Filing #	Division	Status	Received Date	Case #
	\$			TP	10029		Pending Review	01/31/2022 02:55:45 PM	NEW CASE
	\$			TP	10029		Pending Review	01/31/2022 03:47:53 PM	NEW CASE
	\$			TP	10029		Pending Review	01/31/2022 07:13:31 PM	NEW CASE
	\$			TP	10030		Pending Review	03/07/2022 12:25:18 PM	NEW CASE
	\$			TP	10031		Pending Review	03/10/2022 11:59:41 AM	NEW CASE
	\$			TP	10031		Pending Review	03/14/2022 07:40:19 PM	NEW CASE
	\$			TP	10031		Pending Review	03/15/2022 11:06:44 AM	NEW CASE
	\$			TP	10031		Pending Review	03/15/2022 10:13:36 PM	NEW CASE
	\$			TP	10031		Pending Review	03/16/2022 11:04:35 AM	NEW CASE
	\$			TP	100311862	County Civil	Pending Review	03/16/2022 11:40:16 AM	NEW CASE
	\$			TP	100311863	County Civil	Pending Review	03/16/2022 11:46:13 AM	NEW CASE
	\$			TP	100311995	County Civil	Pending Review	03/17/2022 08:52:47 PM	NEW CASE
	\$			SS	100312253	County Civil	Pending Filing	03/21/2022 04:27:57 PM	NEW CASE
	\$			TP	100312258	County Civil	Pending Review	03/21/2022 06:39:19 PM	NEW CASE

Finally, click on the Filter icon on the Status column when the filtering options display select 'Ends with' and enter 'Review' and click on the Filter Button.

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	\$	CF	NF	RM	Filing #	Division	Status	Received Date	Case #
	\$			TP	100299116	County Civil	NEW CASE	01/31/2022 02:55:45 PM	NEW CASE
	\$			TP	100299120	County Civil	NEW CASE	01/31/2022 03:47:53 PM	NEW CASE
	\$			TP	100299131	County Civil	NEW CASE	01/31/2022 07:13:31 PM	NEW CASE
	\$			TP	100301277	County Civil	NEW CASE	03/07/2022 12:25:18 PM	NEW CASE
	\$			TP	100311553	County Civil	NEW CASE	03/10/2022 11:59:41 AM	NEW CASE
	\$			TP	100311760	County Civil	NEW CASE	03/14/2022 07:40:19 PM	NEW CASE
	\$			TP	100311806	County Civil	NEW CASE	03/15/2022 11:06:44 AM	NEW CASE
	\$			TP	100311851	County Civil	NEW CASE	03/15/2022 10:13:36 PM	NEW CASE
	\$			TP	100311858	County Civil	NEW CASE	03/16/2022 11:04:35 AM	NEW CASE
	\$			TP	100311862	County Civil	Pending Review	03/16/2022 11:40:16 AM	NEW CASE
	\$			TP	100311863	County Civil	Pending Review	03/16/2022 11:46:13 AM	NEW CASE
	\$			TP	100311995	County Civil	Pending Review	03/17/2022 08:52:47 PM	NEW CASE

You now have a list of all the new cases in Probate that are in Pending review status. To print your listing click on the Print option.

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	\$	CF	NF	RM	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
	\$			TP	100299116	County Civil	Pending Review	01/31/2022 02:55:45 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky
	\$			TP	100299120	County Civil	Pending Review	01/31/2022 03:47:53 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky
	\$			TP	100299131	County Civil	Pending Review	01/31/2022 07:13:31 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky

