



FLORIDA COURTS
E-FILING PORTAL



June 2022

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Introduction

The purpose of this user manual is to provide you, the Portal Filer, with the information necessary to electronically file court case documents via the Florida Courts E-Filing Portal (Portal). This User Manual will walk you through the process of registering as a new filer, managing your user account, filing documents through the Portal, making payments for filings submitted via the Portal and viewing the court file and the documents therein.

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

Video Tutorials

WebEx video tutorials are available on the Florida Courts E-Filing Portal website (<https://www.myflcourtagency.com/authority/trainingvideos.html>) covering all common E-Filing tasks. These videos may be used in conjunction with this manual for maximizing E-Filing orientation and education.

E-Filing Videos

Attorney E-Filing Instructional Videos

- [The Florida Courts E-Filing Portal](#) – 17 mins (1/2022)
- [The Florida Courts E-Filing Portal- Portal Help Menu](#) – 3 mins (1/2022)
- [The Florida Courts E-Filing Portal – Register for an Account](#) – 3 mins (5/13/2022)
- [Florida Courts E-Filing Portal – Setting Profile Preferences](#) – 9 mins (1/1/2020)
- [Florida Courts E-Filing Portal – My Submissions – 2016](#) – 5 mins (6/2016)
- [Florida Courts E-Filing Portal – My Cases](#) – 7 mins (6/2016)
- [Florida Courts E-Filing Portal – Filing to a New Case](#) – 15 mins (5/13/2020)
- [Florida Courts E-Filing Portal – Filing a Pleading to an Existing Case](#) – 10 mins (5/13/2020)
- [Florida Courts E-Filing Portal – Fees and Payments](#) – 4 mins (6/5/2014)
- [Florida Courts E-Filing Portal – File a New Case to Florida Supreme Court](#) – 17 mins (10/23/2014)
- [File to the District Courts of Appeal](#) – 9 mins (5/12/20)
- [Creating the E-Service List](#) – 7 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Correction Queue](#) – 4 mins (1/1/2020)
- [Florida Courts E-Filing Portal – Updated News & Information](#) – 3 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Removing Metadata from WORD Documents](#) – 2 mins (5/20/2015)
- [Florida Courts E-Filing Portal – The New Civil Cover Sheet](#) – 4 mins (1/1/2020)

Videos For The Self-Represented Litigant

- [Florida Courts E-Filing Portal – Self-Represented Litigant Account Request](#) – 5 mins (5/8/2020)
- [Florida Courts E-Filing Portal – Self-Represented Litigant DIY Documents in the Portal](#) – 6 mins (1/20/2022)
- [Florida Courts E-filing Portal – Self-Represented Litigant Filing to a New Case](#) – 12 mins (5/8/2020)
- [Florida Courts E-Filing Portal – Self-Represented Litigant Filing to an Existing Case](#) – 7 mins (5/8/2020)

Suggested E-Filing How-To's

- [Florida Bar Legal Fuel Podcast – Florida Courts E-Filing Portal –](#) – 42 mins (02/28/2021)
- [Florida Courts E-Filing Portal – Filing Large Documents](#) – 10 mins (10/10/2019)
- [Florida Courts E-Filing Portal – The Email Log](#) – 2 mins (10/10/2019)
- [Florida Courts E-Filing Portal – My Alerts](#) – 2 mins (10/10/2019)
- [Florida Courts E-Filing Portal – Forgot Password](#) – 1 min (10/10/2019)
- [Florida Courts E-Filing Portal – Setting Up Your Law Firm As An Organization](#) – 9 mins (1/1/2020)
- [Florida Courts E-Filing Portal – Request E-Filing Support](#)– 3 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Portal Workbench](#) – 9 mins (3/27/2019)
- [Florida Courts E-Filing Portal – Submitting a Proposed Order](#)– 4 mins (1/1/2020)
- [Certified Vendor Informational Video](#) -2 mins (10/20/2017)
- [PDF/A Document Conversion](#) -2 mins (2/11/2019)
- [Manage My E-Service](#) -3.5 mins (2/18/2019)
- [File Documents to Multiple Cases](#) – 9 mins (4/10/2019)

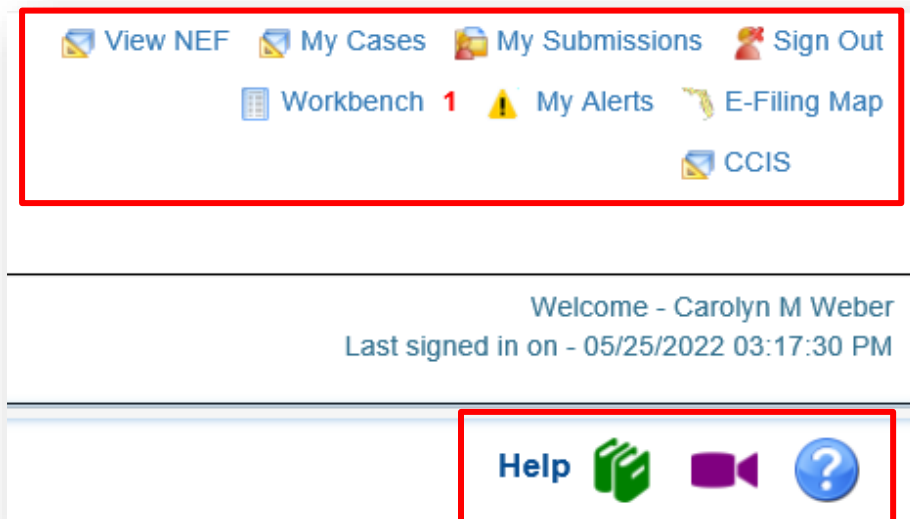
Clerk E-Filing Videos

- [County/Agency Clerk Filing a Notice of Appeal](#) – 8 mins (3/27/2019)
- [County/Agency Clerk Submitting Record on Appeal](#) – 8 mins (3/27/2019)

Videos For The Judicial User

- [Florida Courts E-Filing Portal – The Judicial Filer](#) – 20 mins (6/17/2014)
- [Florida Courts E-Filing Portal – Setting Judicial Preferences](#) – 6 mins (6/20/2016)
- [Florida Courts E-Filing Portal – Judge Sign and File](#) – 4 mins (6/20/2016)

A YouTube training video, a link to the User Manual and a FAQ document are also on each page of the Portal. The training video and FAQ document apply only to the page it is on for a quick reference guide. The links are located on the right hand side of the banner as shown below. Quick Links are also found on each page in the upper right hand corner of the banner.



Training Manuals

Also available on the Florida Courts E-Filing Portal webpage are training materials and manuals.

Material

- [E-Filing Portal Document Submission Standards](#) (Updated June 2017)
- [FAQs on PDF/A](#) (Updated April 2021)
- [E-Service User Guide](#) (Updated October 2017)
- [Portal E-Commerce Update Filer Information](#) (Updated November 2021)

Manuals

- [E-Filing Portal User Manual](#) (Updated June 2022)
* Includes information about filing as a Self-Represented Litigant
- [State Agency Clerk Filer User Manual](#) (Updated May 2022)
- [Portal County Administrator User Manual](#) (Updated May 2022)
- [Circuit Administrator User Manual](#) (Updated May 2022)
- [Judge Filer User Manual May 2022](#) (Updated May 2022)
- [Portal Organization Administrator User Manual](#) (Updated May 2022)

E-Filing Standards Documents

- [AOSC 09-30 Electronic Filing Specifications](#)
- [Florida Supreme Court Technology Standards](#) v. 1 (Adopted February 2021)

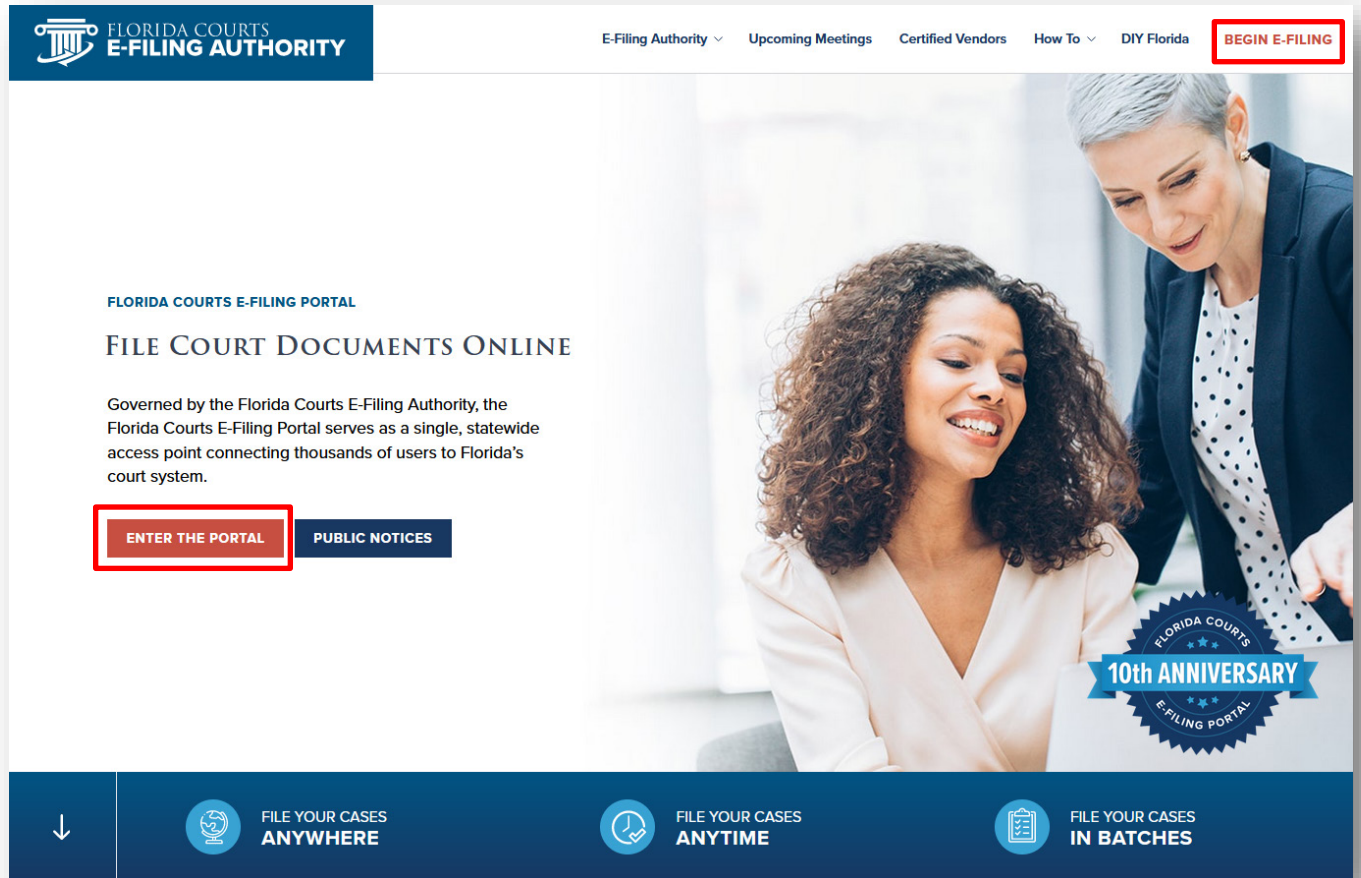
Certified Vendors

If you are interested in using a value added certified vendor to provide e-Filing capabilities from your CMS directly to the Portal, please go to the Certified Vendors tab on the main Portal web page. We have a list of those vendors that are certified by the Florida Courts E-Filing Authority and a link to each of the vendors so that you may contact them to gather further information.



Account Registration

Prior to utilizing the Florida Courts E-Filing Portal, filers must create an account. Filers can access the Portal's log-in page by typing the following URL into their web browser: www.myflcourtaaccess.com. The website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Firefox and Google Chrome. Filers will be directed to the Florida Courts E-Filing Portal Home page by selecting Begin E-Filing or Enter the Portal.



Create an Account

That will take you to the welcome page to the Portal. Select your filer role from the drop down and click on the **Register** button.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo for Florida Courts E-Filing Portal with the URL MyFLCourtAccess.com. To the right is a photograph of two women looking at a laptop. Below the header is a navigation bar with the text "Welcome to the Florida Courts E-Filing Portal" and a "Help" button with a question mark icon. The main content area is divided into two sections. The first section is titled "Login" and contains a form with two required fields: "User Name" and "Password". Below these fields are two buttons: "Sign In" and "Forgot Password?". The second section is titled "Do not have an account - Register Now!" and contains the text "If you need a portal account, please indicate the filer role you need and click Register." Below this text is a dropdown menu labeled "* Role:" with the text "Select Role" and a "Register" button. A red rectangular box highlights the "Role" dropdown and the "Register" button. At the bottom of the page, there is a red text notice: "This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome."

Filers will be directed to the Account Registration page based on the filer role you select.

- Select Role
- Attorney – Florida Bar
 - Attorney - Pro Hac Vice
 - Attorney – Internal Counsel for a State Agency
 - Attorney – Prosecuting / County
 - Court Monitor
 - Court Reporter
 - Creditor
 - Media
 - Mediator/Arbitrator
 - Mental Health Professional
 - Process Server
 - Self - Represented Litigant

All Attorney Filer Roles

For the Attorney filer role you will see this registration page:

The screenshot shows the 'Account Registration' page for an Attorney Filer Role. The 'Role' dropdown menu is highlighted with a red box and set to 'Attorney – Florida Bar'. Below it, the 'ID State/Number' is set to 'Florida'. A note states 'You must provide Florida Bar Number'. The 'User Name' and 'Password' fields are present, with a note that the password must be between 6 and 16 characters with at least one number. The 'Re-type Password' field is also present. The 'Security Question' dropdown is set to 'Select Security Question'. The 'Security Answer' field is present. The 'Name' section includes fields for 'First', 'Middle', 'Last', and 'Suffix'. The 'Primary Email' field is present. The 'Alternate Email1/Email2' section includes fields for 'Alternate Email1' and 'Alternate Email2'. The 'Address 1/2' section includes fields for 'Address 1' and 'Address 2'. The 'City/State/Zip Code' section includes fields for 'City', 'Select State', and 'Zip Code'. The 'Phone #' field is present with a format hint 'Phone Number Format ### ### ####'. A 'Register' button is located at the bottom of the form.

Filers will be prompted to complete all required fields on the page. Required fields are indicated with a red asterisk.

1. A Florida Bar Number is required.
2. Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password are the password must be between six and 16 characters with at least one number which also appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to the question.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. To receive a quick automated approval, be sure that the name you register matches the name that you have listed with The Florida Bar. If the name does not match, manual approval will be necessary and a delay in registering may occur. All notifications to the filer are sent via email to the address provided in the Account Registration page. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.

Click on **Register** once all information is entered.

Court Reporter Filer Role

For the Court Reporter filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' form. At the top, the title 'Account Registration' is displayed. The 'Role' dropdown menu is highlighted with a red box and contains the text 'Court Reporter'. To the right of the dropdown is a blue 'Select' button. Below this, the form includes several required fields marked with an asterisk: 'User Name' (text input), 'Password' (text input with a note: 'Password must be between 6 and 16 characters, with at least 1 number'), 'Re-type Password' (text input), 'Security Question' (dropdown menu), and 'Security Answer' (text input). The 'Name' section is split into four fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. Other fields include 'Primary Email', 'Alternate Email1/Email2', 'Address 1/2', 'City/State/ Zip Code' (with a 'Select State' dropdown), and 'Phone #' (with a format hint '### ### ####'). A blue 'Register' button is located at the bottom of the form.

When filing as a court reporter, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the court reporter role be added to the E-service list.

Creditor Filer Role

For the Creditor filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top right, there are links for 'Help', a green cube icon, a purple square icon, and a question mark icon. The 'Role' dropdown menu is highlighted with a red border and contains the text 'Creditor'. To its right is a blue 'Select' button. Below this, the form contains several required fields marked with an asterisk: 'User Name' (text input), 'Password' (text input with a note: 'Password must be between 6 and 16 characters, with at least 1 number'), 'Re-type Password' (text input), 'Security Question' (dropdown menu), 'Security Answer' (text input), 'Name' (split into 'First Name', 'Middle Name', 'Last Name', and 'Suffix' text inputs), 'Primary Email' (text input), 'Alternate Email1/Email2' (two text inputs), 'Address 1/2' (two text inputs), 'City/State/ Zip Code' (text input, dropdown menu, and text input), and 'Phone #' (text input with a format hint: 'Phone Number Format ### ### #####'). A blue 'Register' button is located at the bottom of the form.

When filing as a creditor, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the creditor role be added to the E-service list.

Media Filer Role

For the media filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top right, there are links for 'Help', a green cube icon, a purple square icon, and a question mark icon. The main form area contains the following fields and options:

- * Role:** A dropdown menu with 'Media' selected. A blue 'Select' button is to its right. This entire section is enclosed in a red rectangular box.
- * User Name:** A text input field with 'User Name' as a placeholder.
- Password:** A text input field with 'Password' as a placeholder. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field with 'Re-type Password' as a placeholder.
- * Security Question:** A dropdown menu with 'Select Security Question' as the selected option.
- * Security Answer:** A text input field with 'Security Answer' as a placeholder.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- * Primary Email:** A text input field with 'Primary Email' as a placeholder.
- Alternate Email1/Email2:** Two text input fields labeled 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields labeled 'Address 1' and 'Address 2'.
- * City/State/ Zip Code:** A text input field for 'City', a dropdown menu for 'Select State', and a text input field for 'Zip Code'.
- Phone #:** A text input field with the placeholder 'Phone Number Format ### ### ####'.

A blue 'Register' button is located at the bottom center of the form.

When filing as a media filer role, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the media filer role be added to the E-service list.

Mediator/Arbitrator Filer Role

For the Mediator filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top right, there are links for 'Help', a green checkmark icon, a purple microphone icon, and a blue question mark icon. The form fields are as follows:

- * Role:** A dropdown menu with 'Mediator/Arbitrator' selected, highlighted by a red box. A 'Select' button is to its right.
- * User Name:** A text input field with 'User Name' as a placeholder.
- Password:** A text input field with 'Password' as a placeholder. Below it, a note reads: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field with 'Re-type Password' as a placeholder.
- * Security Question:** A dropdown menu with 'Select Security Question' as the selected option.
- * Security Answer:** A text input field with 'Security Answer' as a placeholder.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- * Primary Email:** A text input field with 'Primary Email' as a placeholder.
- Alternate Email1/Email2:** Two text input fields labeled 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields labeled 'Address 1' and 'Address 2'.
- * Country/City/State/ Zip Code:** A dropdown menu with 'UNITED STATES' selected, a text input field for 'City', a dropdown menu for 'Select State', and a text input field for 'Zip Code'.
- * Phone #:** A text input field with the placeholder 'Phone Number Format ###-###-####'.

When filing as a mediator, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions and the My Cases page and you will not be added to the E-service list.

Mental Health Professional Filer Role

For the Mental Health Professional filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' form. At the top left, the title 'Account Registration' is displayed. At the top right, there are icons for 'Help', a green checkmark, a purple video camera, and a blue question mark. The form contains several fields with red asterisks indicating required information:

- Role:** A dropdown menu with 'Mental Health Professional' selected. This field is highlighted with a red border. A blue 'Select' button is to its right.
- User Name:** A text input field with the placeholder 'User Name'.
- Password:** A text input field with the placeholder 'Password'. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- Re-type Password:** A text input field with the placeholder 'Re-type Password'.
- Security Question:** A dropdown menu with 'Select Security Question'.
- Security Answer:** A text input field with the placeholder 'Security Answer'.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- Primary Email:** A text input field with the placeholder 'Primary Email'.
- Alternate Email1/Email2:** Two text input fields with placeholders 'Alternate Email1' and 'Alternate Email2'.
- Address 1/2:** Two text input fields with placeholders 'Address 1' and 'Address 2'.
- City/State/ Zip Code:** Three fields: 'City', 'Select State' (a dropdown menu), and 'Zip Code'.
- Phone #:** A text input field with the placeholder 'Phone Number Format ###-###-####'.

A blue 'Register' button is located at the bottom center of the form.

When filing as a mental health professional, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor be added to the E-service list.

Process Server Filer Role

For the process server filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' form. At the top left, the title 'Account Registration' is displayed. At the top right, there are three small icons: a document, a video camera, and a help icon. The form contains several fields and a dropdown menu. The 'Role' dropdown menu is highlighted with a red border and shows 'Process Server' selected. To its right is a blue 'Select' button. Below the role field are fields for 'User Name', 'Password', 'Re-type Password', 'Security Question', and 'Security Answer'. The 'Security Question' dropdown menu shows 'Select Security Question'. Below these are fields for 'First', 'Middle', 'Last', and 'Suffix' names. There are also fields for 'Primary Email', 'Alternate Email1/Email2', 'Address 1/2', 'City/State/ Zip Code', and 'Phone #'. A blue 'Register' button is at the bottom of the form.

When filing as a process server, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor be added to the E-service list.

Self-Represented Litigant Filer Role

For the self-represented litigant filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top left is the title 'Account Registration' and at the top right are icons for 'Help', a video camera, and a question mark. The form contains the following fields and options:

- * Role:** A dropdown menu with 'Self - Represented Litigant' selected. A blue 'Select' button is to its right.
- * User Name:** A text input field. A red box highlights this field with the text 'Enter your email address which will be your Username'.
- * Password:** A text input field with the note 'Password must be between 6 and 16 characters, with at least 1 number' below it.
- * Re-type Password:** A text input field.
- * Security Question:** A dropdown menu with 'Select Security Question'.
- * Security Answer:** A text input field.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- * Primary Email:** A text input field.
- Alternate Email1/Email2:** Two text input fields.
- * Address 1/2:** Two text input fields.
- * Country/City/State/ Zip Code:** A dropdown for 'UNITED STATES', a text field for 'City', a dropdown for 'Select State', and a text field for 'Zip Code'.
- * Phone #:** A text input field with the placeholder 'Phone Number Format ###-###-####'.

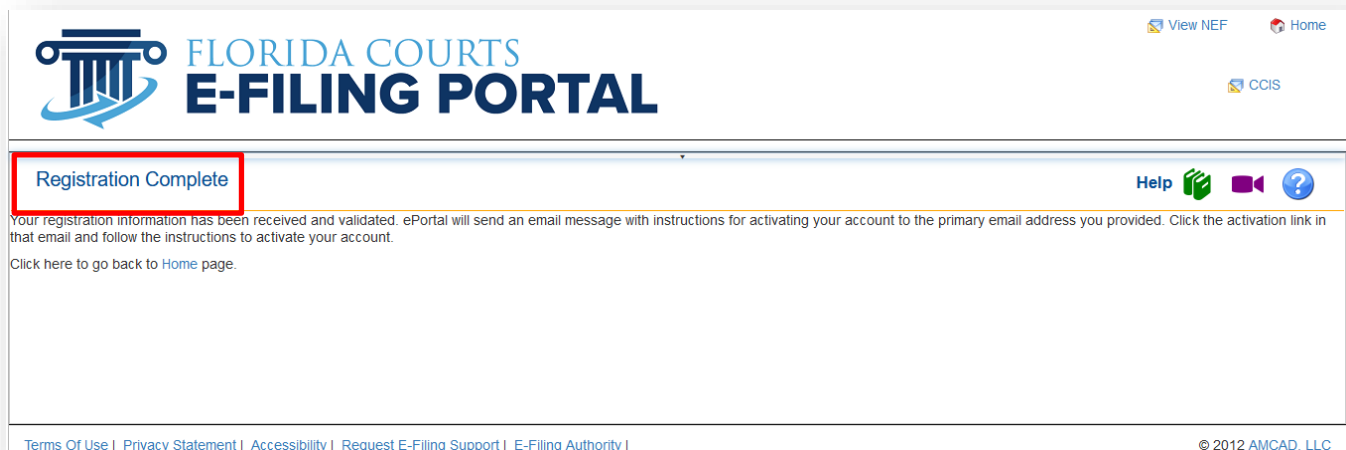
CONSENT TO EMAIL SERVICE By electronically filing through the portal I understand and agree that I will receive all future court documents submitted on my case(s) via email at the address(es) I provide.