Retrieve Missing images for County CMS

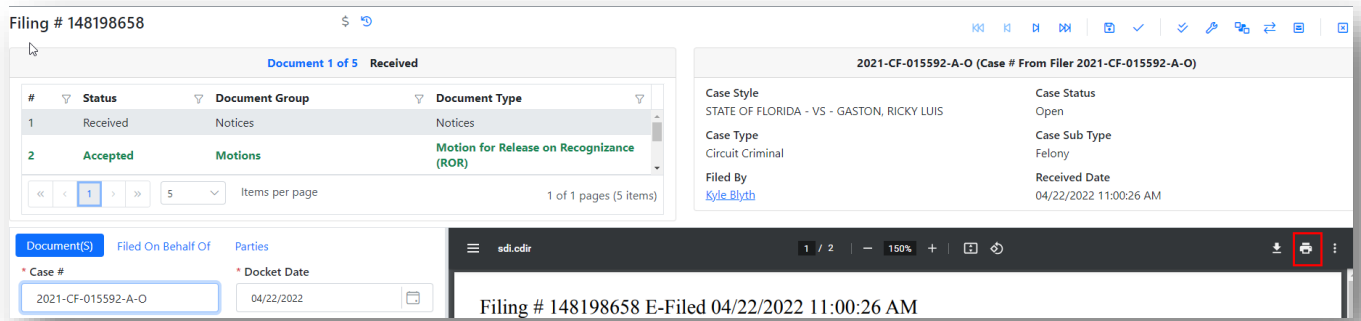
There are times when the image does not move into the County CMS (Case Management System). When this happen the FCCC Administrator or the Portal Administrator can retrieve these images.

- Search for the filing (see Filings Section)
- Highlight the Filing and click View

Search Filings Received between 01/01/2022 and 04/25/2022 Submitted to Jurisdiction # 48

JF	\$	CF	NF	RM	Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
	\$			TP	100299116	County Civil	Pending Review	01/31/2022 02:55:45 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky
	\$			TP	100299120	County Civil	Pending Review	01/31/2022 03:47:53 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky
	\$			TP	100299131	County Civil	Pending Review	01/31/2022 07:13:31 PM	NEW CASE	Hayt_Hayt & Landau_PL	Jason Scott Dragutsky

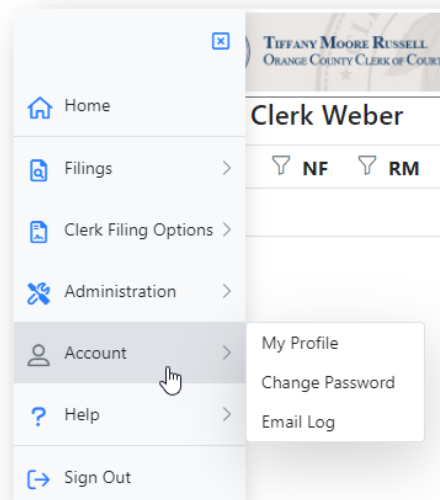
- Click on Save Icon on the PDF Viewer tools
- You are prompted to enter a location to save the image



Todd, the rest is done from here down.

Account

From the Account menu you will have access to your Portal information.



My Profile

User Details

In User Details, under My Profile, users can update all information except Organization. Click Save to save any changes. If you do not Save before you Close, your changes will not be retained.

User Carolyn Clerk Weber # 59823

[UserDetails](#)
[Preferences](#)
[Division Association](#)
[Work Queue Association](#)
[Security Roles](#)
[E-Service Favorites](#)

User #: 59823 Registration IP:

* User Name: clerkcw * Status: Active

* Role: Clerk of Court User

ID Type: Type of Identifica... ID State: State Issuing Ide... ID Number: Identification Value

Organization: Orange

Last Updated By, Time: Carolyn Clerk Weber 02/03/2022 09:53:56 AM

* Name: * First: Carolyn Middle: Clerk * Last: Weber Suffix: Suffix

Email Addresses: * Primary: cweber@flclerks.com Alternate 1: cweber1024@outlook.com Alternate 2: Alternate Email Address 2

Address: * Address1: 425 North Orange Avenue Address 2: Addres Line 2

* Country: UNITED STATES * City: Orlando * State/Proviencie: FL Zip/Postal Code: 32801

Phone/Fax: * Phone #: 999-999-9999 Extension: Exten... Fax #: Fax #

CMS ID: Active Directory Id:

Can act as administrator? Yes

Waive Filing Fees? No

Can Pay With ACH? No

Use New Review Client? Yes

Note: This application does not Support Internet Explorer 11 and is only supported on current versions of Chrome/Firefox/Microsoft Edge

Save Close

The profile allows for three email addresses. The primary email address is required. Additional email addresses may be other email accounts for the user or the email account of the user's backup or supervisor. Email notifications will be sent to all email addresses listed.