This section contains a reCAPTCHA verification area. It includes a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'. Below this is a blue 'Register' button.

Please enter your email address in the User Name field. Your email address will be your User Name.

Please Note: By electronically filing through the Portal, you are agreeing to receive service of all future court documents submitted on your cases by email at the addresses provided in your Account Registration form.

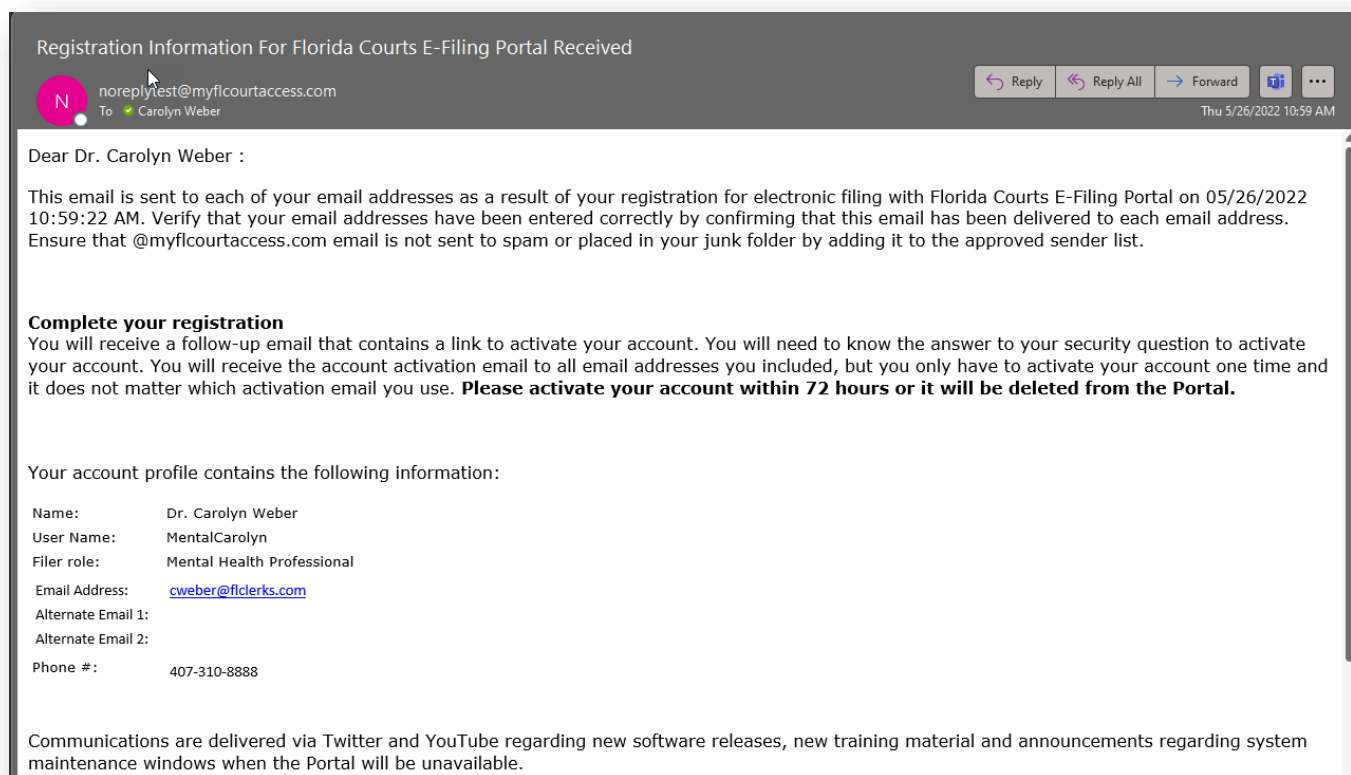
Upon successful registration filers will be taken to the **Registration Complete** page.



Email Notifications:

Filers will receive two (2) separate email notifications.

1. The first email notification provides the filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process. If the registration requires review by Portal support before approval, the e-mail notification will indicate that the registration is pending approval. Once approved by Portal support the filer will receive the emails regarding approval and activation.



2. The second email notification provides the filer with an activation link which the Filer must click on to complete the registration process.

Dear Dr. Carolyn Weber : This is a non-monitored email; please do not reply to this email. For assistance contact the service center at support@myflcourtagency.com.

To activate your account, click on the link below. You will need to enter the answer to the security question you selected upon registration.

<https://test.myflcourtagency.com/Common/UIPages/ActivateUser.aspx?activationid=408e9b82-66a5-4690-98dc-2b4547162118>

Your account profile contains the following information:

Name: Dr. Carolyn Weber
User Name: MentalCarolyn
Filer role: Mental Health Professional
Email Address: cweber@flclerks.com
Alternate Email 1:
Alternate Email 2:
Phone #: 407-310-8888

Communications are delivered via Twitter and YouTube regarding new software releases, new training material and announcements regarding system maintenance windows when the Portal will be unavailable.

Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtEFilingPortal>
View the Training Manuals <https://www.myflcourtagency.com/authority/trainingmanuals.html>

Thank You.
Florida Courts E-Filing Portal

Clicking the link provided in the email takes the filer to the **Account Activation** page. Filers must verify their identity by answering the security question shown in the drop down menu that they selected during the registration process. Then click **Activate** to complete this step. **Accounts in the Pending Activation status for longer than 72 hours will be deleted.**

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E-FILING PORTAL

View NEF Home
CCIS


Account Activation Help

* Security Question: Mothers Maiden Name

* Security Answer: Security Answer




Activate

The filer is then notified in their email provider that their account activation is complete and their account has been successfully activated and they are taken to the log on screen for the Portal where they will type in their user name and password. Then click on **Sign In** to enter the Portal.



[View NEF](#) [Home](#)
[CCIS](#)

Account Activation Complete

[Help](#)   

Account has been successfully activated.

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.

Your IP Address is .

#####**WARNING**#####

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. A user may not copy, download, scrape, store, publish, transmit, retransmit, disseminate, broadcast, circulate, sell, resell, reverse engineer, modify or make derivative works of any of the components of the Portal or information found in the Portal. Evidence of any prohibited activity may result in immediate termination of the user account. If a user is found to be in violation of security protocols or found to be using the Portal as a basis for creating a product that provides the same, or substantially the same functionality as the Portal, the user account may be subject to termination.

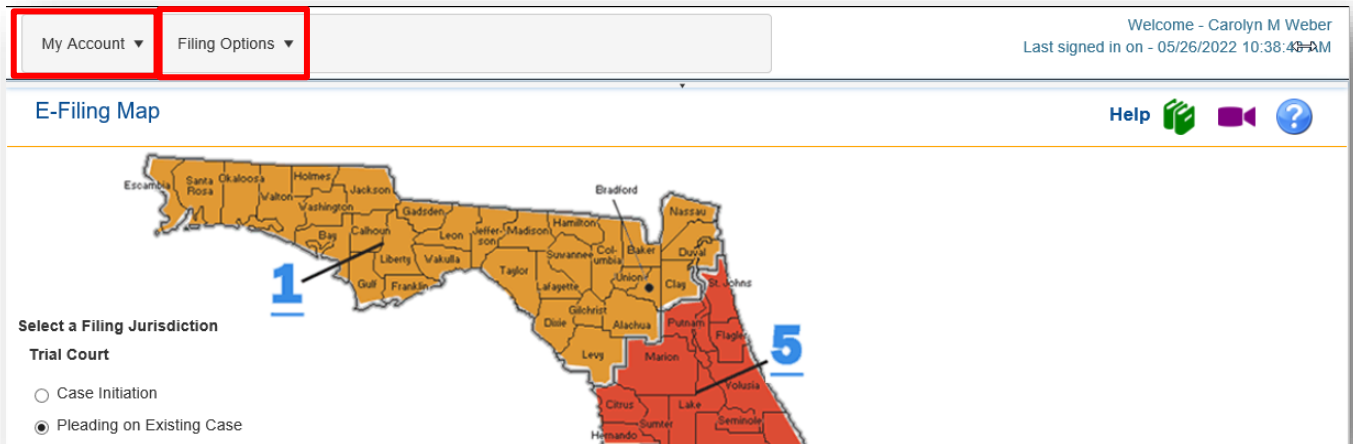
#####**ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING**#####

Portal Navigation

Once the account is activated, users can return to the Portal home / log in page at www.myflcourtagency.com. Filers will enter their **User Name** and **Password** and click **Sign In** to enter the Portal. **Documents filed through the Portal should be in a PDF/A format.** The Portal will accept a Word document as well for now but the required format is **PDF/A**. WordPerfect documents will not be accepted by the Portal.



Once the filer is logged in they are immediately taken to the Home Page selected by you the filer. The home page also has a menu bar that has two menu tabs: (1) the **My Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows filers to make changes to their profile / account and move to other pages within the Portal.



My Account Menu

My Profile

Choosing **My Profile**, from the drop down provides filers with the ability to manage their account information using **User Details, Change Password, Payment Accounts, User Preferences** and **E-service Favorites**. If you are the Administrator of an organization (such as your law firm) you will see additional options. Edit Organization, Manage Users, Unaffiliated Users all fall to the Organization Administrator and are explained in the Portal Organization Administrator User Manual.



User Details

The User Details option provides Filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.

The screenshot shows the 'My Profile' page with the 'User Details' tab selected. The form contains the following information:

- Organization: Marquis 2
- Role: Attorney - Florida Bar
- User Name: cweber
- Security Question: Mothers Maiden Name
- Security Answer: eidhw4M0rhXig5z8mRFN0+A==
- Name: First (Carolyn), Middle (M), Last (Weber), Suffix
- Primary Email: cweber@fclerks.com
- Alternate Email1/Email2: Alternate Email1, Alternate Email2
- Address 1/2: 1 Liberty Lane, Address 2
- City/State/ Zip Code: Longwood, Florida, 32890
- Phone #: 407-461-2313
- Fax #: Fax Number Format ###-###-####

The Portal allows for the filer to enter up to three [3] email addresses. Electronic Notifications are sent to all email addresses on the account.

Change Password

The **Change Password** menu option provides filers with the ability to manage / change their password.

The screenshot shows the 'My Profile' page with the 'Change Password' tab selected. The form contains the following information:

- Current Password: Current Password
- New Password: New Password
- Re-enter Password: Re-enter Password

Below the New Password field, there is a note: "Password must be between 6 and 16 characters, with at least 1 number."

A "Change" button is located at the bottom of the form.

New passwords must meet the criteria for passwords stated on the page under the New Password input box which is 'Password must be between 6 and 16 characters, with at least 1 number.'

Payment Accounts

The **Payment Accounts** tab allows the Filer to add and delete saved payment credit card and/or ACH account information.

My Profile Help

User Details Change Password **Payment Accounts** Preferences E-service Favorites

Saved Payments

Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
	visa ****0007 Expiring 3 /2030	c65b3c57-21fe-4838-be11-a5ff8d19fe7b
	visa ****0006 Expiring 3 /2030	f27779d5-62e0-46bd-ad74-108ae211bf03
	mc ****0002 Expiring 12/2029	cdfc4957-299f-45bb-898e-0d8097f7875f
	visa ****0000 Expiring 3 /2030	e16c22eb-e34b-4d13-923f-687365e4c643
	amex ****0002 Expiring 3 /2030	a46f2b2e-5fe4-434c-b8dc-b451c012ad09
	discover ****6611 Expiring 3 /2030	fdc623a6-5df1-4436-b32f-861ed5032a5e
	mc ****0008 Expiring 3 /2030	c33dda5f-ee3b-440b-ab40-299e37653e21

1 - 7 of 7 items

Saved Accounts

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2
	Account XXXXXX8027	f49ef553-fdc7-452c-98c8-26961e3c5d4a

1 - 2 of 2 items

You may remove all accounts by selecting **Delete All** or you may remove them individually by selecting the **Red x** next to the Credit Card or ACH Account you wish to delete.

My Profile Help

User Details Change Password **Payment Accounts** Preferences E-service Favorites

Saved Payments

Saved Credit Cards

Delete All	Card	Payment Token
	Card 37**0005 Expiring 08/2023	be44e4cd-81f1-47fc-857a-0b46f9da5503
	Card 55**4444 Expiring 07/2023	eccd4353-cde8-43ae-9eed-b33e43230f04

1 - 2 of 2 items

Saved Accounts

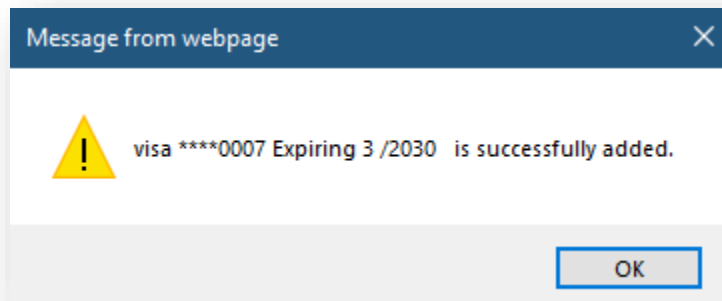
Delete All	Account	Payment Token
No Saved Accounts		

No items to display

To add additional payment accounts, click on **Add Credit Card/Bank Account** and complete the required information.

Please note: The Payment Zip is the billing address zip code. To be sure you receive authorization for the credit card, make sure the zip code entered matches the zip code for the billing address on the credit card account.

You will receive confirmation when the new credit card or ACH account is added to your profile.



Preferences

The **Preferences** tab allows you the filer to select the home page of your choice, the filing path and the jurisdiction that will appear when you log into the Portal unless you have an alert pending. If you have an alert that is unresolved, the Portal will automatically take you to your **My Alerts** page when you log into the Portal regardless of the home page you have designated until you rectify or clear the pending alert. Once the alert has been cleared, you will then land on your designated home page when you log into the Portal. Simply make your selections by invoking the drop down and selecting your preferences. You are also able to select the email notifications you wish to receive from the Portal. By default, all email notifications will be selected.

My Profile Help Video ?

[User Details](#) [Change Password](#) [Payment Accounts](#) **Preferences** [E-service Favorites](#)

User Preferences

Home Page: My Cases

Filing Path: Pleading on Existing Case

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid: 5

New Case filing path as a Preference: [Clear](#)

Email Preferences

Email Notification	Send to Email Provider
Filing Received	<input checked="" type="checkbox"/>
Corrected Filing Received	<input checked="" type="checkbox"/>
Processing Completed for Filing #####	<input checked="" type="checkbox"/>
Filing Moved to Abandoned Filing Queue	<input checked="" type="checkbox"/>
Portal Maintenance Notifications	<input checked="" type="checkbox"/>

[Update](#)

Home Page

Select the page you desire to be used as your home page when you log into the Portal.

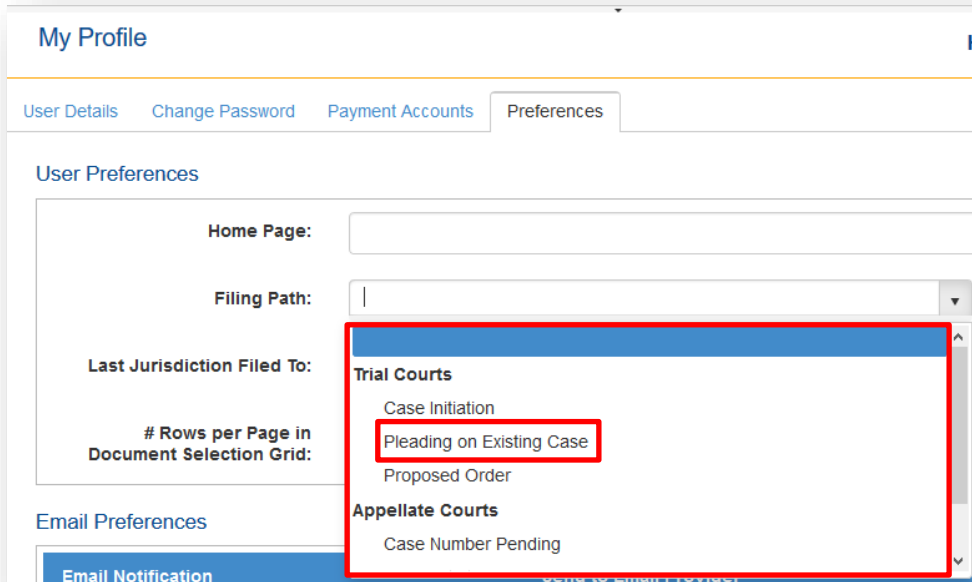
[Payment Accounts](#) **Preferences** [E-service Favorites](#)

Home Page:

- My Cases
- My Submissions
- Workbench
- E-Filing Map**
- My Fees

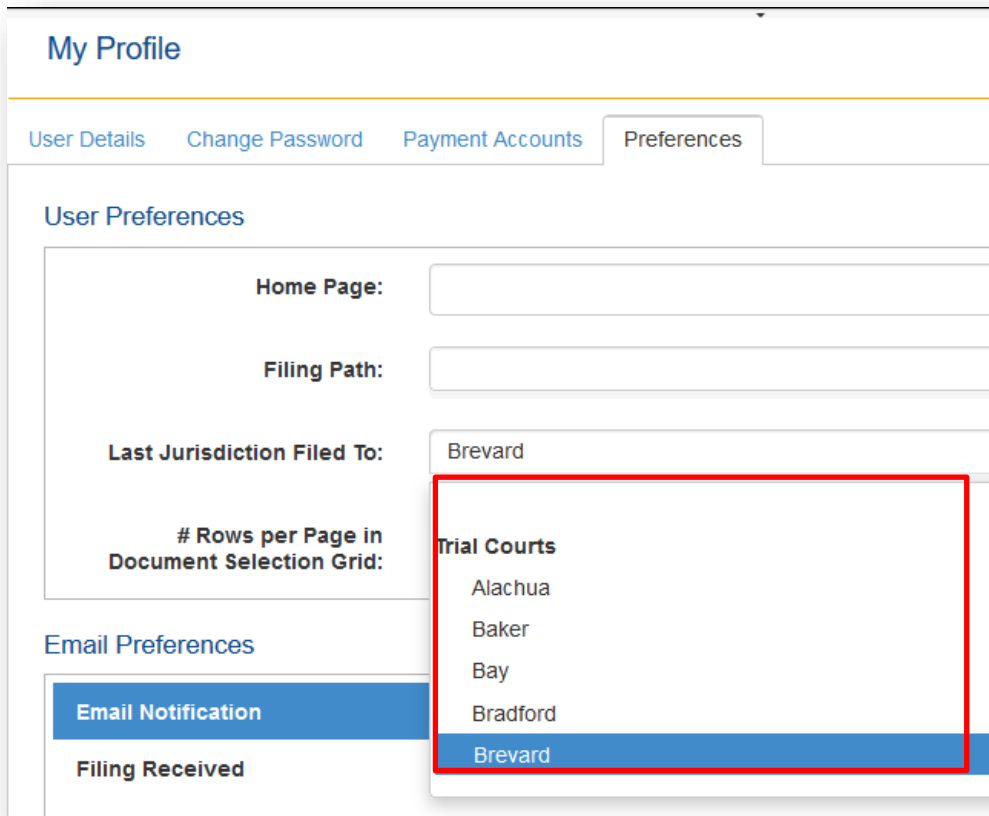
Filing Path

From the filing path drop down, select the filing path you wish your Portal to default to.



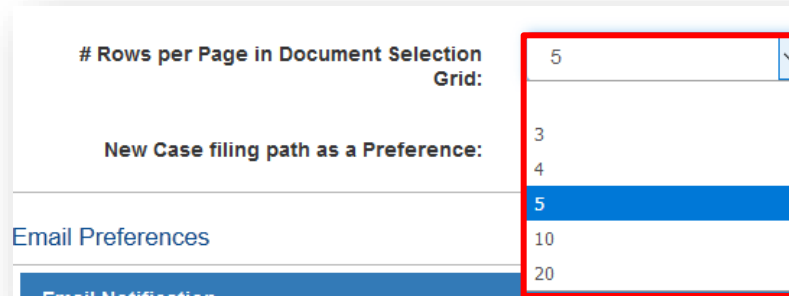
Last Jurisdiction Filed To

From the drop down, select the Jurisdiction you wish to default to in the Portal.



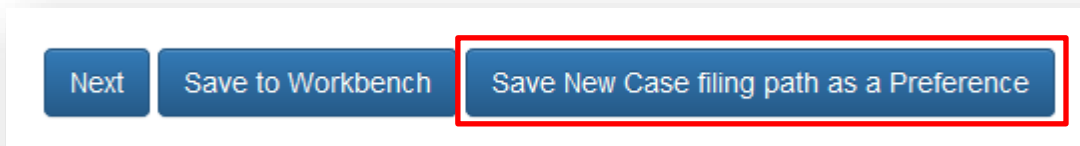
Rows per Page in Document Selection Grid

To limit the number of rows of document descriptions you see in the Add/Edit Document dialog box, select from the drop down. You will still be able to search the entire list or scroll through the list by using the tabs at the bottom of the box.

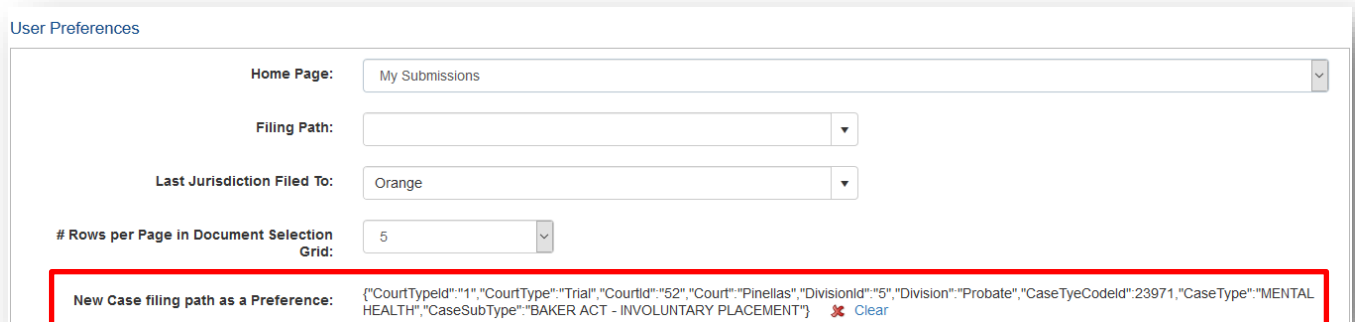


New Case Filing Path as a Preference

To designate a case initiation filing path to include the division, case type and case sub type as your home page in the Portal, create a new case and on the **Case Information** page at the bottom select the option to **Save New Case filing path as a Preference**.



This will save the county, division, case type and sub type as your default case initiation case information page.



To clear this information and set another case type as your default, click on Clear in the user **Preferences**. To set up another new case preference, you will have to go through the Case Information page on the case initiation filing path to do so. Then select the Save New Case filing path as a Preference option.

NOTE: If you have both a home page and a new case filing path as a Preference option selected, the New Case filing path option will take precedence and you will be directed to the Case Initiation, Case Information page upon login.

Email Preferences

If you do not wish to receive one or all of the email notifications specified below, remove the check mark in the box under the heading ‘Send to Email Provider’ and click on **Update** and from that day on you will not receive those de-selected email notifications in your email provider.

Email Notification	Send to Email Provider
Filing Received	<input checked="" type="checkbox"/>
Corrected Filing Received	<input checked="" type="checkbox"/>
Processing Completed for Filing #####	<input checked="" type="checkbox"/>
Filing Moved to Abandoned Filing Queue	<input checked="" type="checkbox"/>
Portal Maintenance Notifications	<input checked="" type="checkbox"/>

[Update](#)

E-service Favorites

As you create E-service lists in the Portal, you are also able to create your E-service favorites list. When you add Other Attorney/Interested Party to an E-service list during the filing process, you will be able to add them to your E-service favorites list so that the next time you need to add that person to an E-service list you can use the E-service favorites link and quickly select them from your list of E-service favorites.