Preferences

You may now set your Preferences for when you log into the Portal. You may also select which email notifications you will receive from this menu.

User Carolyn Clerk Weber # 59823

UserDetails **Preferences** Division Association Work Queue Association Security Roles E-Service Favorites

Maximum # Filings to show in Reviewer List: 100

Home Page: Work Queues Filings - Carolyn Clerk Weber

Filing Path: Appellate Courts - Notice of Ap...

Last Jurisdiction Filed To: Department of Corrections

Rows Per Page in Document Selection Grid: 20

Email Preferences

Email Notification	Send to Email Provider
Filing Received	<input checked="" type="radio"/> Yes
Corrected Filing Received	<input checked="" type="radio"/> Yes
Processing Completed for Filing #####	<input checked="" type="radio"/> Yes
Filing Moved to Abandoned Filing Queue	<input checked="" type="radio"/> Yes
Portal Maintenance Notifications	<input type="radio"/> No

Save Close

Select the maximum number of filings to show in your Reviewer list, select a Home Page, a Filing Path, and a Jurisdiction. Then select which email notifications you wish to receive. Once you make these selections and click on Save, if you have no pending alerts you will land at your designated Preferences when you log into the Portal. If you have any alerts pending, you will see the My Alerts page until all the alerts are cleared.

Next select the Email Notifications you wish to receive. You will receive the email notification in the email address(es) linked to your profile.

Division Association

Select the Divisions you are associating this filer to. From the Available column highlight those you wish to move to the Selected column and click on Add Selected.

User Carolyn Clerk Weber # 59823

UserDetails Preferences **Division Association** Work Queue Association Security Roles E-Service Favorites

Available Selected

Organization	Division
Orange	Appeals
Orange	Civil Traffic
Orange	County Criminal
Orange	Criminal Traffic
Orange	Domestic Relations/Family
Orange	Juvenile Delinquency
Orange	Juvenile Dependency
Orange	Probate
Orange	Circuit Civil
Orange	Circuit Criminal

1 of 2 pages (11 items)

Items per page

<< < 1 2 > >>

10

>

No records to display

0 of 0 pages (0 items)

Items per page

<< < > >>

10

Save Close

That will move the selected divisions to the Selected column which will give the Reviewer access to the submissions for those Divisions. Remember to click on Save and then Close to save the changes.

User Carolyn Clerk Weber # 59823

UserDetails Preferences **Division Association** Work Queue Association Security Roles E-Service Favorites

Available Selected

Organization	Division
Orange	Appeals
Orange	Civil Traffic
Orange	County Criminal
Orange	Criminal Traffic
Orange	Domestic Relations/Family
Orange	Juvenile Delinquency
Orange	Juvenile Dependency
Orange	Probate

1 of 1 pages (8 items)

Items per page

<< < 1 > >>

10

>

Organization	Division
Orange	Circuit Civil
Orange	Circuit Criminal
Orange	County Civil

1 of 1 pages (3 items)

Items per page

<< < 1 > >>

10

Save Close

Work Queue Association

Select the Work Queues you are associating this filer to. From the Available column highlight those you wish to move to the Selected column and click on Add Selected.

User Carolyn Clerk Weber # 59823

UserDetails Preferences Division Association **Work Queue Association** Security Roles E-Service Favorites

Available Selected

#	Type	Organization	Division
16	Case Filings	All Organizations	All
101	Official Records	All Organizations	All
129	Official Records	All Organizations	All
139	Case Filings	All Organizations	All
722	Proposed Documents	All Organizations	All
723	Proposed Documents	All Organizations	All
776	Proposed Documents	All Organizations	All
777	Proposed Documents	All Organizations	All
815	Case Filings	All Organizations	Circuit Civil
873	Case Filings	All Organizations	Circuit Civil

1 of 5 pages (45 items)

10 Items per page

Save Close

That will move the selected divisions to the Selected column which will give the Reviewer access to the submissions for those Divisions. Remember to click on Save and then Close to save the changes.