My Profile Help

User Details [Change Password](#) [Payment Accounts](#) [Preferences](#) **[E-service Favorites](#)**

E-service Favorites

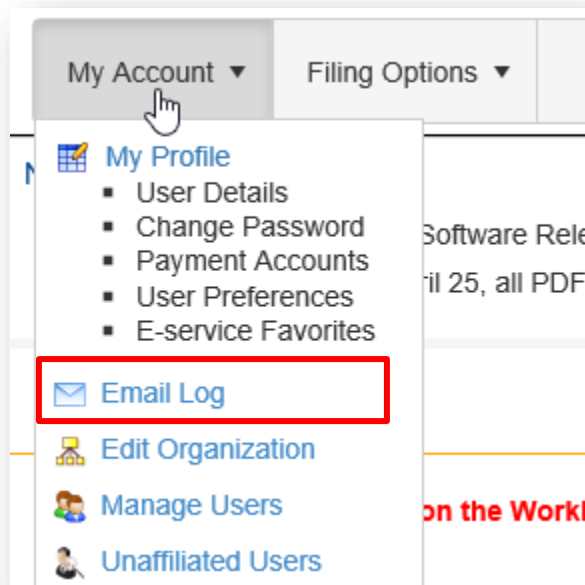
Favorite	Name/ID	Recipient Status	Affiliation	Email Address	EmailType
<input checked="" type="checkbox"/>	Added Law Enforcement Officer		Unaffiliated Users Law Enforcement Officer	cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Bryan Hetrick FL111111	Active	VickieLawFirm Co-Counsel for Defendant	bhet@bhet.com	Primary
<input checked="" type="checkbox"/>	Bryan Neal Hetrick Jr FL556	Active	Marquis Counter Plaintiff	bhetrick@flclerks.com	Primary
<input checked="" type="checkbox"/>	Byron Smith	Active	The Law Firm Co-Counsel for Plaintiff	bhetrick@flclerks.com	Primary
<input checked="" type="checkbox"/>	Carolyn Case Manager		Unaffiliated Users Case Manager	cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Carolyn M Weber FL106454	Active	Marquis 2 Co-Counsel for Plaintiff	cweber@flclerks.com	Primary
				cweber1024@outlook.com	Alternate 1
				cweber1024@gmail.com	Alternate 2
<input checked="" type="checkbox"/>	Colin R Thacker mr FL100414	Active	State Attorney Office 3rd Circuit Interested Party	cthacker@flclerks.com	Primary
				colinthacker@rocketmail.com	Alternate 1
				ghowell@flclerks.com	Alternate 2
<input checked="" type="checkbox"/>	Gia Howell FL123456	Active	Law Office of Carolyn M Weber Co-Counsel for Plaintiff	ghowell@flclerks.com	Primary

To remove a person from the E-service favorites list, remove the check in the Favorite column and click on **Update**. That will remove that person from your E-service favorites list when it is displayed when you are adding to your E-service list. **Please note** that they will not be removed from your E-service favorites list permanently in case you need to select them at a later date. To do so simply place a check in the box under the **Favorite** column and that name will again appear on your E-service favorites list when you are selecting people to be added to the E-service list.




To add a person to your E-service Favorites list, make sure you select '**Add to E-service Favorites**' when you add that person to an E-service list using **Other Attorney/Interested Party** link.

Email Log



Any email that you receive via your email provider will also be logged in the **Email Log**. To access the **Email Log** go to the **My Account** tab and from the drop down select **Email Log**.



The **Email Log** will default to the last seven days however you can adjust the dates to reflect a larger period of time if you are searching for a specific email. Either type in the "From" and "To" dates or use the calendar fly out to select a date. Then select **Refresh**.

Email Log Help   




Search Options

* From (mm/dd/yyyy): 04/19/2018  * To (mm/dd/yyyy): 04/26/2018 



Type of Email:

10 records per page

You can also search for the type of email by selecting your search criteria from the dropdown.

Email Log Help   

Search Options

* From (mm/dd/yyyy): 04/19/2018  * To (mm/dd/yyyy): 04/26/2018 

Type of Email:

- Corrected Filing Received
- eService
- eService Email Delivery Failure
- Abandoned Filing Queue
- Filing Moved to Correction Queue
- Filing Received
- Processing Completed
- Removal from Service List

10

@	From	Submitted
---	------	-----------

Submitted: 04/25/2018

Florida Courts E-Filing Portal Portal Filer User Manual

Set the number of records to show per page by selecting the number from the drop down and then click on **Refresh**.

The screenshot shows the 'Search Options' panel with the following details:

- From (mm/dd/yyyy):** 04/19/2018
- To (mm/dd/yyyy):** 04/26/2018
- Type of Email:** eService
- Refresh** button

Below the search options, a dropdown menu for 'records per page' is open, showing options: 10, 25, 50, 100. The '10' option is selected.

	From	Subject	Submitted
			18
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESH et al.	04/25/2018 10:30:44

To view the results of your search, scroll down the page. To view the contents of the email, click on the email you wish to view.

The screenshot shows the search results table with the following details:

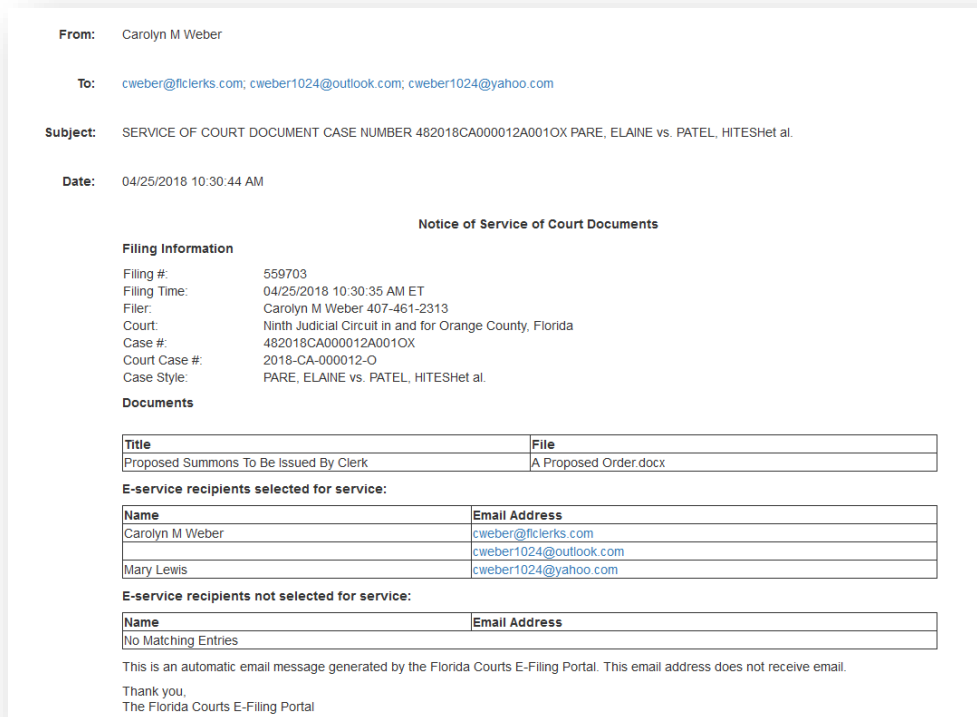
- records per page:** 10
- Submitted:** 04/25/2018

	From	Subject	Submitted
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESH et al.	04/25/2018 10:30:44 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESH et al.	04/25/2018 09:41:02 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482017CF000044000AOX STATE OF FLORIDA - VS - BALKCOM, BETSY LEIGH	04/25/2018 09:34:09 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESH et al.	04/25/2018 09:32:49 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESH et al.	04/25/2018 09:30:48 AM

Scroll down the page and you will see the body of the email that you also received in your email provider [i.e. yahoo, Gmail, outlook, etc.]. **NOTE:** The PDF document will not be attached to the NEF in the Email Log.

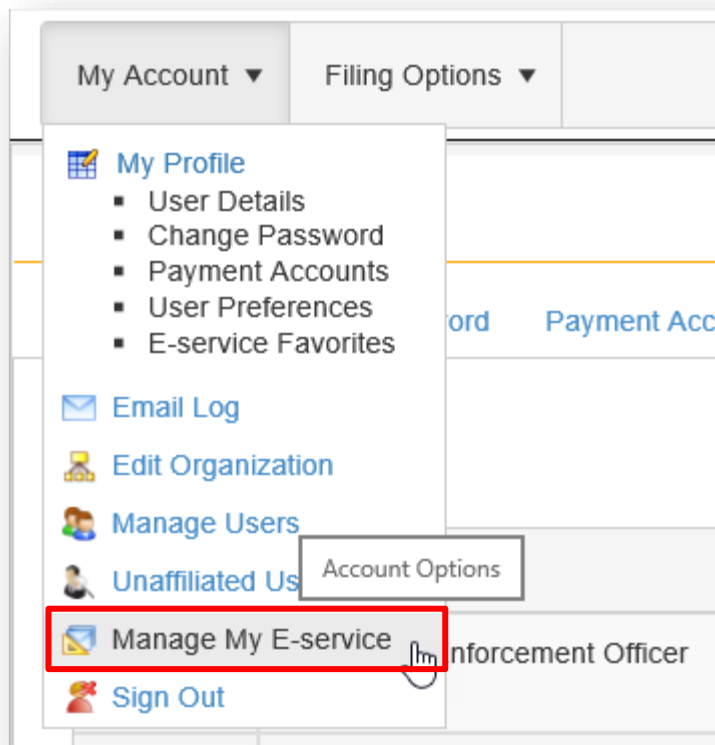
Florida Courts E-Filing Portal

Portal Filer User Manual



Manage My E-service

The last option on the **My Account** menu is **Manage My E-service**.



Manage My E-service lets you perform maintenance actions on multiple cases at the same time.

You may select any of the Search Options to narrow your result set. You may limit your search to a specific county, service lists using your profile email addresses for E-service, using case specific email addresses for E-service, etc. Once you have defined your search criteria, click on **Search** to view your result set.

Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input type="checkbox"/>	2014-CA-000001-O	Orange	YEE, MARGARET Ret al. vs. HARRIS, MITCHELL et al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-DP-000012-O	Orange	Confidential vs. Confidential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CF-001450-A-O	Orange	STATE OF FLORIDA - VS - PRINCE, PAXTON F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CF-000150-A-O	Orange	STATE OF FLORIDA - VS - CRUZ, JERRIANNAE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CF-000033-A-O	Orange	STATE OF FLORIDA - VS - SCOTT, KYRON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CF-000002-A-O	Orange	STATE OF FLORIDA - VS - DAVENPORT, EDIE WILLIAM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CA-010600-O	Orange	BENNETT, SHIRLEY vs. ADVENTIST HEALTH SYSTEM SUNBELT INC et al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CA-010500-O	Orange	SANCHEZ, WILFREDO vs. DORCIN, GUIRLANDE et al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CA-009397-O	Orange	WALMART INC vs. WALL OF THE MART	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2013-CA-009396-O	Orange	FRANKLIN, BENJAMIN vs. AMERICAN AUTOMOBILE ASSOCIATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

1 - 10 of 18 items

[Update and Go To Next Page](#)

Once you have your E-service case list, select a **Maintenance Action** to perform.

- You may remove yourself from an E-service List.
- Update designated email addresses
- User your profile email addresses for E-service
- Use case specific email addresses for E-service

Select the **Maintenance Action** you wish to perform and then from the list of cases at the bottom of the page, select the cases you wish to have the maintenance action performed.

In the example shown below, I searched for all of my cases that have received bounce backs on my email addresses. Then for the maintenance action I have selected Use my Profile email addresses for E-service. Then in the list of my cases I have selected the case[s] I wish to have this maintenance action performed on.

<input type="checkbox"/> Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input type="checkbox"/>	2014-SC-000001-O	Orange	JANE RESPONSIBLE vs JONNY DEBTOR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary	cweber1024@gmail.com
							Alternate1	paralegal@lawfirm.com Info
							Alternate2	asst@lawfirm.com Info

Once I click on **Update**, the maintenance action is performed and when I perform my search again using the same criteria as above, the list is now empty.

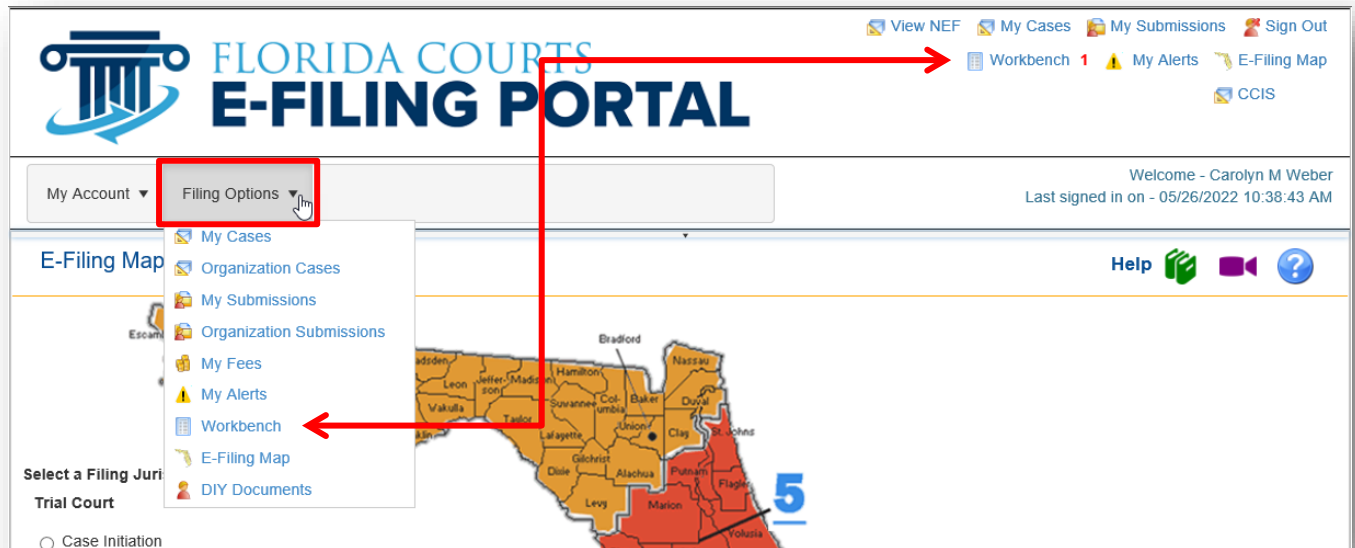
The screenshot displays the 'Manage My E-service' interface. At the top, there are search options including 'Court', 'Case Style', and 'Cases per page' (set to 10). There are also checkboxes for 'Service lists using my profile email addresses', 'Service lists containing case-specific email address', 'Service lists using case-specific email addresses', and 'Bounce backs received on my email addresses'. A 'Search' button and a 'Clear' button are present. Below the search options is the 'Service List Maintenance Actions' section, which includes radio buttons for 'Remove me from the E-Service list', 'Update designated email Address', and 'Use my Profile email addresses for E-service'. The 'Update designated email Address' section has 'Change From' and 'Change To' fields. The 'Use my Profile email addresses for E-service' section has three email address fields: 'Primary', 'Alternate Email 1', and 'Alternate Email 2'. The 'Primary' field contains 'cweber1024@outlook.com' and the 'Alternate Email 1' field contains 'cweber767881@aol.com'. At the bottom, there is a table header with columns: 'Select', 'Court Case #', 'Court', 'Case Title', 'Removed', 'Profile', 'Case-Specific', 'Email Type', and 'Address'. The table body is empty, and the status 'No items to display' is shown at the bottom right.

The case that was on the list before has now had the E-service list changed to use **My Profile** email addresses for E-service.

This feature was added to allow the filer to perform maintenance actions to multiple cases at the same time.

Filing Options/Quick Links

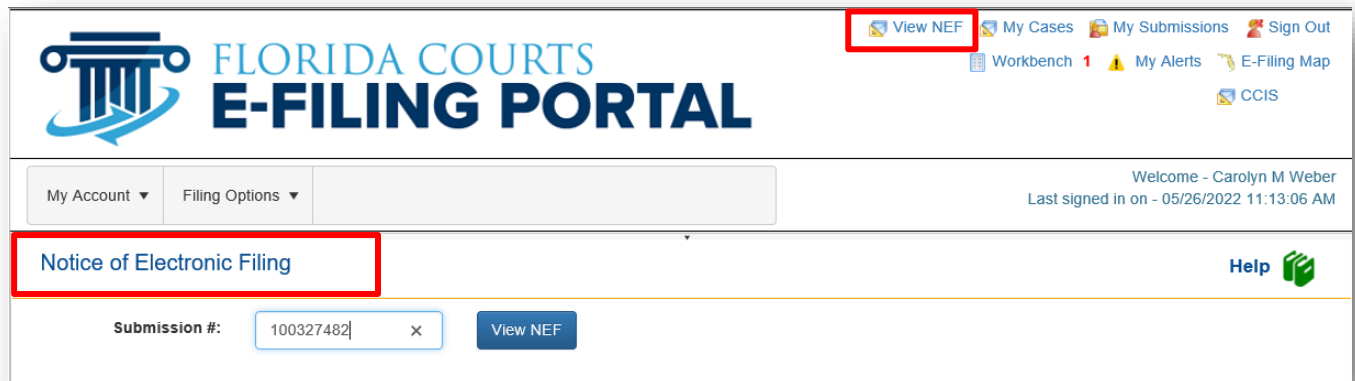
The Portal Filing Management Links are located under the **Filing Options** menu. In addition, for ease of use these links are also located in the upper right corner of the page in the **Quick Links**.



Each filing option link is discussed below:


View NEF (Notice of Electronic Filing)

Click on the **View NEF** link in the **Quick Links** to view the Notification of Electronic Filing (NEF) that provides E-service of the document(s) submitted. You enter in the Submission ID and click on **View NEF**.



This will pull up the Notice of Electronic Filing (NEF) for that Submission #.

Notice of Electronic Filing - Submission # 100327482

[Help](#) 

Submission #: [View NEF](#)

Notice of Service of Court Documents

Filing Information

Filing #: 100327482
Filing Time: 05/25/2022 04:12:35 PM ET
Filer: Carolyn M Weber 407-461-2313
Court: Ninth Judicial Circuit in and for Orange County, Florida
Case #: 482022CC000012A001OX
Court Case #: 2022-CC-000012-O
Case Style: AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE

Documents

Title
Affidavit

E-service recipients selected for service:

Name	Email Address
Carolyn M Weber	cweber@flclerks.com
	cweber1024@outlook.com
	cweber1024@gmail.com

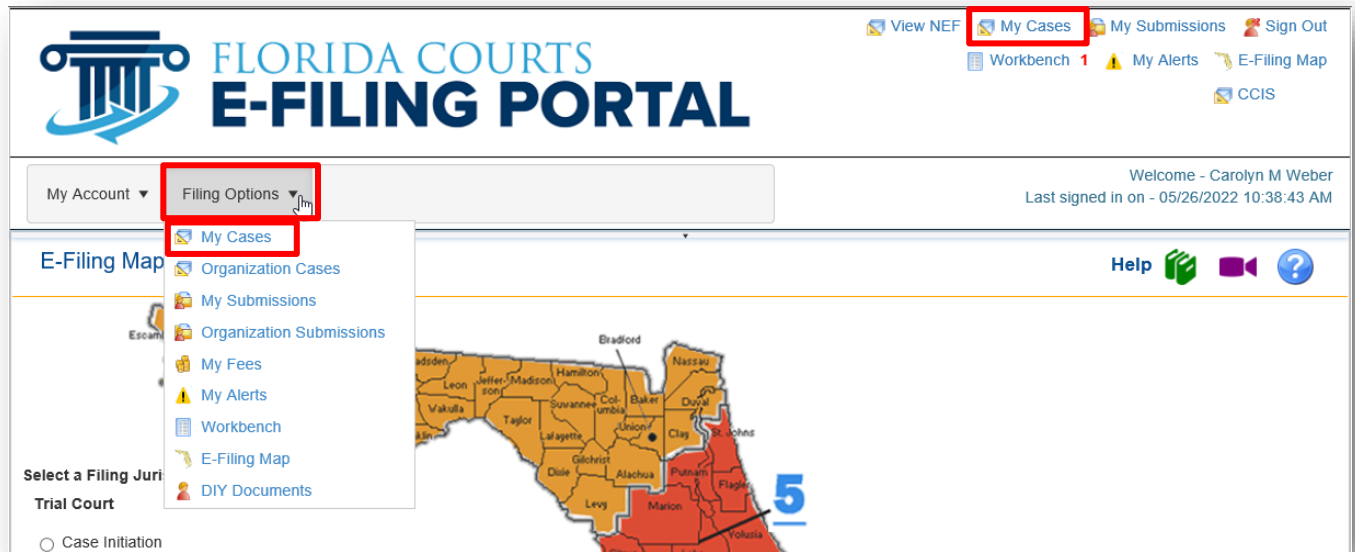
E-service recipients not selected for service:

Name	Email Address
No Matching Entries	

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.
Thank you,
The Florida Courts E-Filing Portal

My Cases

To go to the **My Cases** page, select **Filing Options** from the menu bar and then highlight and select **My Cases** or use the **My Cases** menu in the Quick Links section of the page.



This will take you to your **My Cases** page where you have access to the court file and the documents therein by selecting the hyperlinked case number in the **Case #** column and the E-service list by selecting the hyperlinked case number in the **Court Case #** column. You can update the E-service list from this page. You do not have to file a document to access the E-service page.

My Cases

Search Options

Court: Court Case #:

Case Style:

Service lists containing case-specific email address:

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:

Include: Active Inactive All

Added as Other Attorney/Interested Party:

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
		NEW CASE_264542	NEW CASE	The Florida Supreme Court	Mary Jane Smith VS. State of Florida	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122015CA000012CAAXMX	15000012CAAXMX	Columbia	KENDRY, SIMMIE LEE VS CRAFT, J	Yes	Active
<input type="button" value="Submit"/>		292015CF000012000AHC	15-CF-000012-A	Hillsborough	STATE OF FLORIDA VS REYNOLDS, MARKUS LORENZY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	362015CA000012A001CH	15-CA-000012	Lee	Grey, Ronald Plaintiff vs Galvin, Brian D Defendant	Yes	Active

You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases. Once you set these preferences, they will be retained until you change them.

The screenshot shows the 'My Cases' search interface. At the top left is the title 'My Cases' and at the top right are icons for 'Help', a green cube, a purple video camera, and a question mark. Below this is a 'Search Options' section with a grey header. The search options are arranged in two columns. The left column includes: 'Court:' with a dropdown menu; 'Case Style:' with a text input field containing 'Case Style'; 'Service lists using my profile email addresses:' with a checkbox; 'I have removed myself from the Service List:' with a checkbox; 'Cases per page' with a dropdown menu set to '25' (highlighted with a red box); and 'Added as Other Attorney/Interested Party:' with a checkbox. The right column includes: 'Court Case #:' with a text input field containing 'Court Case #'; 'Service lists containing case-specific email address:' with a text input field; 'Service lists using case-specific email addresses:' with a checkbox; 'Bounce backs received on my email addresses:' with a checkbox; and 'Include:' with three radio buttons: 'Active' (selected), 'Inactive', and 'All' (highlighted with a red box). At the bottom center are two buttons: 'Search' and 'Clear'.

You may use the **Search Options** available to limit your **My Case** page display. These **Search Options** are:

- Court
- Court Case #
- Case Style
- Service lists containing case-specific email address
- 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
- Added as Other Attorney/Interested Party

Remove from E-service List when Added as Other Attorney/Interested Party

If you do a search using **Added as Other Attorney/Interested Party** as your search criteria, you will get a list of all of the cases in which you have been added as an Other Attorney/Interested Party by someone else.

My Account ▾ Filing Options ▾ Welcome - Carolyn M Weber

My Cases Help

Search Options

Court: Court Case #:

Case Style: Service lists containing case-specific email address:

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: Include: Active Inactive All

Added as Other Attorney/Interested Party:

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

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit	Submit	122013CA000014CAAXMX	13000014CAAXMX	Columbia	SUNTRUST BANK VS TEACHMAN, MATTHEW	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	No	Active

You will then be able to update your email if you wish to use another email address or you may remove/delete yourself from the E-service list for this case. To access the E-service list for a case click on the Court Case # link.

My Account ▾ Filing Options ▾ Welcome - Carolyn M Weber

Update your information as Other Attorney/Interested Party Help

[My Cases](#)

[482016CA000200A001OX](#) [GORMAN COMPANY vs. LEVYA, JORGES Set al](#) Orange

Electronic Service Recipients

Delete	Name/ID	Recipient Status	Affiliation/Role	Email S...	Email Address	Email T...	Use Pro...
	Christopher M Skambis FL262358	Active	Marquis 2 Attorney – Florida Bar		cweber1024@outlook.com	Primary	<input checked="" type="checkbox"/>
	Ruth McDonald FL140266	Active	Raos Law Firm Attorney – Florida Bar		dv.rao@granicus.com	Primary	<input checked="" type="checkbox"/>
					dvrao.aus@gmail.com	Alternate 1	
<input checked="" type="checkbox"/>	Carolyn M Weber FL262358	Active	Marquis 2		cweber@flclerks.com	Primary	<input checked="" type="checkbox"/>

If you wish to change the email addresses listed for you by the filer that added you to the E-service list, click on your name in the Name/ID column and make any corrections necessary. If you wish to remove yourself from the E-service list, click on the red X next to your name. Once you make your corrections, click on **Save** at the bottom of the page to save your corrections.

Submit Pleading from My Cases

Also available from the **My Cases** page is the “**Submit**” button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **Submit** button. That will eliminate the need to select the county, division, enter the sequence number on the Case Information page and click on **Search** to pull up your case. The Portal will retrieve that information based on the case you select and take you to the bottom of the Case Information page where you can enter a Matter # or mark your filing as an **Emergency** and finish the submission.

When a county is ready to accept Proposed Orders/Documents electronically through the Portal, you will also see a **Submit** button in the Proposed Document column. Until that time, there will be no way to submit a Proposed Order/Document through the Portal to that county.

The screenshot shows the 'My Cases' interface. At the top, there is a 'Search Options' dropdown menu. Below it is a table with columns: Pleading, Proposed Document, Case #, Court Case #, Court, Case Title, Receiving Service, and Status. The table contains several rows of case information. In the first row, the 'Pleading' and 'Proposed Document' columns are empty. In the second row, both columns contain a 'Submit' button. In the third row, the 'Pleading' column has a 'Submit' button and the 'Proposed Document' column is empty. In the fourth row, both columns have 'Submit' buttons. In the fifth row, the 'Pleading' column has a 'Submit' button and the 'Proposed Document' column is empty. In the sixth row, both columns have 'Submit' buttons. In the seventh row, the 'Pleading' column has a 'Submit' button and the 'Proposed Document' column is empty. The 'Case #' and 'Court Case #' columns contain alphanumeric codes, and the 'Court' column consistently shows 'Orange'. The 'Case Title' column contains various case names, and the 'Receiving Service' and 'Status' columns show 'Yes' and 'Active' respectively.

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
		NEW CASE_100015956	NEW CASE	Orange	Marjorie M Mays VS Harry L Winston	Yes	Active
		NEW CASE_100001150	NEW CASE	Orange	MATTHEW G SMITH VS HARRIS M LOVELACE	Yes	Active
Submit	Submit	482020SC000013A001OX	2020-SC-000013-O	Orange	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	Yes	Active
Submit	Submit	482020SC000012A001OX	2020-SC-000012-O	Orange	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	Yes	Active
Submit	Submit	482020CF000123000AOX	2020-CF-000123-A-O	Orange	STATE OF FLORIDA - VS - GOODEN, RONALD EUGENE JR	Yes	Active
Submit	Submit	482020CF000055000AOX	2020-CF-000055-A-O	Orange	STATE OF FLORIDA - VS - MITCHELL, DONTE	Yes	Active
Submit	Submit	482020CF000014000AOX	2020-CF-000014-A-O	Orange	STATE OF FLORIDA - VS - STRONG, TRAVIS	Yes	Active

My Submissions

The **My Submissions** page shows all submissions you have made over the past seven days. You may adjust the number of days displayed by selecting the timeframe using the calendar feature. It will also show you the following information;

- **Pleading:** You may submit another pleading to the case using the **Submit** button under the Pleading column.
- **Proposed Document:** You may submit a proposed order or other documents as determined by the circuit to this case using the **Submit** button under the Proposed Document column.

- **Submission/NEF:** The Portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court Case #:** The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status:** The status will reflect one of the following: **Pending Review, Being Reviewed, Pending Filing, Filed, Pending Queue, or Filed for Judicial Review**
- **Court:** The name of the jurisdiction the case is filed in.
- **Submission Date:** Date the filer submitted the filing on the Portal which is the official file stamp date and time.
- **Completion Date/Remarks:** Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.

You may search your **My Submissions** page using any of the following search criteria:

The screenshot shows the 'My Submissions' search interface. At the top left, 'My Submissions' is highlighted with a red box. Below it, a 'Search Options' section is also highlighted with a red box. This section contains several search criteria:

- Submission #:** Text input field with placeholder 'Submission #'
- Type:** Dropdown menu
- Status:** Dropdown menu
- Order #:** Text input field with placeholder 'Order #'
- Financial ID:** Text input field with placeholder 'Financial ID'
- Uniform Case Number(UCN):** Text input field with placeholder 'Uniform Case Number'
- Court Case #:** Text input field with placeholder 'Court Case #'
- Case Style:** Text input field with placeholder 'Case Style'
- Court:** Dropdown menu
- Division:** Dropdown menu
- Matter #:** Text input field with placeholder 'Matter #'
- Submission Date From:** Date picker with value '05/19/2022'
- Submission Date To:** Date picker with value '05/26/2022'
- Completion Date From:** Date picker with placeholder 'Completion Date From'
- Completion Date To:** Date picker with placeholder 'Completion Date To'

At the bottom of the search options are 'Search' and 'Clear' buttons.

- Submission #
- Type
- Status
- Order #
- Financial ID
- Uniform Case Number UCN
- Court Case #
- Case Style
- Court
- Division
- Matter #
- Submission Date From
- Submission Date To
- Completion Date From
- Completion Date To

Note: To see more information about a submission, select the < next to the Filing #.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

Filing Information Documents Service List Fee Payment

UCN: 482022CC000012A001OX

Division: County Civil

Case Style: AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE

Matter:

Filed By: Carolyn M Weber FL 106454

1 - 1 of 1 items

There are four tabs that appear: **Filing Information**, **Documents**, **Service List** and **Fee Payment**.

The **Filing Information** displays the following information.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

Filing Information Documents Service List Fee Payment

UCN: 482022CC000012A001OX

Division: County Civil

Case Style: AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE

Matter:

Filed By: Carolyn M Weber FL 106454

The **Documents** tab shows you the documents submitted.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

Filing Information **Documents** Service List Fee Payment

#	Status	Document Group	Document Type	Document Received Time	File Name
1	Received	Affidavits and Oaths	Affidavit	05/25/2022 04:12:35 PM	PDF_A_Doc.pdf

The **Service List** displays those selected for E-service and those de-selected for E-service on this submission.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

Documents were electronically mailed to:		
Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	On eService List
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List

Documents were not be electronically mailed to:		
Name	Email Address	Status
No Matching Entries Found		

The **Fee Payment** tab shows you the status of the fee and a breakdown as to how the fee was calculated, the payment method used, the MFC Order # and what was entered in the Memo field if anything.

You, as the Filer, are responsible for all fee payments. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department. If you have outstanding balances due and no payment is received, you will not be allowed to use an ACH account for payment of fees. You will have to use a credit card until the bad debt is resolved.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

Memo:	
Filing Fee	\$0.00
Affidavits and Oaths Affidavit	\$0.00
Statutory Convenience Fee:	\$0.00
Total Fee:	\$0.00
Fee Status:	Assessed
Paid By:	No payment required
Order #:	
Financial ID:	

CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly.

Notification of Electronic Filing

Upon submission of documents, a **Notification of Electronic Filing [NEF]** will be sent to the selected E-service recipients on the E-service list. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.

My Submissions Help

Search Options ▼

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ Submit	Submit	100327482	AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

1 - 1 of 1 items

The NEF will open that will show you the E-service email as well as who was electronically notified and who was not electronically notified.

Notice of Electronic Filing - Submission # 100327482 Help

Notice of Service of Court Documents

Filing Information

Filing #: 100327482
 Filing Time: 05/25/2022 04:12:35 PM ET
 Filer: Carolyn M Weber 407-461-2313
 Court: Ninth Judicial Circuit in and for Orange County, Florida
 Case #: 482022CC000012A001OX
 Court Case #: 2022-CC-000012-O
 Case Style: AMERICAN HOMES 4 RENT PROPERTIES SEVEN LLCvs.HENDRY LUKE

Documents

Title	File
Affidavit	PDF_A_Doc.pdf

E-service recipients selected for service:

Name	Email Address
Carolyn M Weber	cweber@flclerks.com
	cweber1024@outlook.com
	cweber1024@gmail.com

E-service recipients not selected for service:

Name	Email Address
No Matching Entries	

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.
 Thank you,
 The Florida Courts E-Filing Portal

The contents of the NEF are also found in your **Email Log**. The PDF copy of the document filed however is not found in the Email Log. The PDF copy of the document is attached to the NEF sent to your specified email providers. The **My Submissions** list defaults to filings within the last seven days. The filer may expand or narrow the list by using the **From** and **To** dates. This date range will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Organization Cases and Organization Submissions are only visible if you are an organization administrator.

Workbench

This link will take you to your **Workbench** where any submissions you have begun but not completed or saved to the **Workbench** will be listed. To continue filing the submission, click on the **Resume Submission** which is the blue Filing ID number link and complete your filing. To delete the submission, click on the red "x" in the Delete column.

Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Orange	2022-CA-000031-O	VISTANA SPA CONDOMINIUM ASSOCIATION INC A FLORIDAvs.SELZNICK, CHERYL F et al.		977930		05/09/2022 03:32:14 PM

The submissions will remain on the **Workbench** for five (5) days from the Date Last Updated. After the five (5) days, they will disappear from the **Workbench** and you will not be able to recover them.

My Alerts

If you have any filer Alerts pending, when you log in to the Portal you will be taken to your **My Alerts** page and not to the E-Filing Map or if you have designated another Home Page in your Preferences, to that Home Page. The **My Alerts** page will appear as long as you have outstanding Alerts. Once they have been resolved/cleared, you will then land at either the E-Filing Map or your designated Home Page.

<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case number.

An Alert will be created for the following events:

- Filing Moved to Correction Queue
- E-Service Email Delivery Failure
- Removal from E-Service List Request
- Bounce back received more than 5 times

Alert Date From:

To:

Type of Alert:

Filing ID:

Alerts per page:

The Alert will remain in the Active status until the filer clears the Alert at which time the status is changed to cleared and it is no longer considered active. To clear an Alert, place a check in the box under the Select column and click on **Clear**. To resolve the Alert by correcting the document in the Correction Queue, click on the Filing #.



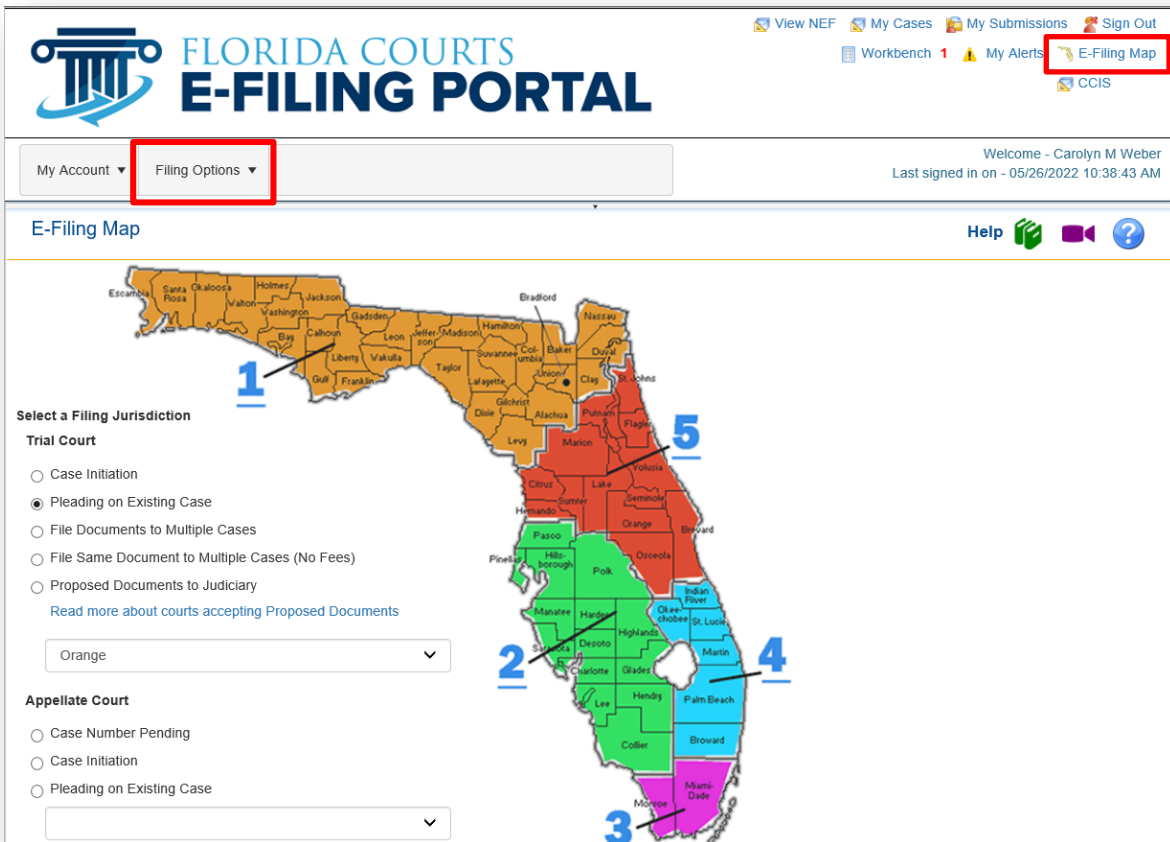
Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUISVS.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case number.

That will take you into the **Correction Queue** where you can replace the deficient document. For more information on the **Correction Queue**, please see the section entitled **Correction Queue**.

As long as you have active Alerts, when you log in to the Portal you will be taken to the Alerts page. Once they have all been cleared or resolved, you will then be taken to the **E-Filing Map** or your designated **Home Page** upon logging in to the Portal.

E-Filing Map

The **E-Filing Map** link allows filers to access the **Jurisdictional Map** which allows them to select a filing path. Select either the Trial Court or the Appellate Court filing path. To change counties in which you are filing documents, you must return to the **E-Filing Map** to make a new county selection.



The screenshot shows the Florida Courts E-Filing Portal interface. At the top right, the 'E-Filing Map' link is highlighted with a red box. Below the header, the 'Filing Options' dropdown menu is also highlighted with a red box. The main content area features a map of Florida with five numbered callouts (1-5) pointing to different counties. To the left of the map, there are sections for 'Select a Filing Jurisdiction' with radio buttons for 'Trial Court' and 'Appellate Court', and a dropdown menu for selecting a county, currently set to 'Orange'.

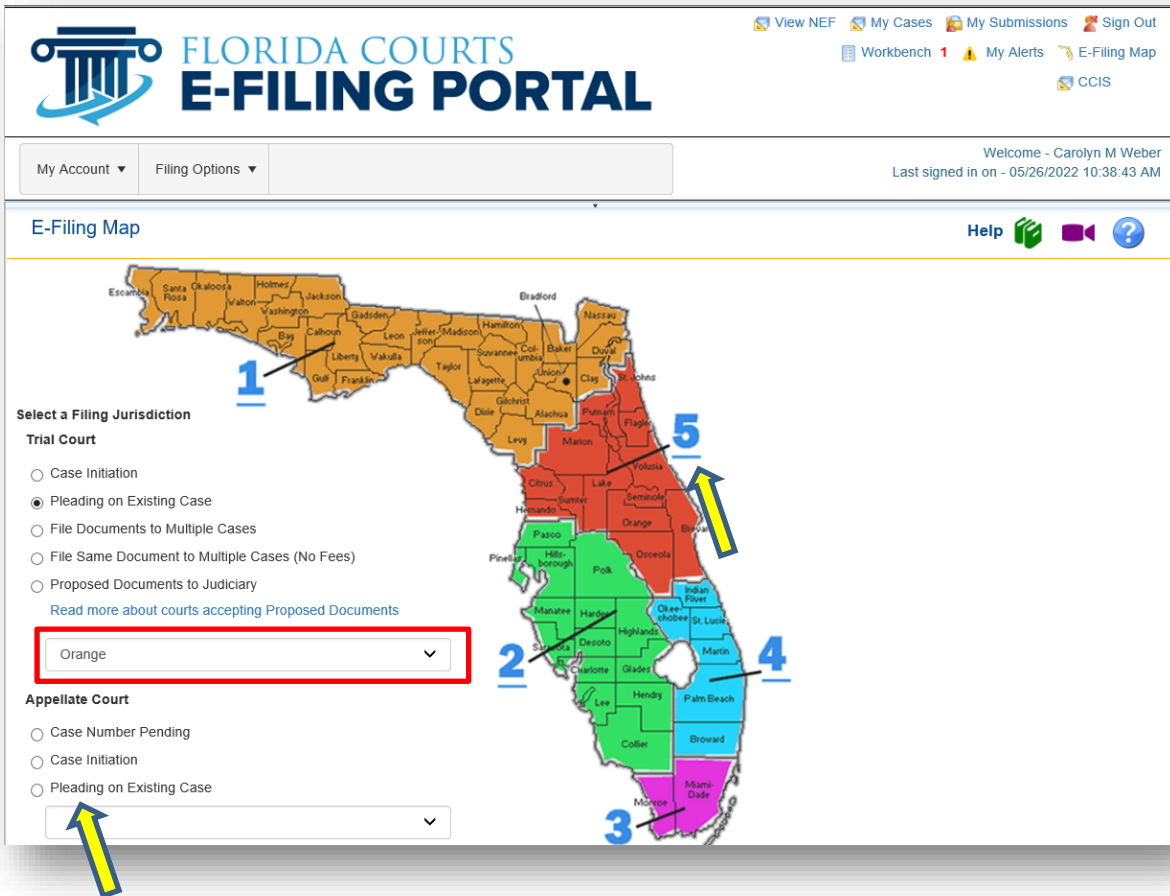
Pleading on Existing Case

If you have not filed to a case that has an existing case number, you must begin the filing from the Jurisdictional or **E-Filing Map**.

Process

Trial Court: Select county from the drop down or click on the county name in the map.

Appellate Court: Select the district number from the map for a District Court of Appeal from the drop down list which includes the Florida Supreme Court.



Then select **Pleading on Existing Case** if the case already exists and then click on **File Now**.

Case Information – Trial Court

To **File Subsequent Document(s) into an existing case**, the filer must know the case number. Select the Division from the dropdown list provided. Enter the case number and click search. The Portal will search for the case record.

- If the county's case management system is not linked to the Portal the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located the case type and title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
 - If entered incorrectly click the Cancel button on the message to reenter the case number.
 - If entered correctly click the OK button on the message to continue processing.

- If the case privacy is confidential, case information may not be returned from the county's Case Management System.
1. Select Division
 2. Type in Year
 3. Sequence number
 4. Select Court Type
 5. Search

Pleading on Existing Case Help

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

Case #: Type: Status:

Case Title:

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

* County: Orange * Division: Circuit Civil

* Year: 2022 * Sequence #: 123 * Court Type: Circuit Civil (CA) Party Identifier: Branch Location:

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

The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If correct, click on **Next** or click on **Case Parties** in the Menu Bar.

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

Case #: 482022CA000123A0010X Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Open

Case Title: CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

* County: Orange * Division: Circuit Civil

* Year: 2022 * Sequence #: 123 * Court Type: Circuit Civil (CA) Party Identifier: Branch Location:

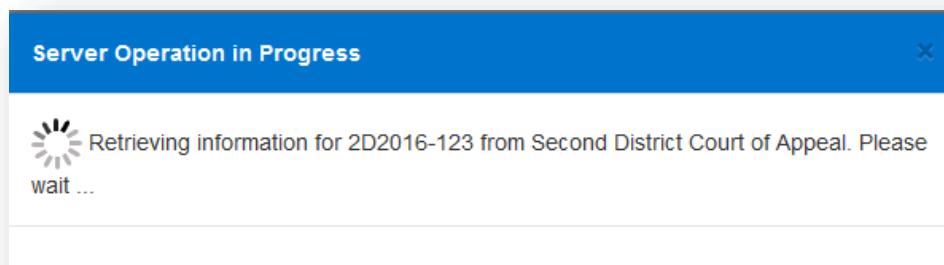
[Search](#) [Clear](#)

Case Information – Appellate Court

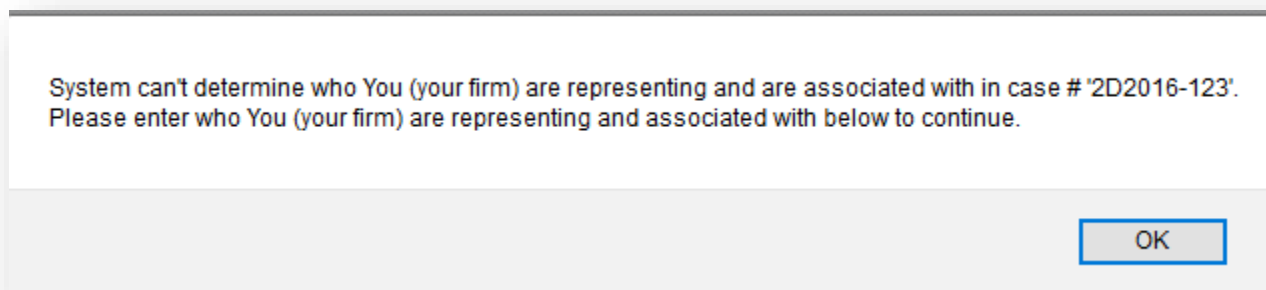
Select the **Appellate court Case Year and Case #** and then select **Search**.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo for the Florida Second District Court of Appeal with the text "FLORIDA SECOND DISTRICT COURT OF APPEAL" and "ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE". To the right are navigation links: "View NEF", "My Cases", "My Submissions", "Sign Out", "Pleading on Existing Case", "Case Initiation", "Case Number Pending", "Workbench 2", "My Alerts", "E-Filing Map", and "CCIS". Below the navigation is a user profile section with "My Account" and "Filing Options" dropdowns, and a welcome message: "Welcome - Carolyn M Weber" and "Last signed in on - 08/17/2021 11:53:24 AM". The main content area is titled "Pleading on Existing Case" and includes a "Help" icon and a "Review and Submit" button. Below this is a search form with the following fields: "* Appellate court" (dropdown menu showing "Second District Court of Appeal"), "* Case Year" (text input showing "2016"), and "* Case #" (text input showing "123"). A "Search" button is located to the right of the "Case #" field. Below the search fields is a "Case Title" label.

The Portal will retrieve the Case Information from the District Court of Appeal.



And present a message that asks you to choose who you represent and who you are associated with in order to continue.



Select **OK** to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below designated a Required Field as indicated by the red asterisks.