User Carolyn Clerk Weber # 59823

UserDetails Preferences Division Association **Work Queue Association** Security Roles E-Service Favorites

Available Selected

#	Type	Organization	Division
267	Case Filings	Orange	Probate
242	Case Filings	Orange	County Civil
244	Case Filings	Orange	County Civil
245	Case Filings	Orange	County Civil
888	Case Filings	Orange	County Civil
364	Case Filings	Orange	Juvenile Delinquency
366	Case Filings	Orange	Criminal Traffic
367	Case Filings	Orange	Civil Traffic
374	Case Filings	Orange	Civil Traffic
400	Case Filings	Orange	Appeals

4 of 4 pages (40 items)

10 Items per page

Save Close

#	Type	Organization	Division
815	Case Filings	All Organizations	Circuit Civil
645	Case Filings	Orange	Circuit Civil
368	Case Filings	Orange	Circuit Criminal
233	Case Filings	Orange	County Civil
369	Case Filings	Orange	County Criminal

1 of 1 pages (5 items)

10 Items per page

Security Roles

From the Security Roles tab select all the roles that will apply to the filer. There are multiple pages of filer roles so be sure to scroll through and select all that apply. This will affect the way the Portal looks to the filer. The select the filer roles that apply and click on Add Selected then be sure to Save and Close.

User Carolyn Clerk Weber # 59823

Available Selected

#	Security Role
35	Accounting Clerk
21	Appellate Courts administrator
37	Can Receive Proposed Orders
47	Can Receive Proposed Warrants
48	Can send commitment packets to Florida DOC
3	County Administrator
33	DOC Administrator
32	DOC User
41	Emergency Filing Notification
9	EReview

1 of 3 pages (22 items)
Items per page

#	Security Role
4	County User
5	Filer
11	DOR
31	Access Electronic Service List Web Service
34	Clerk - DOC
40	Move filings to Abandoned Filing queue
44	Can File to Florida Bureau of Vital Statistics
50	Can Submit ROA
51	Can remove submissions from the Correction Queue
52	Can mark a submission as filed

1 of 2 pages (16 items)
Items per page

Save Close

E-service Favorites

The E-service Favorites tab shows the people the filer has added to their E-service Favorites list. A filer can add E-service Favorites when they get to the ServiceList tab in the filing path. The Add Other Attorney/Interested Party tab allows the filer to select additional E-service Recipients and add them to their E-service Favorites list. Those added to the list are displayed in the E-service Favorites tab in the My Profile menu as shown below.

[UserDetails](#)
[Preferences](#)
[Division Association](#)
[Work Queue Association](#)
[Security Roles](#)
[E-Service Favorites](#)

Favorite	Name/ID	Recipient Status	Affiliation	Primary Email Address	Alternate1 Email Address	Alternate2 Email Address
<input checked="" type="checkbox"/>	Harvey Winston		Unaffiliated Users	hwinston@fakeemail.com		
<input checked="" type="checkbox"/>	Jennifer Fishback	Active	Leon Sheriff	jfishback@flclerks.com		
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit	cweber1024@outlook.com	cweber1024@gmail.com	

<< < 1 > >> 10 Items per page 1 of 1 pages (3 items)

To remove them from the list, deselect the check box under the Favorite column. They will not appear in the list to choose from if deselected.

Change Password

To change your password go to the Change Password link in the Account menu. Type in your current password, your new password and then your new password again. In any of these boxes you can view your typed entry by clicking on the icon near the side of the box or you place a check in Show Password. The password must be between 6 and 16 characters with at least 1 number.