FLORIDA SECOND DISTRICT COURT OF APPEAL
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 2 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

My Account Filing Options

Pleading on Existing Case

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 Second District Court of Appeal * Case Year 2016 * Case # 123 Search

Case Title STEVE M. HAYWOOD vs STATE OF FLORIDA

Proceeding Type APPEAL

Case Type REGARDING CRIMINAL MATTERS

Case Category 3.850

Case Nature FINAL

* You (your firm) are representing: Other Yourself

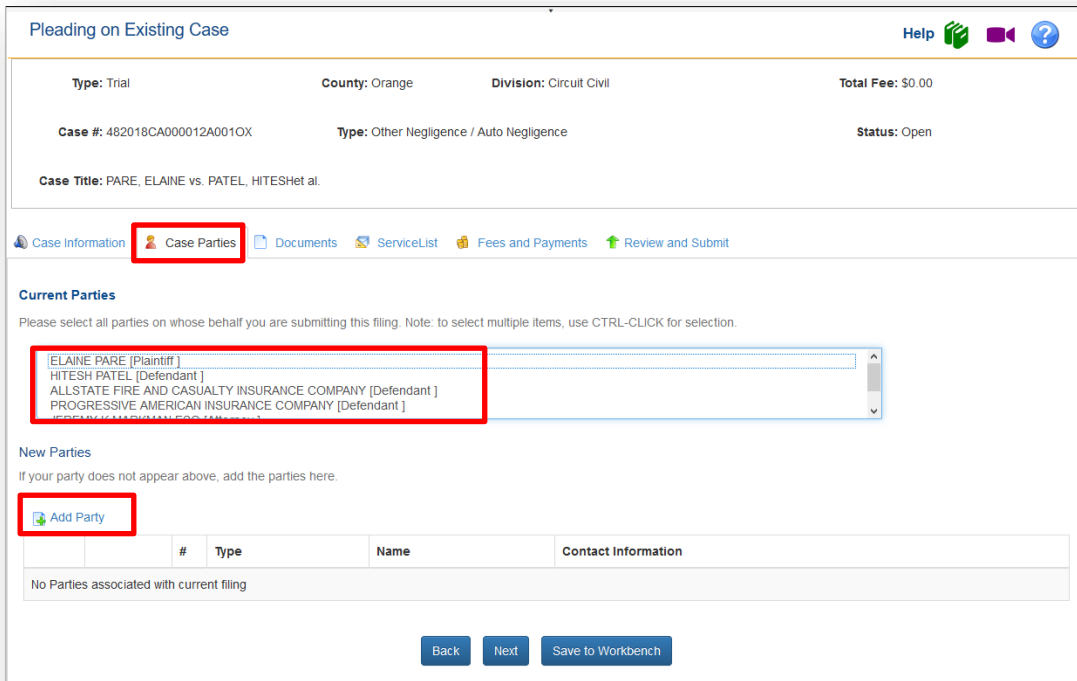
* You (your firm) are associated with: Appellant

Next Save to Workbench

Case Parties – Trial Court

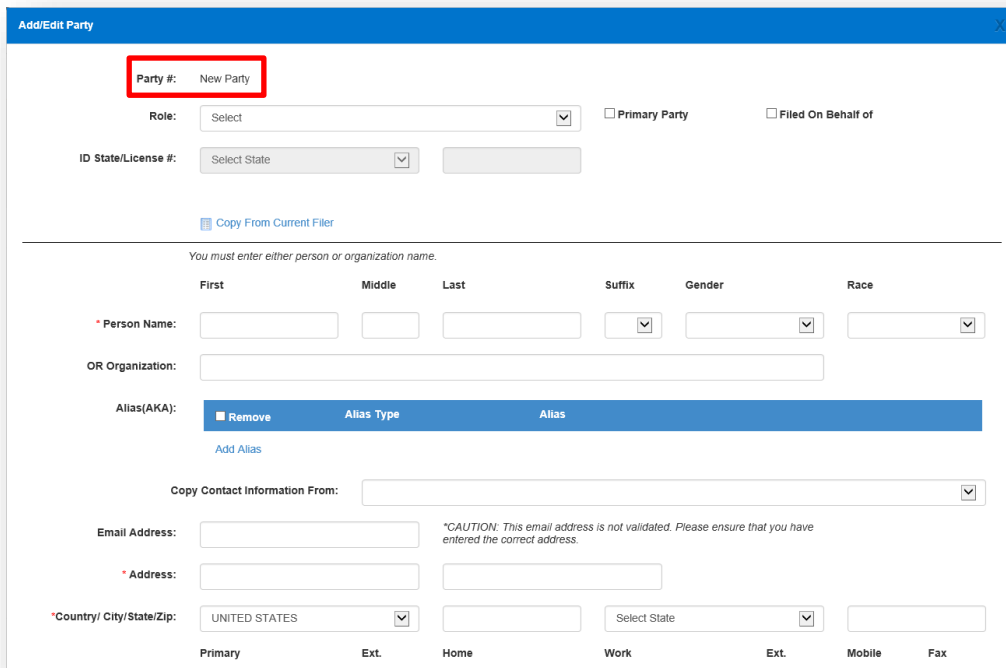
NOTE: Brevard and Volusia County will allow you to add case parties so this screen will not be available to the filer.

Select the Party you are filing on behalf of if listed in the Current Parties section. If your party is not listed and the county allows you to add parties to a case, click on the **Add Party** link.



When adding a party you have 2 options:

1. Selecting the **Copy from Current Filer** option will add the filer as a party and fill in the party information with the filer's Portal profile information. This is used when the attorney is adding himself to the case as counsel on behalf of a party. The attorney would not be a primary party.
2. Enter the party information after selecting the party. Type the party information directly into the available fields.



Click the **Save** button when the information is complete.

The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case so that all parties may be added.

Existing Case

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00
Case #: 482013CA000234A0010X Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Open
Case Title: CACH LLC vs. MCCARTY, SHERRY J

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

CACH LLC [Plaintiff]
SHERRY J MCCARTY [Defendant]
HAROLD E. SCHERR ESQ [Attorney]

New Parties

If your party does not appear above, add the parties here.

Add Party

		#	Type	Name	Contact Information
		1	Counter Plaintiff	Sherry McCarty	1 Liberty Lane Orlando FL 32801
		2	Counter Defendant	CACH LLC	41 Winston Lane Oviedo FL 32881

Back **Next**

When the filer has completed adding or editing all necessary parties to the case, click the **Next** button. If you need to go back to the Case Information page select the **Back** button or the **Case Information** tab from the menu bar.

Case Parties – Appellate Court




There is no case parties tab in the Appellate court filing path. The Appellate court will add the parties to their Case Management System for now.

Documents – Trial Court

The documents page is next. You can either click on **Next** at the bottom of the **Case Parties** tab or click on **Documents** in the menu bar. Click **Add** to add a document to the case.

Florida Courts E-Filing Portal

Portal Filer User Manual

Pleading on Existing Case Help   

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

Case #: 482016CA000012A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Closed

Case Title: GEMAIRE DISTRIBUTORS LLC vs. SAWGRASS AIR CONDITIONING AND ELECTRIC CORP et al.

[Case Information](#) [Case Parties](#) **Documents** [ServiceList](#) [Fees and Payments](#) [Review and Submit](#)

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<input type="button" value="Add"/>					
Total		\$0.00	0	0 Documents	0.00

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Note: There may or may not be an exact match of the document you are filing in the list of documents available to the filer. This list of docket codes is set up the by clerk of each county and the DCA. If the exact name of the document you are filing is not available, select the document that most closely matches the document you are submitting.

You may search for a document by placing your cursor in the **Search** field and typing in your search criteria. Type in a unique word of the name of your document, *i.e.* 'summary' when you are filing a Motion for Summary Judgment. Then either hit your **tab** or **enter** key to perform the search. Or you may tab through the pages of document descriptions available by using the page number tabs at the bottom of the screen.

Add/Edit Document X

Document #: New Document Filing Fee: \$0.00

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

Motions

Motion for Summary Final Judgment Motion for Summary Judgment

1 - 1 of 1 items

*# Pages: *Upload: No file selected.

Frequently Filed Documents

We now have a section on the **Add/Edit Document** page that displays your **Frequently Filed Documents**. We added this so that you can easily find documents that you file on a regular basis without the need to continually Search. Based on the documents you file, this section will add more documents to the list.

The screenshot shows the 'Add/Edit Document' interface. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. Below this is a search bar containing the text 'Search:'. A warning message states: '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.' Below the search bar, the 'Frequently Filed Documents' section is highlighted with a red box. It contains a grid of document types with checkboxes: Affidavit, Complaint, Notice of Propounding Interrogatories, Motion for Contempt, Motion for Summary Judgment, and Proposed Summons to be Issued by Clerk. Other sections include 'Affidavits and Oaths' and 'Agreements Stips and Acceptances'. A pagination bar at the bottom shows '1 - 10 of 113 items'.

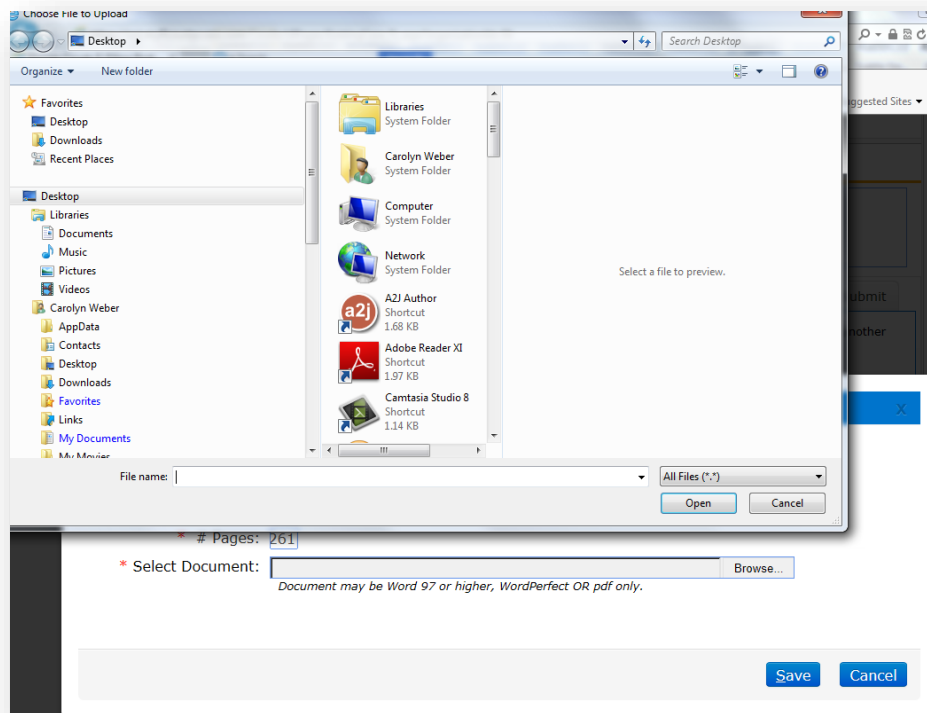
Select the document you wish to file and upload the document. Then click on **Save** to add it to the list of documents you will submit.

This screenshot shows the 'Add/Edit Document' page after a search for 'summary'. The search bar is highlighted with a red box and contains the text 'summary'. The search results are displayed in a table with three columns. The 'Motions' section is expanded, and the checkbox for 'Motion for Summary Judgment' is checked and highlighted with a red box. Below the table, there is a pagination bar showing '1 - 3 of 3 items'. At the bottom of the page, the '# Pages no longer required' field is empty. The 'Upload' section is highlighted with a red box and contains a 'Browse...' button followed by the text 'Motion.pdf'. To the right of the 'Upload' section, the 'Save' button is highlighted with a red box, along with a 'Cancel' button.




Florida Courts E-Filing Portal

Portal Filer User Manual

To upload your document, browse out on your computer to find your document that you have computer generated, added the electronic signature [s/ATTORNEY NAME] and saved as a PDF/A.



Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 50MB.

Pleading on Existing Case Help   




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

Case #: 482016CA000012A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: **Closed**

Case Title: GEMAIRE DISTRIBUTORS LLC vs. SAWGRASS AIR CONDITIONING AND ELECTRIC CORP et al.

Case Information Case Parties **Documents** ServiceList Fees and Payments Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) . See the PDF/A Advisory below.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
 Remove	Replace  Motions Motion for Case Management Conference	\$0.00	3	View  C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04
<input type="button" value="Add"/>					
Total		\$0.00	3	1 Documents	0.04

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

If your document is larger than 50MB, break your document down into two separate files and then submit them as individual files. A progress bar will appear when submitting the larger documents to let you know that the upload is in progress. When the file size appears, your document has completely uploaded and you are ready to continue. The speed of the upload depends on your internet connection.

NOTE: If you computer generate your document and apply the electronic signature of s/ATTORNEY NAME to your documents and then Print, Publish or Save them as a PDF/A document you will rarely reach the 50MB file size. PDF/A makes a small file and it would take many pages of document to even get close to the 50MB file size. Please **DO NOT SCAN** your documents just to show a wet ink signature. That is not the preferred way to file documents electronically. If you must scan, please set your scanner to 300 DPI and scan in black and white and **NOT** in color. Scan only what you absolutely must.

If when you perform your search no documents appear in your result set, click on **Clear** to clear out the search field and try again or page through the list of documents by using the page number selection box at the bottom of the screen to find what you wish to submit.

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

▾ Affidavit			
<input type="checkbox"/> AFFIDAVIT			
▾ All			
<input type="checkbox"/> ACKNOWLEDGMENT FROM FIRST DCA	<input type="checkbox"/> AFFIDAVIT OF INDIGENCY	<input type="checkbox"/> AFFIDAVIT OF NON MILITARY SERVICE	<input type="checkbox"/> ALIAS SUMMONS ISSUED
<input type="checkbox"/> AMENDED	<input type="checkbox"/> AMENDED COMPLAINT	<input type="checkbox"/> AMENDED NOTICE OF HEARING	<input type="checkbox"/> APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS
<input type="checkbox"/> BILL ON PREPARATION OF RECORD ON APPEAL	<input type="checkbox"/> CASE CLOSED	<input type="checkbox"/> CERTIFICATE	<input type="checkbox"/> CERTIFICATE OF INDIGENCY
<input type="checkbox"/> CERTIFIED MAIL RECEIPT	<input type="checkbox"/> CIVIL COVER SHEET	<input type="checkbox"/> CLERKS WORKSHEET - JUDICIAL HEARING	<input type="checkbox"/> COMPLAINT
<input type="checkbox"/> COPY OF DRIVERS LICENSE	<input type="checkbox"/> DEFAULT ENTERED	<input type="checkbox"/> DEFAULT FINAL JUDGMENT	<input type="checkbox"/> DEFENDANT
<input type="checkbox"/> DEMAND FOR DOCUMENTS	<input type="checkbox"/> DIRECTIONS TO CLERK	<input type="checkbox"/> DISPOSED BY THE JUDGE	<input type="checkbox"/> DOCKETING STATEMENT (COPY)
<input type="checkbox"/> EX PARTE	<input type="checkbox"/> EXHIBITS FILED	<input type="checkbox"/> FILE SENT TO LAW CLERK	<input type="checkbox"/> FILE SENT TO LAW CLERK DATE-
<input type="checkbox"/> FINAL DISPOSITION FORM	<input type="checkbox"/> FINAL JUDGMENT	<input type="checkbox"/> FINAL ORDER	<input type="checkbox"/> FINAL ORDER IN REPLEVIN
<input type="checkbox"/> FREE TEXT IMAGE CODE	<input type="checkbox"/> INDEX TO RECORD ON APPEAL	<input type="checkbox"/> INVOLUNTARY CIVIL COMMITMENT	<input type="checkbox"/> JOINT

⏪ 1 2 3 ▶ ⏩

1 - 10 of 27 items

Once you find the document you are going to submit, select that document and browse out on to your computer to locate your computer generated document and attach it to the submission. You may attach either a Word document or a PDF or PDF/A document to the submission. You may attach as many documents as you wish to submit to the same filing provided they will all be filed to the same case. **The preferred file format is PDF/A.**

The documents will display in the list.

Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit

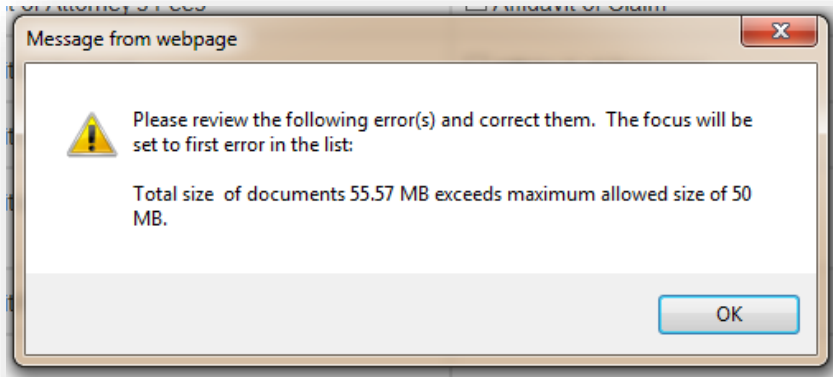
Document	Document Group/Type	Fee	Pages	File	Size(MB)
✕ Remove	Replace Motions Motion for Summary Judgment	\$0.00	1	View C:\fakepath\Motion.pdf	0.09
✕ Remove	Replace Affidavits and Oaths Affidavit in Support	\$0.00	1	View C:\fakepath\Cover Letter.pdf	0.05
✕ Remove	Replace Discovery Notice of Discovery	\$0.00	1	View C:\fakepath\Motion.pdf	0.09
Add					
Total		\$0.00	3	3 Documents	0.24

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.

Back
Next
Save to Workbench

The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears. The aggregate size of the submission is visible in the bottom right hand corner of the screen so the filer knows when they are approaching the submission size maximum of 50MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size for the trial court filing path is 50MB. If you attach too many documents to the submission, and it exceeds the 50MB size limit, an error message will appear as shown below.



If your document has pages that are greater than the allowed standard of 8 ½” x 11”, you will receive an **Error** after the upload. You will have to remove that document, correct the pages that are not in compliance and upload again.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

File 'about_50mb.pdf' Page 26 size 8.51 x 11.28 is larger than 8 ½ x 11 inches and cannot be uploaded through E-Filing Portal. File 'about_50mb.pdf' Page 27 size 8.51 x 11.25 is larger than 8 ½ x 11 inches and cannot be uploaded through E-Filing Port...

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Motions Motion for Summary Judgment	\$0.00	1	View C:\fakepath\Motion.pdf	0.09
Remove	Replace Affidavits and Oaths Affidavit in Support	\$0.00	1	View C:\fakepath\Cover Letter.pdf	0.05
Remove	Replace Discovery Notice of Discovery	\$0.00	1	View C:\fakepath\Motion.pdf	0.09
Remove	Replace Affidavits and Oaths Affidavit in Opposition	\$0.00	2251	View C:\fakepath\about_50mb.pdf	Error
Add					
Total		\$0.00	2254	4 Documents	48.25

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.

Back Next Save to Workbench

The Portal does display on the document page the total submission size of all the documents you have uploaded to file. Since PDF/A is preferred file format, the Portal will check your document and advise whether it is a properly formatted PDF/A. If not, you may remove and reformat your document and upload again. If you click on *read more* the Portal will tell you why your document is not a properly formatted PDF/A.

If your total file size exceeds the 50MB file size limit, send off what you have uploaded and use the **Submit** button on the **Filing Received** page to submit the remaining documents. To file documents that are larger than 50MB, break the document down into two separate files and submit them individually.

When the filer has completed adding all necessary document information, be sure to read the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Affidavits and Oaths Affidavit	\$0.00	1	View C:\fakepath\PDFa Doc.pdf	0.04
Remove	Replace Affidavits and Oaths Affidavit of Lost/Destroyed Instrument	\$0.00	1	View C:\fakepath\PDFa Doc.pdf	0.04
Remove	Replace Responses and Objections Response to Request for Admissions	\$0.00	1	View C:\fakepath\TEST PDFA1b.pdf	0.04
Add					
Total		\$0.00	3	3 Documents	0.11

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

ALERT Effective July 1, 2021, pursuant to SC20-1765, filers in circuit civil, county civil and small claims cases will be solely responsible for ensuring any confidential information contained in filings is redacted or identified for redaction. [Read More ...](#)

[Back](#) [Next](#) [Save to Workbench](#)

Documents – Appellate Court

The Documents page is next. Click **Add** to add documents to be filed to the case. The maximum file size for the Appellate Court filing path is 200MB.

The screenshot displays the Florida Courts E-Filing Portal interface. At the top, there is a header with the Florida Second District Court of Appeal logo and navigation links: View NEF, My Cases, My Submissions, Sign Out, Pleading on Existing Case, Case Initiation, Case Number Pending, Workbench (3), My Alerts, and E-Filing Map. Below the header, there are dropdown menus for 'My Account' and 'Filing Options', and a welcome message for Carolyn M Weber, signed in on 09/02/2020 at 10:32:33 AM.

The main section is titled 'Pleading on Existing Case' and includes a 'Help' icon. Below this, there are tabs for 'Case Information', 'Documents', 'Service List', and 'Review and Submit'. A table is displayed with the following columns: Document, Document Group/Type, Fee, Pages, File, Size(MB), and Volume/Description. The table contains one row with a 'Total' label and values: \$0.00, 0, 0 Documents, and 0. A blue 'Add' button is highlighted with a red box in the 'Document' column.

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

At the bottom of the table, there are three buttons: 'Back', 'Next', and 'Save to Workbench'.

You may search for a document by selecting the **Search** field and typing in your search criteria or you may search the documents available by using the page numbers at the bottom of the screen. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.

Add/Edit Document X

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

▲ BRIEF			
<input type="checkbox"/> AMENDED ANSWER BRIEF	<input type="checkbox"/> AMENDED INITIAL BRIEF	<input type="checkbox"/> AMENDED REPLY BRIEF	<input type="checkbox"/> AMICUS CURIAE BRIEF
<input type="checkbox"/> ANDERS BRIEF	<input type="checkbox"/> ANSWER BRIEF ON MERITS	<input type="checkbox"/> APPELLEE/CROSS-APPELLANT'S REPLY BRIEF	<input type="checkbox"/> APPENDIX FOR ANSWER BRIEF
<input type="checkbox"/> APPENDIX FOR INITIAL BRIEF	<input type="checkbox"/> APPENDIX FOR REPLY BRIEF	<input type="checkbox"/> CROSS-APPELLANT'S INITIAL BRIEF	<input type="checkbox"/> INITIAL BRIEF ON MERITS
<input type="checkbox"/> OTHER BRIEF NOT LISTED	<input type="checkbox"/> REPLY BRIEF ON MERITS	<input type="checkbox"/> SUPPLEMENTAL APPELLANT'S INITIAL BRIEF	<input type="checkbox"/> SUPPLEMENTAL APPELLEE'S ANSWER BRIEF
▲ BRIEF/RECORD			
<input type="checkbox"/> EXHIBITS	<input type="checkbox"/> RECORD	<input type="checkbox"/> SUPPLEMENTAL RECORD/TRANSCRIPTS	<input type="checkbox"/> TRANSCRIPT

1 - 5 of 46 items

*** Upload:** **Volume:**

▲ MOTION			
<input type="checkbox"/> APPENDIX/ATTACHMENT TO MOTION	<input type="checkbox"/> EMERGENCY MOTION TO STAY	<input type="checkbox"/> EXTRAORDINARY MOTION FOR ORAL ARGUMENT	<input type="checkbox"/> MOTION FOR APPOINTMENT OF COUNSEL

1 - 10 of 34 items

If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab** or **Enter** key to perform the search. In the below example, we will use the word 'amicus' to limit the result set of our search.

Florida Courts E-Filing Portal Portal Filer User Manual

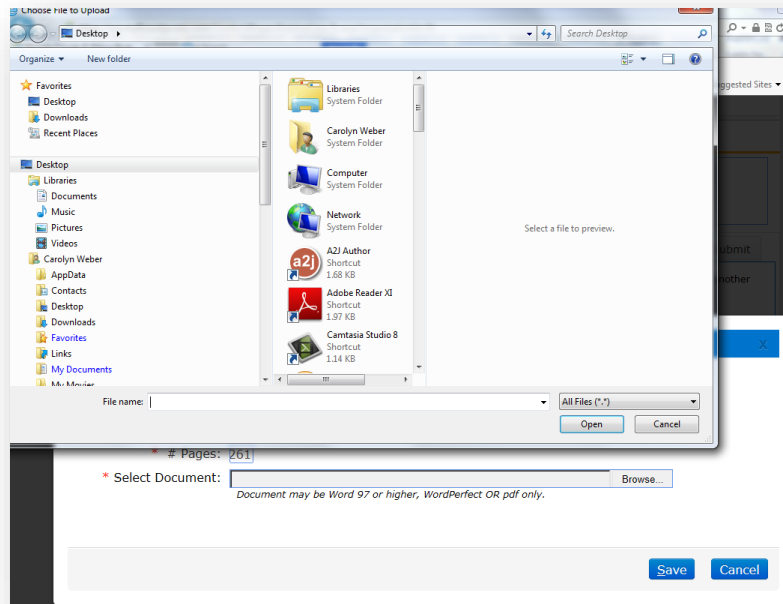
The screenshot shows the 'Add/Edit Document' window. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. A search bar contains the text 'amicus'. Below the search bar is a warning message: 'WARNING: Removal of document metadata is the responsibility of the 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'. Below the warning is a list of documents under the heading 'BRIEF'. The first item is 'AMICUS CURIAE BRIEF' with an unchecked checkbox. At the bottom, there is an 'Upload:' section with a 'Browse...' button and the text 'No file selected.' To the right is a 'Volume:' field and 'Save' and 'Cancel' buttons.

Select the document you wish to file and upload the document. You may also use the Volume field to further identify the document you are submitting. If your document is larger than 200MB, break your document down into two separate files and then submit them individually using the additional text **Volume** field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.


This screenshot shows the same 'Add/Edit Document' window. The search bar still contains 'amicus'. The document list now shows two items: 'AMICUS CURIAE BRIEF' with a checked checkbox, and 'MOTION TO FILE AMICUS CURI. BRIEF' with an unchecked checkbox. The 'Upload:' field now contains the file path 'S:\COMMON\Portal\E_Filing_Test_Docs\A_F' and a 'Browse...' button. The 'Volume:' field contains 'Vol 1 of 2'. The 'Save' and 'Cancel' buttons are still present.

To upload your document, browse out on your computer to find your document that you have computer generated, added the electronic signature and saved as a PDF/A. Click on Open to attached it to the document page and then Save.

Florida Courts E-Filing Portal Portal Filer User Manual



Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file by selecting **Add** and repeating the process explained above as long as the total file size does not to exceed 200MB




**FLORIDA
SECOND DISTRICT COURT OF APPEAL**
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench 3](#) [My Alerts](#) [E-Filing Map](#)

[My Account](#) [Filing Options](#)

Welcome - Carolyn M Weber
 Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

Help


Case Information
Documents
Service List
Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace BRIEF AMICUS CURIAE BRIEF	\$0.00	3	View C:\fakepath\A_PDF_A_Coversheet08132020.pdf	0.37	Vol 1 of 2
<div style="border: 2px solid red; display: inline-block; padding: 2px 10px; margin: 5px;">Add</div>						
Total		\$0.00	3	1 Documents	0.37	

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Back

Next

Save to Workbench

The documents will display in the list. You may also remove any document added in error by clicking on the red X next to the word Remove.

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a navigation bar with links for 'View NEF', 'My Cases', 'My Submissions', and 'Sign Out'. Below this, there are links for 'Pleading on Existing Case', 'Case Initiation', 'Case Number Pending', 'Workbench', 'My Alerts', and 'E-Filing Map'. The user is logged in as Carolyn M Weber, with a last sign-in time of 09/02/2020 10:32:33 AM. The main content area is titled 'Pleading on Existing Case' and includes tabs for 'Case Information', 'Documents', 'Service List', and 'Review and Submit'. A table lists documents with columns for Document, Document Group/Type, Fee, Pages, File, Size(MB), and Volume/Description. One document is highlighted with a red box, showing a 'Remove' button. Below the table, there is a warning message about confidential information and a PDF/A advisory. At the bottom, there are buttons for 'Back', 'Next', and 'Save to Workbench'.

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace BRIEF AMICUS CURIAE BRIEF	\$0.00	3	View C:\fakepath\A_PDFa_Coversheet08132020.pdf	0.37	Vol 1 of 2
Add						
Total		\$0.00	3	1 Documents	0.37	

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

[Back](#) [Next](#) [Save to Workbench](#)

The maximum submission size is 200MB. If you attach too many documents to the submission, and it exceeds the 200MB size limit, an error message will appear as shown below.

The screenshot shows an error message dialog box with the following text: 'Please review the following error(s) and correct them. The focus will be set to first error in the list: Total size of documents 201.99 MB exceeds maximum allowed size of 200 MB.' There is an 'OK' button at the bottom right of the dialog.

Please review the following error(s) and correct them. The focus will be set to first error in the list:

Total size of documents 201.99 MB exceeds maximum allowed size of 200 MB.

[OK](#)

To file documents that are larger than 200MB, break the document down into separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to note the Confidential Information warning section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420.

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.

Then click the **Next** button to move on.
Portal Filer User Manual June 2022

Frequently Filed Documents

We now have a section on the **Add/Edit Document** page that displays your **Frequently Filed Documents**. We added this so that you could easily find documents that you file on a regular basis without the need to Search. For more information please see **Documents – Trial Court** section of this Manual.

Service List

Next you see the **ServiceList** page. **You must select from the Service Recipient List the parties you wish to serve by placing a check in the box next to the name of the people you wish to serve. You may select the entire list by placing a check in the box next to ‘Serve All?’ in the column header.**

The **Service List** page is the same for both the Trial Court filing path and the Appellate Court filing path.

Pleading on Existing Case

Help

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

Case #: 482022CA000123A0010X Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Open

Case Title: CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY

Case Information Case Parties Documents **ServiceList** Fees and Payments Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Carolyn M Weber FL106454	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
					cweber1024@outlook.com	Alternate 1
					cweber1024@gmail.com	Alternate 2
<input type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1

Any email address that has received a bounced back email will be flagged and should not be selected for E-service. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged and should not be selected for E-service.

If you have a bounce back flag on your email address, click on the **Info** link. This will allow you to see how many bounce backs and when they were received at the email address in question. You will be able to reset that email address if you believe it to be a valid email address. The next time that email address receives a bounce back, the **Info** icon will reappear until the issue is resolved. If you have received more than five (5) bounce back emails, the icon will turn red and a warning will be presented. Be sure you correct the bad email address or check with our email provider to add the Portal’s E-service email address to the white page of your provider.

	Melvin Cox I	Active	Melvins Law Firm Attorney – Florida Bar		cox@flclerks.com	Primary
	Mary Beth Kelly FL84487	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1
	Abraham Lincoln		Unaffiliated Users Interested Party	Info	alt1@lawfirm.com	Primary
	Mary Jane	Removal Requested	Unaffiliated Users Interested Party		cweber@flclerks.com	Primary
	Jane Smith		Unaffiliated Users Interested Party		cweber@flclerks.com	Primary

You may add anyone that does not appear on the Electronic Service Recipients list to the Service List by using the **My Added Attorney/Interested Parties** link.

Case Information Case Parties Documents **ServiceList** Fees and Payments Review and Submit

Electronic Service Recipients **My Added Attorney/Interested Parties** My E-service Email Addresses for this Case

[Add Other Attorney/Interested Party](#) [Add from E-service Favorites](#)

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email Ty...
	<input type="checkbox"/>	Mary Jones		Unaffiliated Users Co-Counsel for Plaintiff	Info	mjones@lawfirm.com	Primary
	<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff		kreichert@flclerks.com	Primary

Adding Parties to the E-service List

To add a person to the E-service list for a case, from the **My Added Attorney/Interested Parties** tab there are now two ways to do so.

Add Other Attorney/Interested Party

When you select **Add Other Attorney/Interested Party**, you will be able to add E-service Recipients to this case four different ways:

1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free Text
4. Add from E-service Favorites List

Other Attorneys/Interested Party

To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

Enter Information:

Use Portal Filer Profile information for Service
 Add to E-service Favorites

* Name:
 Status:

* Primary Email Address:
 Alternate Email 1:
 Alternate Email 2:

* Case Role:

Save and Add Another Other Attorney/Interested Party

Other:

Search Active Portal Users

When you select this link, type in the Last Name or the Bar Number of the person you are searching for to add to this E-service List and then select **Search**.

Search Registered Filers

* Last Name:
 First Name:

* Bar Number:

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Hetrick Jr, Bryan Neal	Attorney – Florida Bar	Marquis	FL 556	bhetrick@flclerks.com	111-111-1111
<input type="checkbox"/>	hetrick, Bryan	Attorney – Florida Bar	VickieLawFirm	FL 111111	bhet@bhet.com	
<input type="checkbox"/>	Hetrick, Bryan	LawFirm Administrator	BH Law Firm		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Attorney – Florida Bar	GLawFirm1110		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Self-Represented Litigant	GLawFirm1110		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, US Attorney	Attorney – Assistant US Attorney	Unaffiliated Users	US 123456	bhetrick@flclerks.com	

Place a check in the appropriate box and click on **Select**. Then select the **Case Role** that this person plays in this case from the drop down.

Filer # 1003 Use Portal Filer Profile information for Service Add to E-service Favorites

* Name: Bryan Neal Hetrick Jr Status: Active

* Primary Email Address: bhetrick@flclerks.com Status: Ok

Alternate Email 1:

Alternate Email 2:

* Case Role:

- Clerk
- Co-Counsel for Defendant
- Co-Counsel for Plaintiff
- Court Reporter
- Counter Plaintiff
- Counter Defendant
- Creditor
- Cross Plaintiff
- Defendant
- DCA Clerk
- Guardian Ad Litem
- Insurance Agent
- Intervenor
- Interested Party
- Judge
- Law Enforcement Officer
- Local Agent
- Mediator/Arbitrator
- Mental Health Professional
- Other
- Plaintiff
- Petitioner
- Probation Officer
- Pro Se Defendant
- Pro Se Plaintiff
- Respondent
- State Agent

Other:

Save

If this person is someone that you frequently add to E-service lists, you may now select to add this person to your E-service Favorites list. To do so, place a check in the box next to **Add to E-service Favorites** in the upper right hand corner of the screen and then click on **Save**. If you need to add another Other Attorney/Interested Party click on **'Save and Add Another Other Attorney/Interested Party'** at the bottom of the screen.

Other Attorneys/Interested Party

To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

[Search Active E-Filing Portal Users](#) [Search Florida Bar](#)

-or-
Enter Information:

Filer # 1812 Use Portal Filer Profile information for Service Add to E-service Favorites

* Name: Bryan hetrick Status: Active

* Primary Email Address: bhet@bhet.com Status: Ok

Alternate Email 1:

Alternate Email 2:

* Case Role: Co-Counsel for Defendant

Other:

Save and Add Another Other Attorney/Interested Party

Save Cancel

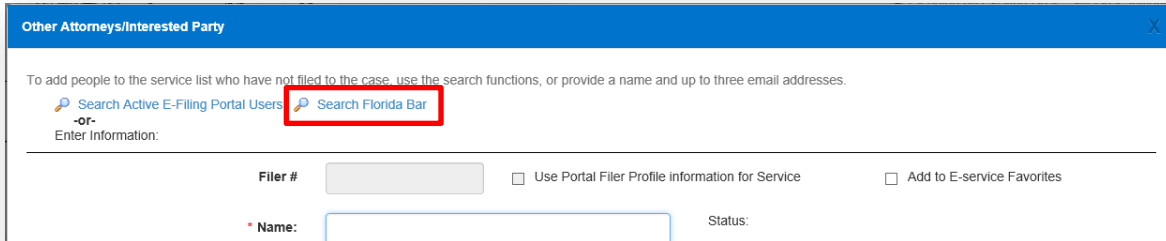
That will add this person to the E-service list for this specific case as well as add this person to your E-service Favorites list so that the next time you need to add this person to a case, you can select **Add**

from **E-service Favorites** which will show all of your E-service recipients that you have saved to your Favorites list for quick and easy adding to an E-service list. The Add Other Attorney/Interested Party screen will remain so you easily add another party.

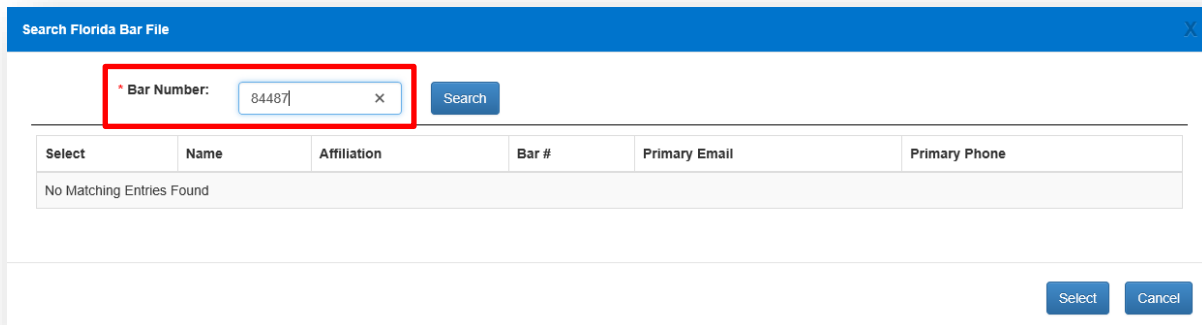
To remove participates from your E-service Favorites go to the **My Account** menu, **My Profile** and select the **E-service Favorites** tab. For more information on removing people from your E-service Favorites List, please see **Portal Navigation** located in the beginning of this User Manual.

Search Florida Bar

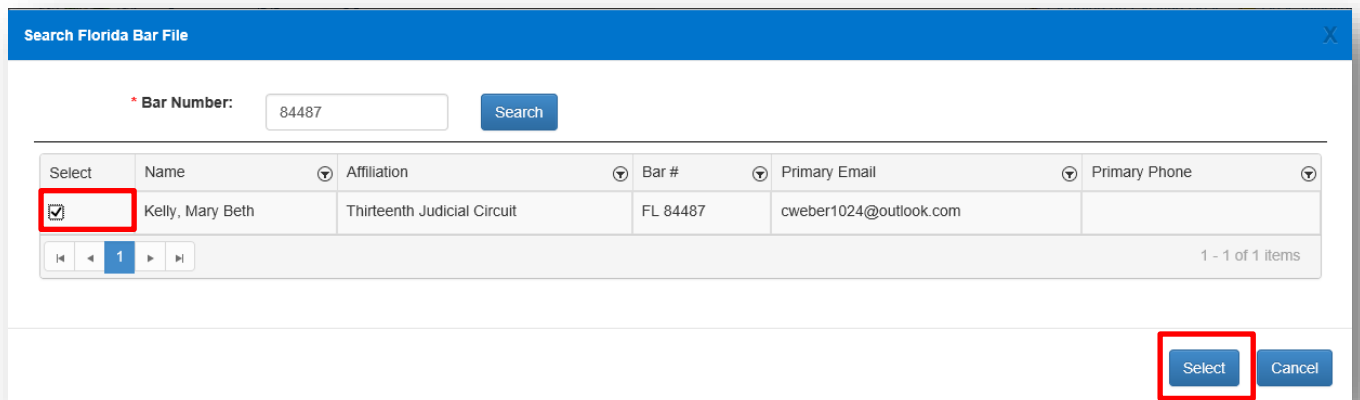
Click on the **Search Florida Bar** link.



Type in The Florida Bar number of the person you are adding to the E-service recipient list and click on **Search**.



That will pull up the attorney with that Florida Bar number. Place a check in the **Select** box and then click on **Select**.



That will add this person as an Other Attorney/Interested Party to this E-service list. If you want to add them to your E-service Favorites list place a check in the appropriate box. Be sure to select the **Case Role** of this E-service Recipient and then click on **Save**. **If you do not need to add any more E-service recipients, uncheck the “Save and Add Another Other Attorney/Interested Party.”**

Other Attorneys/Interested Party

To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

[Search Active E-Filing Portal Users](#) [Search Florida Bar](#)

-or-
Enter Information:

Filer # 34085 Use Portal Filer Profile information for Service Add to E-service Favorites

*** Name:** Mary Beth Kelly Status: Active

*** Primary Email Address:** cweber1024@outlook.com Status: OK

Alternate Email 1: cweber1024@gmail.com Status: OK

Alternate Email 2:

*** Case Role:** Co-Counsel for Plaintiff **Other:**

Save and Add Another Other Attorney/Interested Party

Save **Cancel**

This Florida Bar Attorney has now been added to the E-service list for this case as well as to your E-service Favorites list.

Free Text the Information

Type in the information into the appropriate required fields. Then click on **Save** to add this person to the E-service list for this case.

Other Attorneys/Interested Party

To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

[Search Active E-Filing Portal Users](#)
[Search Florida Bar](#)

-or-
 Enter Information:

Filer #
 Use Portal Filer Profile information for Service
 Add to E-service Favorites

* Name:
 Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:
 Other:

They are added to the Electronic Service recipients list for this case.

Add from E-service Favorites

From the **My Added Attorney/Interested Parties** tab click on **Add from E-service Favorites**. That will pull up your E-service Favorites list that you have been creating as you add E-service participants to E-service lists in your cases. To manage this list (remove names) please see the **Portal Navigation** section of this User Manual.

Select the name of the person you wish to add to this E-service list from your E-service Favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

Add from E-service Favorites

<input type="checkbox"/> Favorite	Name/ID	Recipient Status	Affiliation	Primary Email Address
<input type="checkbox"/>	Colin R Thacker mr FL71268	Active	Reichert & Newberry Law Office Interested Party	colinthacker@rocketmail.com
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff	kreichert@flclerks.com
<input type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff	cweber1024@outlook.com
<input checked="" type="checkbox"/>	Mary Jones		Unaffiliated Users Co-Counsel for Plaintiff	mjones@lawfirm.com

The person you selected from your E-service Favorites list will be added to the E-service list for this case.

My E-service Email Addresses for this Case

You may also designate E-service email addresses for this specific case if you wish to use email addresses that are different from your Profile email addresses. To do this, select the **My E-service Email Addresses for this Case** link.

Electronic Service Recipients My Added Attorney/Interested Parties **My E-service Email Addresses for this Case**

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.

The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

Back Next Save to Workbench

Then select the appropriate designation and if selecting new E-service email addresses to be used for this one case only, type in the new email addresses and then click on **Next**.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties **My E-service Email Addresses for this Case**

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.

The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

service@mflawfirm.com paralegal@mylawfirm.com secy@mylawfirm.com

Back Next Save to Workbench

A valid E-service list will have a check in the box next to the name of the people you wish to serve as is shown below. By selecting the person you wish to serve, all email addresses linked to that person will receive service of the documents filed in this case.

NOTE: Do not serve an email address that has received a bounce back until the problem with that email address has been corrected.

Electronic Service List

Electronic Service Recipients

<input checked="" type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outl...	Primary
					jfishback@flclerks...	Alternate 1
					cweber767881@a...	Alternate 2
<input type="checkbox"/>	Mary Beth Kelly		Unaffiliated Users Interested Party	Info	mbkelly@thompso...	Primary
<input checked="" type="checkbox"/>	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@flclerks.c...	Primary
<input checked="" type="checkbox"/>	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmal...	Primary
					cweber1024@gmal...	Alternate 1
					cweber1024@gmal...	Alternate 2
<input checked="" type="checkbox"/>	Sally Sample		Unaffiliated Users Interested Party		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Christopher K Skambis Jr FL262358	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outl...	Primary
					cweber767881@a...	Alternate 1
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Weber & Weber		cweber1024@outl...	Primary
					cweber1024@gmal...	Alternate 1
					qxjones@lawfirm.com	Alternate 2

Fees and Payments

After the **ServiceList** page you are taken to the **Fees and Payments** page. If there are no statutory fees required, select **Next**. If you need to return to the **ServiceList**, click **Back**. There are no fees to file electronically, only the statutory filing fees apply. For most documents that are filed, there will be no fee. For more information on paying a fee through the Portal, see the **Case Initiation** section of this User Manual.

For the Appellate Court filing path, the **Fees and Payments** section is displayed on the **Review and Submit** page.

Case Title: PARE, ELAINE vs. PATEL, HITESH et al.

Case Information Case Parties Documents ServiceList **Fees and Payments** Review and Submit

Back Next

Filing Fee Summary		
#	Description	Amount
1	Filing Fee	\$0.00
2	Additional Fee	\$20.00
3	Motions Motion for Summary Judgment	\$0.00
4	Affidavits and Oaths Affidavit in Support	\$0.00
5	Discovery Notice of Discovery	\$0.00
6	Affidavits and Oaths Affidavit in Opposition	\$0.00
Total Filing Fees:		\$20.00
Statutory Convenience Fee:		\$0.00
Total:		\$20.00

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Back Next Save to Workbench

Review and Submit – Trial Court

Review all information carefully, clicking **Submit** is **FINAL**. If there are any edits or changes that need to be made, the filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList**, and/or **Fees and Payments** tab(s) to make the changes and re-save the information. If no one has been selected for E-service on the ServiceList page, a notice will appear in the **ServiceList** section of the **Review and Submit** page. To add to the E-service list go back to the **ServiceList** page.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Back Submit

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.

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
****No E-service Recipients have been selected! ****		

Documents will **not** be electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	Not selected for eService
Carolyn M Weber	cweber1024@outlook.com	Not selected for eService
Mary Lewis	cweber1024@yahoo.com	Not selected for eService

Documents

#	Document	File
1		

Fees
 Payments
 Parties
 Filer

If no E-service Recipients have been selected from the **ServiceList** page, and you continue on through the **Review and Submit** page, an alert will appear advising you one last time of the deficiency and allow you to add E-service Recipients or continue the filing process.

No E-service Recipients

Alert

You have not selected anyone for E-service. Click "Continue and Submit" button to submit filing without any E-Service Recipients. To access the Service List tab to select your e-service recipients click "Cancel and Specify Service Recipients" button

Continue and Submit
Cancel and Specify Service Recipients

Once any edits to information have been made, click **Submit**. At any time during the filing process you may select **'Save to Workbench'** which will save your steps so far and allow you to submit your document at a later date.

To open up any of the information on the **Review and Submit** page, click the arrow to the far right of the item.

Documents		
#	Document	File
1		

Fees		
#	Description	Amount
1	Filing Fee	\$0.00
2	Motions Motion for Summary Judgment	\$0.00
3	Affidavits and Oaths Affidavit in Support	\$0.00
4	Discovery Notice of Discovery	\$0.00
5	Affidavits and Oaths Affidavit in Opposition	\$0.00
Total Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total:		\$0.00

Payments	

Parties	

Filer	
Name:	Carolyn M Weber
Address:	1 Liberty Lane Longwood, FL

That will display all the information in that tab. If all the information shown is correct, you are ready to submit you filing.

Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is **FINAL**. If there are any edits or changes that need to be made, they will appear in red and the filer may use the **Revise** button to go back to the location of the error and make any changes that are necessary. You may also designate this filing as an Emergency by completing the required information in the Emergency section.

Once any edits to information have been made and you are ready to submit your filing, click **Confirm and Submit All Now**.



- [View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
- [Pleading on Existing Case](#) [Case Initiation](#)
- [Case Number Pending](#)
- [Workbench 4](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber

Pleading on Existing Case



- [Case Information](#) [Documents](#) [Service List](#) [Review and Submit](#)

The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	On eService List
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List



Documents will **not** be electronically mailed to:

Name	Email Address	Status

Uploaded Documents Summary

#	Document	File
1	BRIEF, AMICUS CURIAE BRIEF Volume Vol 1 of 2	A_PDFA_Coversheet08132020.pdf



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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Filing Fee Summary

#	Description	Amount
	Subsequent Filing Fee - APPEAL REGARDING CRIMINAL MATTERS 3.850	\$0.00
1	BRIEF, AMICUS CURIAE BRIEF	\$0.00
Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total		\$0.00
No payment required		

Payments

No Payment Required.

Case Parties Added

#	Type	Name & Contact Information	Attorney
No New Parties associated with current filing			

Request For Emergency Filing Status

Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY

Do you wish to declare this filing an "Emergency Filing"? Yes No

If yes, please select a reason justifying this declaration

Back
 Save All and Submit Later
 Confirm and Submit all Now

The User is then taken to the **Filing Received Confirmation** page where you can select **Submit** under the Pleading column to submit another document to the case. It also gives you access to the Notice of Electronic Filing (NEF) that was sent out to provide E-service of your document.

Filing Received Confirmation
Help

3 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
 Uniform Case # you have provided is 482022CA000123A001OX
 Court Case # you have provided is 2022-CA-000123-O
 Reference # for this filing is 100327541

Important: If you should contact the court about any document in this filing, please provide this Submission # to help us locate this filing.