Change Password

* Current Password:

* New Password: Password must be between 6 and 16 characters, with at least 1 number

* Re-enter New Password:

Show Password

Then click on Change Password to complete the process.

Email Log

Select the date range in which you wish to view your email log. These emails will remain in the Email Log for 90 days. The types of emails will be Filing Received, Filing, Processing Completed, Removal From Service List, Filing Moved to Pending Queue, Filing Filed for Judicial Review, E-service Email Delivery Failure, and E-Service. They will also be received by you in your email provider.

Email Log - Search ✕

* Received Date From

* Received Date To

Type of Email

Then click on Search. The results of your search options will display as shown below.

Email Log Email Received between 02/01/2022 and 02/15/2022 Receiving User # 59823 'Carolyn Clerk Weber'

Received ↑ ✕

#	From	Subject	Received	Filing #
Received - 02/03/2022				
931007	Florida E-Portal	Filing Received	02/03/2022 09:47:31 AM	100299325
931008	Carolyn Clerk Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 2021-DR-000123-O WESLEY, MELISSA vs. YQUIERDO, JAMES	02/03/2022 09:47:46 AM	100299325
931021	Florida E-Portal	Filing Received - Second District Court of Appeal	02/03/2022 09:50:43 AM	100299332
931022	Carolyn Clerk Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE Michael J Brown	02/03/2022 09:50:59 AM	100299332
931023	Florida E-Portal	Filing Received - Second District Court of Appeal	02/03/2022 09:52:07 AM	100299333
931024	Carolyn Clerk Weber	NOTIFICATION OF SUBMISSION OF RECORD ON APPEAL - CASE NUMBER 2D2016-12 JOHNNY M. MC KINNON vs STATE OF FLORIDA	02/03/2022 09:52:21 AM	100299333
931026	Florida E-Portal	Commitment Packet Received for 2021-CF-000012-A-O STATE OF FLORIDA - VS - MCCULLOUGH, MICHAEL BO	02/03/2022 09:57:40 AM	100299334
931027	Carolyn Clerk Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 2021-CF-000012-A-O STATE OF FLORIDA - VS - MCCULLOUGH, MICHAEL BO	02/03/2022 09:57:50 AM	100299334
931028	Carolyn Clerk Weber	Commitment Packet Saved to Workbench	02/03/2022 09:59:28 AM	
Received - 02/15/2022				
934029	Florida E-Portal	Commitment Packet Received for 2021-CF-000013-A-O STATE OF FLORIDA - VS - NEIL MICHAEL DAVID	02/15/2022 10:31:53 AM	100300281

« < 1 2 > » 10 Items per page 1 of 2 pages (12 items)

To view the email notification, double click on the item and the email will be displayed.

Mail Content for 931008



From: Carolyn Clerk Weber

Date: 02/03/2022 09:47:46 AM

Subject: SERVICE OF COURT DOCUMENT CASE NUMBER 2021-DR-000123-O WESLEY, MELISSA vs. YQUIERDO, JAMES

Sent To: cweber@flclerks.com ; cweber@flclerks.com ; cweber1024@outlook.com

Notice of Service of Court Documents

Filing Information

Filing #: 100299325
Filing Time: 02/03/2022 09:47:31 AM ET
Filer: Carolyn Clerk Weber 999-999-9999
Court: Florida Bureau of Vital Statistics
Case #: 2021-DR-000123-O
Court Case #: 2021-DR-000123-O
Case Style: WESLEY, MELISSA vs. YQUIERDO, JAMES

Documents

Title	File
Amended Marriage Record [Dh743]	21-0532 RECORD_Seminole.pdf

E-service recipients selected for service:

Name	Email Address
Halle Marie Weber	cweber@flclerks.com
Carolyn Clerk Weber	*****

E-service recipients not selected for service:

Name	Email Address
No Matching Entries	

Help

Version

Help shows the user the Application, Assembly, Version, Source, Runtime Version, and System Version. It also will allow you to contact support by opening your email provider and creating a new message with the address already filled in.