You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100327541 	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/26/2022 03:49:25 PM	

1
1 - 1 of 1 items

Florida Courts E-Filing Portal

Portal Filer User Manual

A Filing Confirmation email is sent to the email addresses on the filer's profile as well as to the Email Log in the Portal. If the filer has elected in his **Email Preferences** not to receive this email notification, then they will not receive the Filing Received email.

Filing Received

noreplytest@myflcourtsaccess.com
To

Thu 5/26/2022 3:49 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Carolyn M Weber:

This email verifies the receipt of 3 documents submitted by you to Orange Circuit Civil on 05/26/2022 03:49:25 PM.

UCN:	482022CA000123A0010X
Clerk Case #:	2022-CA-000123-O
Case Style:	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
Document Title:	Affidavit Affidavit of Lost/Destroyed Instrument Response to Request for Admissions
Matter #:	
Memo:	
Filing Fee:	\$0.00
Affidavits and Oaths Affidavit:	\$0.00
Affidavits and Oaths Affidavit of Lost/Destroyed Instrument:	\$0.00
Responses and Objections Response to Request for Admissions:	\$0.00
Statutory Convenience Fee:	\$0.00
Total Fee:	\$0.00
Fee Status:	Assessed
Paid By:	No Payment Required
Order #:	
Financial ID:	

The E-Portal reference number of this filing is: 100327541. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Orange Circuit Civil division.

Thank you,
The Florida Courts E-Filing Portal

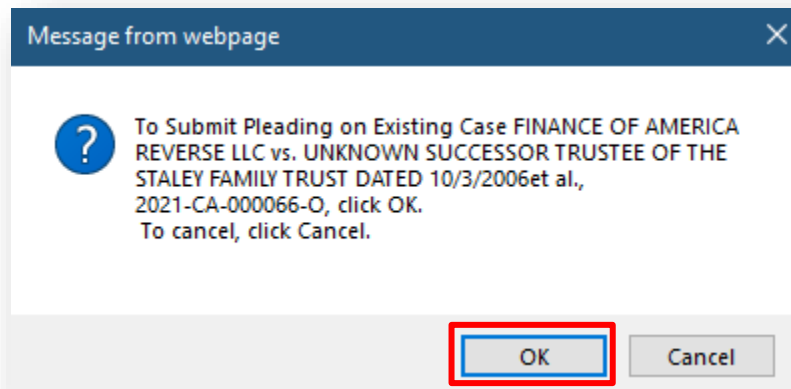
Filing to an Existing Case from the My Cases Page

Once you have filed electronically to a case, the case will be added to your **My Cases** page. If you want to file to that case again, go to the **My Cases** page and click the **Submit** button next to the case you wish to file to.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a navigation bar with links for View NEF, My Cases, My Submissions, Sign Out, Workbench (with a notification), My Alerts, E-Filing Map, and CCIS. Below this is a header section with the Florida Courts E-Filing Portal logo and a welcome message for Carolyn M Weber, signed in on 05/26/2022 at 11:13:06 AM. The main content area is titled 'My Cases' and features a search options dropdown. Below the search options is a table with columns: Pleading, Proposed Document, Case #, Court Case #, Court, Case Title, Receiving Service, and Status. The first row of the table has a 'Submit' button in the Pleading column highlighted with a red box. The table lists five cases, all in Orange County, with various case titles and statuses.

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000066A001OX	2021-CA-000066-O	Orange	FINANCE OF AMERICA REVERSE LLC vs. UNKNOWN SUCCESSOR TRUSTEE OF THE STALEY FAMILY TRUST DATED 10/3/2006et al.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000055A001OX	2021-CA-000055-O	Orange	GAVILANES, ANDREA vs. YOUNG, GABRIEL Jet al.	No	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000053A001OX	2021-CA-000053-O	Orange	HAO CONDOMINIUM ASSOCIATION INC vs.STARK , HELEN S et al.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000044A001OX	2021-CA-000044-O	Orange	NGUYEN, ANH TUYET T. vs. PEOPLES TRUST INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000025A001OX	2021-CA-000025-O	Orange	ORLANDO POLICE DEPARTMENT vs. HERNANDEZ, DIEGO A	Yes	Active

You will receive a message to verify that you wish to file to the case. Click **OK** to continue or **Cancel** to select a different case.



The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the **Case Information** page in the Portal where you may enter in a **Matter #** and then continue to file your submission. The **Matter #** may be the number you have assigned this case in your Firm. That will help you track fees from the **My Fees** page. At any point during the creation of this submission, you may also **Save to Workbench** which will allow you to save the submission at any point to your Workbench and file it at a later date.

Pleading on Existing Case Help

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

Case #: 482017CF000012000AOX **Type:** Circuit Criminal / Felony **Status:** Closed

Case Title: STATE OF FLORIDA - VS - JONES, RICKY JAMES

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

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

Orange Circuit Criminal

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

2017 12 Felony (CF)

#	Description	Amount
1	Filing Fee	\$0.00

Matter #:

Then click on **Next** to continue the filing process by attaching your documents, selecting your E-service recipients, providing a payment method if necessary and submitting your filing.

If you select **Save to Workbench** you will be able to resume filing this submission at a later date. The submission will remain in the Workbench for five (5) days from the **Date Last Updated**.

Workbench Help

Submissions will remain on the Workbench for five days from Date Last Updated Refresh

Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Orange	2021-CA-000066-O	FINANCE OF AMERICA REVERSE LLC vs. UNKNOWN SUCCESSOR TRUSTEE OF THE STALEY FAMILY TRUST DATED 10/3/2006et al. Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999		988605		05/26/2022 04:02:17 PM
Orange	2022-CA-000031-O	VISTANA SPA CONDOMINIUM ASSOCIATION INC A FLORIDAvs.SELZNICK, CHERYL F et al.		977930		05/09/2022 03:32:14 PM

 1 - 2 of 2 Items

Case Initiation

If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional Map.

Trial Court

Select county from the drop down or click on the county in the map

Appellate Court

Select the district number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.

Choose the **Case Initiation** Link for the appropriate jurisdiction, select the county filing to for the trial court path and select either the a District Court of Appeals or The Florida Supreme Court when filing a new case and then click on **File Now**.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

The filer is taken to the **Case Information** page.

Case Information – Trial Court

Filers can enter new case information. After the case information is reviewed by the county staff and accepted for filing a case number will be assigned. The filer will receive a confirmation email regarding

the filing and the new case number will be recorded in the email. Once the case number is assigned the **My Filings** list will be populated with the case number in place of the 'new case' text.

From the available drop down menus select the following:

- **Division**
- **Case Type**
- **Sub Type**

Required data elements, marked by the red asterisk, are put forth by the Florida Courts Technology Committee (FCTC) and are required for all divisions. These data element vary from one division to another.

Circuit/County Civil Information

The screenshot shows the 'Circuit/County Civil Information' section of the Florida Courts E-Filing Portal. The form includes several dropdown menus, some of which are highlighted with red boxes to indicate required fields. The fields are:

- * County:** Palm Beach
- * Division:** Circuit Civil
- * Case Type:** Other Negligence
- * Sub Type:** A dropdown menu with a list of options including Select, Auto Negligence, Business Governance, Business Tort, Construction Defect, Environmental/ Toxic Tort, Mass Tort, Negligent Security, Nursing Home Negligence, Other - Matters not w/in the Other Negligence Subcategories, Premises Liability Commercial, Premises Liability Residential, and Third Party Indemnification.

Additional Fee Options *Additional Filing Fees*

If you wish a summons to be issued, type in the number of summons you need.

The screenshot shows the 'Additional Fee Options' and 'Additional Filing Fees' section of the Florida Courts E-Filing Portal. The form includes two input fields:

- Summons to be issued. \$10 each.** Input field with the value '1'.
- Total number of Defendants** Input field.

Circuit/County Civil Information

Fill in the case information appropriately and be sure to select the Amount of Claim range. The fields marked with a red asterisk are required fields. Your total filing fee is shown below. Click Next to continue.

Circuit/County Civil Information

* Proceeding Type Of Case: Nursing home negligence

* Complex Business Court Indicator: No

* Remedies Sought: Monetary Punitive Non-monetary, declaratory or injunctive relief

* Amount of Claim: \$8,000 or less \$8,001 - \$30,000 \$30,001- \$50,000 \$50,001- \$75,000 \$75,001 - \$100,000 over \$100,000.00

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not used for any other purpose.

* Number Of Causes of Action: One

* Class Action: No

* Related Cases Filed: No

Known Related Cases:

* Jury Trial Demanded: Yes

#	Description	Amount
1	Filing Fee	\$400.00
2	Additional Fee	\$10.00

Matter #: Matter #

Next Save to Workbench Save New Case filing path as a Preference

Domestic Relations/Family

Florida Courts E-Filing Portal Portal Filer User Manual

The screenshot displays the 'Case Information' section of the Florida Courts E-Filing Portal. At the top, there is a navigation bar with icons and labels for 'Case Information', 'Case Parties', 'Documents', 'ServiceList', 'Fees and Payments', and 'Review and Submit'. Below this, the 'County' is set to 'Palm Beach' and the 'Division' is 'Domestic Relations/Family'. The 'Case Type' is 'Dissolution of Marriage', and the 'Sub Type' dropdown menu is open, showing options: 'Select', 'Dissolution', and 'Simplified Dissolution'. Under the 'Family Information' heading, there are four dropdown menus: 'Proceeding Type', 'Proceeding Reopen Type', 'Proceeding Type of Case', and 'Related Cases Filed', all of which are currently empty.

Juvenile Dependency

The screenshot displays the 'Case Information' section of the Florida Courts E-Filing Portal for a 'Juvenile Dependency' case. The navigation bar at the top is identical to the previous screenshot. The 'County' is 'Palm Beach' and the 'Division' is 'Juvenile Dependency'. The 'Case Type' is 'Juvenile Dependency', and the 'Sub Type' dropdown menu is open, showing options: 'Select', 'Adoption Petitions (Chapt 39)', 'Child in Need of Services(CINS Petitions)', 'Family in Need of Services(FINS Petitions)', 'Juvenile Dependency', 'Juvenile Dependency (\$301.00)', and 'Term of Parental Rights Petitions (Chapt 39)'. Under the 'Dependency Information' heading, there are four dropdown menus: 'Proceeding Type', 'Proceeding Reopen Type', 'Proceeding Type of Case', and 'Related Cases Filed', all of which are currently empty.

Probate

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County: Palm Beach | * Division: Probate

* Case Type: Guardianship

* Sub Type: Select
 Select
 Gift To Minor Act
 Guardian Advocate
 Guardianship - Person/Property
 Guardianship or Guardianship Advocacy of Person only
 Guardianship or Guardianship Advocacy with Property
 Petition/Order (Guardianship)
 Pre-Need Guardian
 Removal Of NonAge Disability
 STATE AGENCY FILING
 Veteran's Guardianship

#	Description	Amount
---	-------------	--------

If there are Additional Fees associated with the Case Type, they will automatically be displayed for selection as necessary. The filing fee amount(s) automatically calculates based on the selections made by the filer.

Case Initiation | Help | Video | ?

Type: Trial | County: Orange | Division: County Civil | **Total Fee: \$320.00**

Case #: New Case | Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000 | Status:

Case Title:

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County: Orange | * Division: County Civil

* Case Type: Small Claims - up to \$5,000

* Sub Type: Matter involving claims more than \$2500 but less than \$5000

Additional Fee Options

Total number of Defendants

Summons to be issued. \$10 each.

#	Description	Amount
1	Filing Fee	\$300.00
2	Additional Fee	\$20.00

Matter #:

When complete, click on the **Next** button. The filer may move through the process by clicking on the **Next** button when each page is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review and Submit) on the menu bar.

You may also **Save to Workbench** if you desire to complete this new case at a later date. You may also **Save New Case Filing Path as a Preference**. When you complete the Case Information page, you may select that Division, Type and Sub-Type as a preference in the Portal. If you file a certain type of case on a routine basis, this will help you lessen the key strokes necessary to complete the Case Information page. When you log into the Portal if you have selected **Save New Case Filing Path as a Preference** you will be immediately taken to the completed Case Information page provided you have no Alerts pending.

Case Information – Appellate Court

All required fields on this page are marked with a red asterisk (*). Be sure to complete each piece of information to submit your new case.

FLORIDA SUPREME COURT
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 3 My Alerts E-Filing Map

Welcome - Carolyn M Weber

My Account Filing Options

Case Initiation Help

Case Information Documents Service List Review and Submit

* In this appellate case, you (your firm) are representing: Other Yourself

* You (your firm) are associated with: Appellant/Petitioner Appellee/Respondent Other

* Intended reviewing appellate court: The Florida Supreme Court

* You want to file a NEW

Case Type

Case Category

Case Nature

Lower tribunal information is not applicable for filing path selected above

* Confirm reviewing appellate court:

Next Save to Workbench

Please complete the required information as shown by the red asterisk. At the very bottom of the page, you will need to confirm the reviewing appellate court by selecting the court you are submitting your new case to from the drop down. It must match the 'Intended reviewing appellate court' you selected at the top of that page.

FLORIDA SUPREME COURT
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 3 My Alerts E-Filing Map

My Account Filing Options Welcome - Carolyn M Weber

Case Initiation Help

Case Information Documents Service List Review and Submit

* In this appellate case, you (your firm) are representing: Other Yourself

* You (your firm) are associated with: Appellant/Petitioner Appellee/Respondent Other

* Intended reviewing appellate court: The Florida Supreme Court

* You want to file a NEW OTHER ORIGINAL PROCEEDING

Case Type REGARDING MEDIATOR'S FINAL DETERMINATION

Case Category CIVIL

Case Nature FINAL

Lower tribunal information is not applicable for filing path selected above

* Confirm reviewing appellate court: The Florida Supreme Court

Next Save to Workbench

Then click on **Next** to get to the Documents screen. To save this filing to the Workbench to be continued at a later date, click on **Save to Workbench**.

Adding / Editing Party Information – Trial Court

Case Initiation Help

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$400.00

Case #: New Case Type: Other Negligence / Nursing Home Negligence Status:

Case Title:

Case Information **Case Parties** Documents ServiceList Fees and Payments Review and Submit

At least one Defendant is required. At least one Plaintiff is required.

[Add Party](#)

#	Type	Name	Contact Information
No Parties associated with current filing			

[Back](#) [Next](#) [Save to Workbench](#)

Select Add Party and then Select **Role** and select either **Primary Party** and/or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party’s involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that the new case is being filed on behalf of and would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

NOTE: When creating a new case and you select the Plaintiff Role and enter the information, the Filed on Behalf of should also be selected since you the attorney are creating the case on behalf of your client the Plaintiff.

If you wish to continue creating this new case to be submitted at a later date, click on **Save to Workbench** and you will then be able to resume filing at a later date.

NOTE: The parties you are able to add is based on the County you are filing to. Brevard and Volusia County does not allow the filer to add party information.

When adding a party you have 2 options:

1. Pressing on the **Copy from Current Filer** option will add the filer as a Party and fill in the Party information with the filer's Portal profile information. It should be used when the attorney information is captured and added to the county's Case Maintenance System.
2. Enter party information directly into the fields available.

Add all parties to your case.

Add/Edit Party X

Party #: New Party

Role: Primary Party Filed On Behalf of

ID State/License #:

[Copy From Current Filer](#)

You must enter either person or organization name.

	First	Middle	Last	Suffix	Gender	Race
* Person Name:	<input type="text" value="Hubert"/>	<input type="text" value="J"/>	<input type="text" value="Smith"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
OR Organization:	<input type="text"/>					

Alias(AKA):

<input type="checkbox"/> Remove	Alias Type	Alias
Add Alias		

Copy Contact Information From:


Email Address: *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address:

*Country/ City/State/ Zip:

Click the **Save** button when entries are complete.

The party page refreshes and the party that was just added will be displayed in the list. If you need to make any changes to the Party information, click on **Edit** to the left of the Party information.

Case Initiation Help 

Type: Trial **County:** Orange **Division:** Circuit Civil **Total Fee:** \$410.00



Case #: New Case **Type:** Other Negligence / Nursing Home Negligence **Status:**

Case Title:

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


At least one Defendant is required. At least one Plaintiff is required.

[Add Party](#)

	#	Type	Name	Contact Information
 	1	Plaintiff	Hubert J Smith	1 Liberty Lane Oviedo FL 32435

[Back](#) [Next](#) [Save to Workbench](#)

The party page also allows the filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case.

Case Initiation Help 

Type: Trial **County:** Orange **Division:** Circuit Civil **Total Fee:** \$410.00





Case #: New Case **Type:** Other Negligence / Nursing Home Negligence **Status:**

Case Title:

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

At least one Defendant is required. At least one Plaintiff is required.

[Add Party](#)

	#	Type	Name	Contact Information
 	1	Plaintiff	Hubert J Smith	1 Liberty Lane Oviedo FL 32435
 	2	Defendant	Avila Nursing Home	245 Independence Way Orlando FL 32804

[Back](#) [Next](#) [Save to Workbench](#)

When the filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar. If you wish to save our submission for filing at a later date, click on **Save to Workbench** and the submission will be save so you can resume filing at a later date from the Workbench.

Adding Documents – Trial Court

The filer is then moved to the **Documents** page. Some counties will have the case initiation required documents listed on the **Documents** tab. You will also see that the Civil Cover Sheet has been auto-generated for you. This is the civil cover sheet pursuant to SC19-1354. The Portal has taken the case information you input on the previous screens and generated this document for you. To view the document click on **View** under the File column.

Case Initiation Help

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$410.00

Case #: New Case Type: Other Negligence / Nursing Home Negligence Status:

Case Title:

[Case Information](#) [Case Parties](#) **Documents** [ServiceList](#) [Fees and Payments](#) [Review and Submit](#)

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
Add					
Total		\$0.00	2	1 Documents	0.08

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

[Back](#) [Next](#) [Save to Workbench](#)

When you are ready to add your documents to the documents tab, click **Add** to add a document to the case. That takes you to the Add/Edit document screen.

Add/Edit Document [Close]

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

▾ Frequently Filed Documents

<input type="checkbox"/> Affidavit	<input type="checkbox"/> Notice for Trial Non-Jury		
------------------------------------	----------------------------------------------------	--	--

▾ Affidavits and Oaths

<input type="checkbox"/> Affidavit	<input type="checkbox"/> Affidavit in Opposition	<input type="checkbox"/> Affidavit in Opposition to Claim of Exemption	<input type="checkbox"/> Affidavit in Support
<input type="checkbox"/> Affidavit of Amount Due	<input type="checkbox"/> Affidavit of Attorney's Fees	<input type="checkbox"/> Affidavit of Claim	<input type="checkbox"/> Affidavit of Compliance
<input type="checkbox"/> Affidavit of Costs	<input type="checkbox"/> Affidavit of Counsel	<input type="checkbox"/> Affidavit of Damages	<input type="checkbox"/> Affidavit of Indebtedness
<input type="checkbox"/> Affidavit of Interest	<input type="checkbox"/> Affidavit of Lost/Destroyed Instrument	<input type="checkbox"/> Affidavit of Military Service	<input type="checkbox"/> Affidavit of Non Military Service

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 112 items

* Upload: Browse... [Save] [Cancel]

Searching for a Document

Type in a brief description of the document you are going to file and then use the **Tab** or **Enter** key. That will narrow the result set shown that matches your search criteria. You may also search for your document by using the page tabs at the bottom of the **Add/Edit Document** page.

Add/Edit Document [Close]

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

▾ Frequently Filed Documents

<input type="checkbox"/> Affidavit	<input type="checkbox"/> Notice for Trial Non-Jury		
------------------------------------	----------------------------------------------------	--	--

▾ Affidavits and Oaths

Add/Edit Document [X]

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

Answers and Replies			
<input type="checkbox"/> Answer to Amended Complaint/Petition			
Complaints and Statement of Claim			
<input type="checkbox"/> Amended Complaint	<input type="checkbox"/> Amended Statement of Claim	<input type="checkbox"/> Complaint	<input type="checkbox"/> Fourth Party Complaint
<input type="checkbox"/> Statement	<input type="checkbox"/> Statement of Claim	<input type="checkbox"/> Supplemental Complaint	<input type="checkbox"/> Third Party Complaint

1 - 3 of 3 items

* Upload: Browse... [Save] [Cancel]

Select the document you wish to file and then browse out to locate your computer generated PDF/A document on your computer and upload the document to the submission. Then click on **Save**.

Add/Edit Document [X]

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

Answers and Replies			
<input type="checkbox"/> Answer to Amended Complaint/Petition			
Complaints and Statement of Claim			
<input type="checkbox"/> Amended Complaint	<input type="checkbox"/> Amended Statement of Claim	<input checked="" type="checkbox"/> Complaint	<input type="checkbox"/> Fourth Party Complaint
<input type="checkbox"/> Statement	<input type="checkbox"/> Statement of Claim	<input type="checkbox"/> Supplemental Complaint	<input type="checkbox"/> Third Party Complaint

1 - 3 of 3 items

* Upload: Browse... [Save] [Cancel]

The Portal will then add that document to the list. If your document is a properly formatted PDF/A, you will not receive any warning information from the Portal. If your document is not a properly formatted PDF/A, you will receive a warning advising you what is deficient in your document.

The screenshot shows the Portal Filer interface with a navigation bar at the top containing: Case Information, Case Parties, Documents, ServiceList, Fees and Payments, and Review and Submit. A red-bordered warning message states: "Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below." Below the warning is a table with the following data:

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
Remove	Replace Complaints and Statement of Claim Complaint	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04
Add					
Total		\$410.00	5	2 Documents	0.12

Click on the **click here** in the warning message to see the deficiency reasons.

The screenshot shows a dialog box titled "PDF/A Conformance Check Results" with a close button (X) in the top right corner. The content of the dialog is as follows:

PDF File: A_Plain_PDF_Coversheet08132020.pdf

Results: PDF/A-1 6.3.4 Embedded font programs: Font 200's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 202's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 204's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 13's font program is not embedded.

A "Close" button is located in the bottom right corner of the dialog.

The reason why most documents are not properly formatted is because the filer does not include all of the fonts required for that document when they convert it to a PDF/A. For more information on how to properly format a Word docx to a PDF/A, see [FAQs on PDF/A](#) April 2021 which is found on the Florida Courts E-Filing Authority web page under the Help menu. <https://www.myflcourtagency.com>

Continue to add all the documents you wish to submit with this new case on the **Documents** page.

Case Initiation
Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information
 Case Parties
Documents
 ServiceList
 Fees and Payments
 Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#). **See** the PDF/A Advisory below.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
Remove	Replace Complaints and Statement of Claim Complaint	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04
Remove	Replace Service Documents Proposed Summons to be Issued by Clerk	\$0.00	1	View C:\fakepath\Summons to be Issued.docx	0.01
Remove	Replace Motions Motion for Case Management Conference	\$0.00	1	View C:\fakepath\Motion for Extension of Time.pdf	0.09
Add					
Total		\$410.00	7	4 Documents	0.22

The **Document** page also allows the filer to **Replace** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the submission. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 50MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The following warning is on the Documents page. Please take time to read this warning and be advised.

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

ALERT Effective July 1, 2021, pursuant to SC20-1765, filers in circuit civil, county civil and small claims cases will be solely responsible for ensuring any confidential information contained in filings is redacted or identified for redaction. [Read More ...](#)

If your documents go over the maximum submission file size of 50MB, you will see a message advising you that you have exceeded the maximum submission file size limit of 50MB and advise you to remove documents so that you can submit your filings. Break that large document down into separate files and file them individually.

Case Initiation
Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information
 Case Parties
 Documents
 ServiceList
 Fees and Payments
 Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
✕ Remove	Replace Complaints and Statement of Claim Complaint	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04
✕ Remove	Replace Service Documents Proposed Summons to be Issued by Clerk	\$0.00	1	View C:\fakepath\Summons to be Issued.docx	0.01
✕ Remove	Replace Motions Motion for Case Management Conference	\$0.00	1	View C:\fakepath\Motion for Extension of Time.pdf	0.09
Add					
Total		\$410.00	7	4 Documents	0.22

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.

When the filer has completed adding or editing all necessary document information, please note the confidentiality warning.

For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing as per RJA 2.420.

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

ALERT Effective July 1, 2021, pursuant to SC20-1765, filers in circuit civil, county civil and small claims cases will be solely responsible for ensuring any confidential information contained in filings is redacted or identified for redaction. [Read More ...](#)

Adding Documents – Appellate Court

The **Documents** page is next. Click **Add** to add documents to the case.

The screenshot displays the 'Case Initiation' interface. At the top right, there are icons for 'Help', a green cube, a purple square, and a question mark. Below the title bar, a navigation menu includes 'Case Information', 'Documents' (highlighted with a red box), 'Service List', and 'Review and Submit'. The main content area features a table with the following columns: Document, Document Group/Type, Fee, Pages, File, Size(MB), and Volume/Description. A red box highlights an 'Add' button in the first row. The 'Total' row shows a fee of \$0.00, 0 pages, and 0 Documents. Below the table, there is a red warning message and a PDF/A advisory message. At the bottom, there are three buttons: 'Back', 'Next', and 'Save to Workbench'.

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Add						
Total		\$0.00	0	0 Documents	0	

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

[Back](#) [Next](#) [Save to Workbench](#)

The Portal will always display your **Frequently Filed** documents in the top section of the Add/Edit Document screen. You may search for a document by selecting the **Search** field and typing in your search criteria or you may search the list of documents you have the ability to file using the page number tabs at the bottom of the screen.

The screenshot shows the 'Add/Edit Document' interface. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. Below this is a search bar with a red box around it and a warning: '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'. The main area contains two sections: 'Frequently Filed Documents' and 'BRIEFS', each with a grid of document types and checkboxes. A pagination control at the bottom shows '1 - 5 of 41 items' with a red box around the page numbers. At the bottom right, there is an 'Upload' section with a 'Browse...' button and 'No file selected.' text, and a 'Volume:' field with 'Save' and 'Cancel' buttons.

If the exact document description is not listed, select the document that most closely matches the document you are going to file.

If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab OR Enter** key to perform the search. In the below example, we will use the word 'Petition' to limit the result set of our search.

The screenshot shows the 'Add/Edit Document' interface. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. A search field contains the text 'petition', with a red box around it and a warning message: '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'. Below the search field, there are several expandable sections: 'Frequently Filed Documents', 'BRIEFS', 'LETTERS', 'MOTIONS', and 'PETITIONS'. Each section contains checkboxes for various document types. At the bottom, there is an 'Upload' section with a 'Browse...' button and 'No file selected.' text, and a 'Volume' field with 'Save' and 'Cancel' buttons.

Select the document you wish to file and upload the document. You may also use the Volume field to further identify the document you are submitting. If your document is larger than 200MB, break your document down into separate files and then submit them individually using the additional text Volume field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.

This screenshot shows the same 'Add/Edit Document' interface as the previous one, but with the 'PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)' checkbox selected in the 'Frequently Filed Documents' section, highlighted by a red box. The 'Upload' section now shows 'A Computer Generated Document 41 pages.pdf' next to the 'Browse...' button, also highlighted by a red box. The 'Volume' field is now filled with 'Vol 1 of 2', also highlighted by a red box. The 'Save' and 'Cancel' buttons are visible at the bottom right.

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Portal Filer User Manual

Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 200MB.

At least one document is required.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace NOTICES OF APPEAL NOTICE OF APPEAL	\$0.00	1800	View C:\fakepath\101mb.pdf	101.00
Remove	Replace BRIEFS AMICUS CURIAE ANSWER BRIEF	\$0.00	4921	View C:\fakepath\Extremely Large Docover 25 MB 4921 pgs.pdf	12.03
Remove	Replace BRIEFS AMICUS CURIAE ANSWER BRIEF	\$0.00	2460	View C:\fakepath\Extremely Large Doc.pdf	21.60
Remove	Replace BRIEFS AMICUS CURIAE ANSWER BRIEF	\$0.00	205	View C:\fakepath\Very Large Document.pdf	2.11
Remove	Replace BRIEFS AMICUS CURIAE ANSWER BRIEF	\$0.00	2460	View C:\fakepath\Extremely Large Doc.pdf	21.60
Remove	Replace BRIEFS APPENDIX/ATTACHMENT TO BRIEF	\$0.00	2460	View C:\fakepath\Extremely Large Doc.pdf	21.60
Remove	Replace BRIEFS APPENDIX/ATTACHMENT TO BRIEF	\$0.00	4921	View C:\fakepath\Extremely Large Docover 25 MB 4921 pgs.pdf	12.03
Add					
Total		\$0.00	19227	7 Documents	191.96

The documents will display in the list.

FLORIDA SUPREME COURT
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench 5](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾ Welcome - Carolyn M Weber

Case Initiation [Help](#)

Case Information
 Documents
 Service List
 Review and Submit

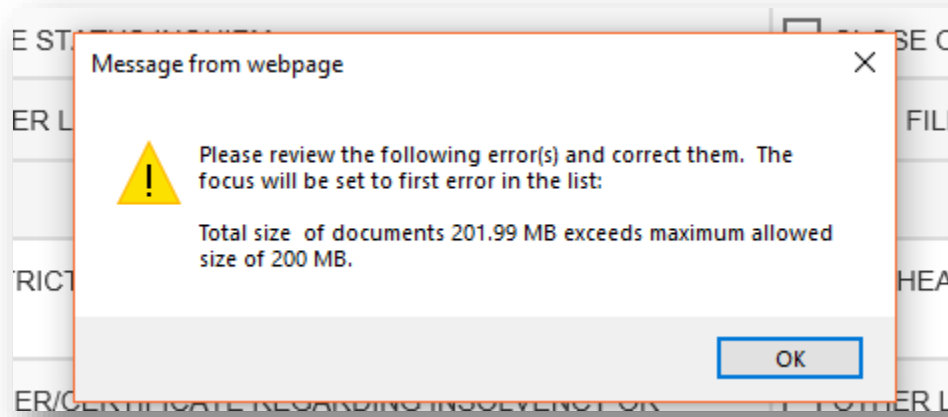
Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace BRIEFS PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04	Vol 1 of 2
Add						
Total		\$0.00	3	1 Documents	0.04	

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here for a PDF FAQ](#) and [here for an online video on creating a PDF/A document](#).

Back
Next
Save to Workbench

The **Document** page also allows the filer to **Replace** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 200MB. When the size appears in the size column, your document has completely uploaded and you may continue. The maximum submission size is 200MB. If you attach too many documents to the submission, and it exceeds the 200MB size limit, an error message will appear as shown below.



To file documents that are larger than 2000MB, break the document down into separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to note the Confidential Warning section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

ServiceList

As the filer, you will automatically be added to the E-service list for this case. The E-service email addresses added will default to your profile email addresses. Anyone else that files electronically to this case from this point on will also be added and appear in the E-service list.

Adding Parties to the E-service List

To add a person to the E-service list for a case, from the My Added Attorney/Interested Parties tab there are now two ways to do so.

Add Other Attorney/Interested Party

When you select **Add Other Attorney/Interested Party**, you will be able to add E-service recipients to this case four different ways:

1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free Text
4. Add from E-service Favorites List

Search Active Portal Users

When you select this link, type in the Last Name or the Bar Number of the person you are searching for to add to this E-service list and then select **Search**.

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Hetrick Jr, Bryan Neal	Attorney – Florida Bar	Marquis	FL 556	bhetrick@flclerks.com	111-111-1111
<input type="checkbox"/>	hetrick, Bryan	Attorney – Florida Bar	VickieLawFirm	FL 111111	bhet@bhet.com	
<input type="checkbox"/>	Hetrick, Bryan	LawFirm Administrator	BH Law Firm		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Attorney – Florida Bar	GLawFirm1110		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Self-Represented Litigant	GLawFirm1110		bhetrick@flclerks.com	
<input type="checkbox"/>	Hetrick, US Attorney	Attorney – Assistant US Attorney	Unaffiliated Users	US 123456	bhetrick@flclerks.com	

Place a check in the appropriate box and click on **Select**. Then select the **Case Role** that this person fulfills from the drop down.

Filer # 1003 Use Portal Filer Profile information for Service Add to E-service Favorites

* Name: Bryan Neal Hetrick Jr Status: Active

* Primary Email Address: bherrick@flclerks.com Status: Ok

Alternate Email 1:

Alternate Email 2:

* Case Role: Clerk
Co-Counsel for Defendant
Co-Counsel for Plaintiff
Court Reporter
Counter Plaintiff
Counter Defendant
Creditor
Cross Plaintiff
Defendant
DCA Clerk
Guardian Ad Litem
Insurance Agent
Intervenor
Interested Party
Judge
Law Enforcement Officer
Local Agent
Mediator/Arbitrator
Mental Health Professional
Other
Plaintiff
Petitioner
Probation Officer
Pro Se Defendant
Pro Se Plaintiff
Respondent
State Agent

Other:

Save

If this person is someone that you frequently add to E-service lists, you may now select to add this person to your E-service favorites list. To do so, place a check in the box next to **Add to E-service Favorites** in the upper right hand corner of the screen. If you need to add another Attorney/Interested Party, click on the box at the bottom of the screen and then click on **Save**.

Other Attorneys/Interested Party

To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

[Search Active E-Filing Portal Users](#) [Search Florida Bar](#)

-or-
Enter Information:

Filer # 34085 Use Portal Filer Profile information for Service Add to E-service Favorites

* Name: Mary Beth Kelly Status: Active

* Primary Email Address: cweber1024@outlook.com Status: Ok

Alternate Email 1: cweber1024@gmail.com Status: Ok

Alternate Email 2:

* Case Role: Co-Counsel for Plaintiff Other:

Save and Add Another Other Attorney/Interested Party

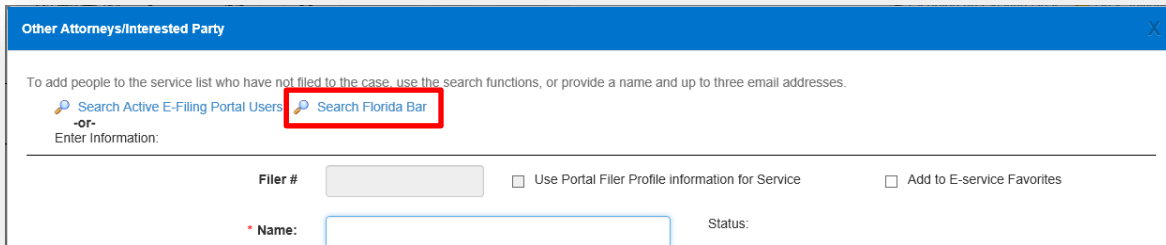
Save Cancel

That will add this person to the E-service list for this specific case as well as add this person to your E-service favorites list so that the next time you need to add this person to a case, you can select **Add from E-service Favorites** which will show all of your E-service recipients that you have saved to your Favorites list for quick and easy adding to an E-service list. The screen will reappear so you can now add another Attorney or interested party.

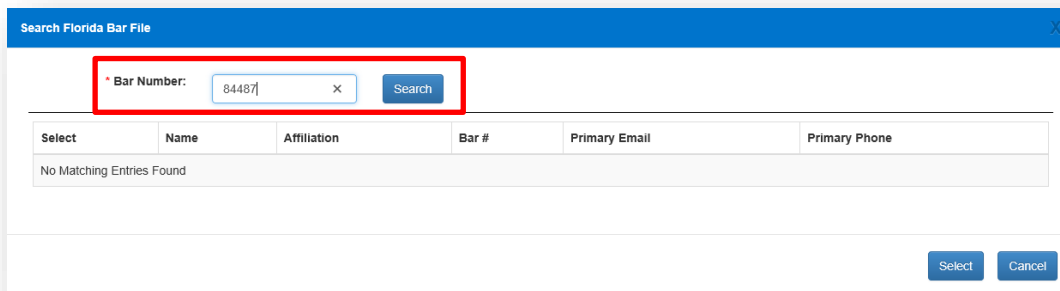
To remove participants from your E-service favorites go to the **My Account** menu, **My Profile** and select the **E-service Favorites** tab. For more information on removing people from your E-service favorites list, please see **Portal Navigation** located in the beginning of this User Manual.

Search Florida Bar

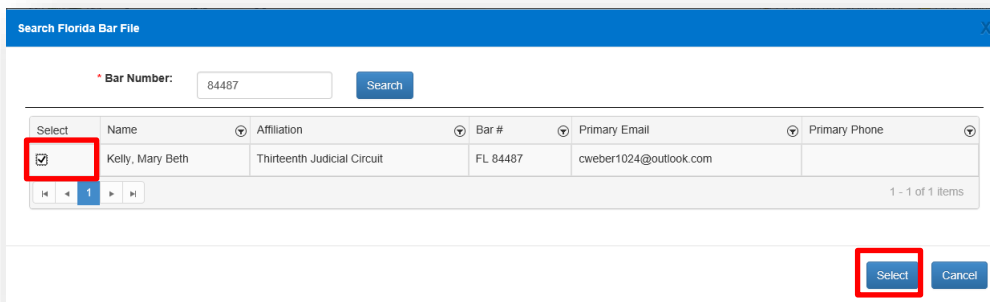
Click on the **Search Florida Bar** link.



Type in The Florida Bar number of the person you are adding to the E-service recipient list and click on **Search**.



That will pull up the attorney with that Florida Bar number. Place a check in the **Select** box and then click on **Select**.



Florida Courts E-Filing Portal

Portal Filer User Manual

That will add this person as an Other Attorney/Interested Party to this E-service list. If you want to add them to your E-service favorites list place a check in the appropriate box. Be sure to select the **Case Role** of this E-service recipient and then click on **Save**.

The screenshot shows the 'Other Attorneys/Interested Party' form. At the top, there are search options: 'Search Active E-Filing Portal Users' and 'Search Florida Bar'. Below this, the 'Enter Information:' section contains the following fields and options:

- Filer #:** 34085
- Use Portal Filer Profile information for Service
- Add to E-service Favorites
- * Name:** Mary Beth Kelly (Status: Active)
- * Primary Email Address:** cweber1024@outlook.com (Status: OK)
- Alternate Email 1:** cweber1024@gmail.com (Status: OK)
- Alternate Email 2:** (empty)
- * Case Role:** Co-Counsel for Plaintiff (dropdown menu)
- Other:** (empty text field)

At the bottom, there is a checkbox for 'Save and Add Another Other Attorney/Interested Party' and two buttons: 'Save' and 'Cancel'.

This Florida Bar Attorney has now been added to the E-service list for this case as well as to your E-service favorites list.

Free Text the Information

Type in the information into the appropriate required fields. Then click on **Save** to add this person to the E-service list for this case.

The screenshot shows the 'Other Attorneys/Interested Party' form with the following fields and options:

- Filer #:** (empty)
- Use Portal Filer Profile information for Service
- Add to E-service Favorites
- * Name:** John Brown (Status: (empty))
- * Primary Email Address:** jbrown@fakeemail.com
- Alternate Email 1:** (empty)
- Alternate Email 2:** (empty)
- * Case Role:** Defendant (dropdown menu)
- Other:** (empty text field)

At the bottom, there are two buttons: 'Save' and 'Cancel'.

They are added to the Electronic Service recipients list for this case.

Add from E-service Favorites

From the **My Added Attorney/Interested Parties** tab click on **Add from E-service Favorites**. That will pull up your E-service favorites list that you have been creating as you add E-service participants to E-service lists in your cases. To manage this list (remove names) please see the **Portal Navigation** section of this User Manual.

Select the name of the person you wish to add to this E-service list from your E-service favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

<input type="checkbox"/> Favorite	Name/ID	Recipient Status	Affiliation	Primary Email Address
<input type="checkbox"/>	Colin R Thacker mr FL71268	Active	Reichert & Newberry Law Office Interested Party	colinthacker@rocketmail.com
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff	kreichert@flclerks.com
<input type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff	cweber1024@outlook.com
<input checked="" type="checkbox"/>	Mary Jones		Unaffiliated Users Co-Counsel for Plaintiff	mjones@lawfirm.com

1 - 4 of 4 items

Add Selected **Cancel**

The person you selected from your E-service favorites list will be added to the E-service list for this case.

My E-service Email Addresses for this Case

You may also designate E-service email addresses for this specific case if you wish to use email addresses that are different from your Profile email addresses. To do this, select the **My E-service Email Addresses for this Case** link.

Electronic Service Recipients My Added Attorney/Interested Parties **My E-service Email Addresses for this Case**

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.

The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

Back **Next** **Save to Workbench**

Then select the appropriate designation and if selecting new E-service email addresses to be used for this one case only, type in the new email addresses and then click on **Next**.

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.

 The below listed eMail addresses should be used for eService on this case.

Primary	Alternate Email 1	Alternate Email 2
service@mflawfirm.com	paralegal@mylawfirm.com	secy@mylawfirm.com

Back Next Save to Workbench

A valid E-service list will have a check in the box next to the name of the people you wish to serve as is shown below. By selecting the person you wish to serve, all email addresses linked to that person will receive service of the documents filed in this case.

NOTE: Do not serve an email address that has received a bounce back until the problem with that email address has been corrected.

Electronic Service List

Electronic Service Recipients

<input checked="" type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outl...	Primary
					jfishback@flclerks...	Alternate 1
					cweber767881@a...	Alternate 2
<input type="checkbox"/>	Mary Beth Kelly		Unaffiliated Users Interested Party	Info	mbkelly@thompo...	Primary
<input checked="" type="checkbox"/>	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@flclerks.c...	Primary
<input checked="" type="checkbox"/>	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmal...	Primary
					cweber1024@gmal...	Alternate 1
					cweber1024@gmal...	Alternate 2
<input checked="" type="checkbox"/>	Sally Sample		Unaffiliated Users Interested Party		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Christopher K Skambis Jr FL262358	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outl...	Primary
					cweber767881@a...	Alternate 1
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Weber & Weber		cweber1024@outl...	Primary
					cweber1024@gmal...	Alternate 1
					qxjones@lawfirm.com	Alternate 2

Fees and Payments – Trial Court

The filer is directed to the **Fees and Payments** page. There are two payment options: pay with a credit card or a check or fee waiver. Enter **only** one form of payment.

The screenshot shows the 'Case Initiation' page with the following details:

- Type: Trial
- County: Orange
- Division: Circuit Civil
- Total Fee: \$410.00
- Case #: New Case
- Type: Other Negligence / Nursing Home Negligence
- Status:
- Case Title: Hubert J Smith VS Avila Nursing Home

The navigation menu includes: Case Information, Case Parties, Documents, ServiceList, **Fees and Payments** (highlighted), and Review and Submit.

#	Description	Amount
1	Filing Fee	\$400.00
2	Additional Fee	\$10.00
3	Complaints and Statement of Claim Complaint	\$0.00
4	Service Documents Proposed Summons to be Issued by Clerk	\$0.00
5	Motions Motion for Case Management Conference	\$0.00
Total Filing Fees:		\$410.00
Statutory Convenience Fee:		\$0.00
Total:		\$410.00

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver

A breakdown of the filing fees are listed in the Filing Fee Summary portion of the page.

The filer may elect to use a credit card or e-check. Only one payment method is allowed per submission. Once the filer enters their payment information, the payment information may be stored for future use by checking the **Save Payment Information for Reuse** box. Complete all required information. The required information is marked with a red asterisk (*).

If you have already saved a payment method, select the Saved Credit Cards/Saved Accounts drop down and select one from the list. The information should auto-populate the required fields.

Payments

Select One to Continue

Option One: Provide Payment Information
 Option Two: Request Filing Fee Waiver

[Previously Saved Payments](#)

You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV

Saved Credit Cards			Saved Accounts
<input type="text"/>			<input type="text"/>
Credit Card Type			Check Routing Number
<input type="text"/>			<input type="text"/>
Credit Card Number	CVV	Payment Zip	Checking Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date Month	Year		Name on Account
<input type="text"/>	<input type="text"/>		<input type="text"/>
Memo			Account Type
<input type="text"/>			<input checked="" type="radio"/> Checking <input type="radio"/> Savings

* Name Printed on Credit Card or Bank Account Name:

* Address
Associated with Name on Credit Card or Bank Account:

* City/State/Zip:

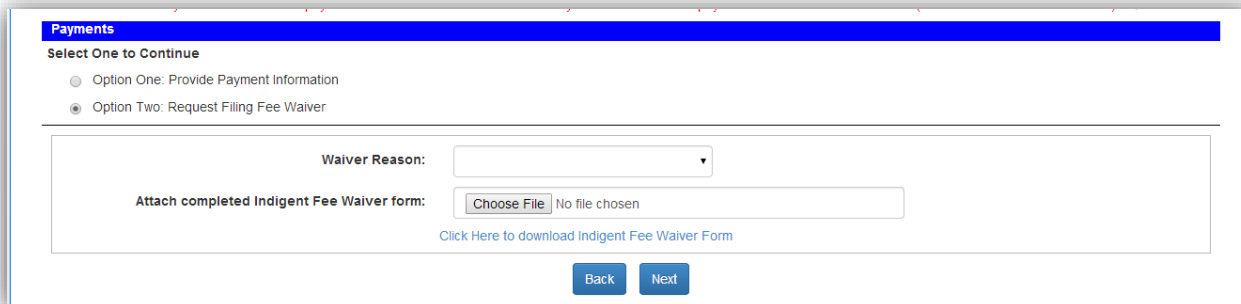
Save Payment Information for Reuse

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

The Portal accepts the following credit cards for payment:

- American Express
- Discover
- MasterCard
- Visa
- ACH Account

The filer may request a Waiver of the fees by selecting option two and completing the **Waiver Reason** and attach the Fee Waiver form.



Note: An explanation of how the convenience fee is calculated and about Debit block services is provided in red text below the fee total.

What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.






The Payment Zip Code is the zip code for the billing address of the credit card. When the filer has completed adding all necessary payment information, click the **Next** button.

When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated by the appropriate institution. Successful validation will place a hold on the funds **until the clerk reviews and accepts the filing**. If the submission is returned to the Correction Queue, the hold is removed. Once the submission is corrected and resubmitted, another hold will be placed on the credit card.

Review and Submit – Trial Court

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, the filer must click back to the **Case Information, Case Parties, Documents, ServiceList** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. Once all edits to information have been made, Click **Submit**.

Case Initiation Help   

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$424.35

Case #: New Case Type: Other Negligence / Nursing Home Negligence Status:

Case Title: Hubert J Smith VS Avila Nursing Home

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Fees and Payments](#) **[Review and Submit](#)**

[Back](#) [Submit](#)

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Request For Emergency Filing Status

Do you wish to declare this filing an "Emergency Filing"?

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
****No E-service Recipients have been selected! ****		


Documents will **not** be electronically mailed to:


If no one has been selected for E-service on the **ServiceList** page, you will see an alert in the **ServiceList** section of the **Review and Submit** page. To correct, click on the **ServiceList** tab and make your service selections.

Next you see the **Documents** uploaded, **Fees, Payments, Parties** [if any are added], **Filer** and **Request for Emergency Filing Status** information as shown below.


Florida Courts E-Filing Portal


Portal Filer User Manual


Documents 		
#	Document	File
1		


Fees 		
#	Description	Amount
1	Filing Fee	\$400.00
2	Additional Fee	\$10.00
3	Complaints and Statement of Claim Complaint	\$0.00
4	Service Documents Proposed Summons to be Issued by Clerk	\$0.00
5	Motions Motion for Case Management Conference	\$0.00
Total Filing Fees:		\$410.00
Statutory Convenience Fee:		\$14.35
Total:		\$424.35

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments 	
Payment Option:	Pay with Saved Credit Card
Credit Card/Account Number:	55***4444
Expiration Date:	07/2023
Memo:	

Parties 	
---------------------------------------------------------------------------------------------	--

Parties 			
#	Type	Name	Contact Information
1	Plaintiff	Hubert J Smith	1 Liberty Lane Oviedo FL 32435 UNITED STATES
2	Defendant	Avila Nursing Home	245 Independence Way Orlando FL 32804 UNITED STATES


Filer 	
Name:	Carolyn M Weber
Address:	1 Liberty Lane P. O. Box 2300 Longwood, FL
Email Address:	cweber@flclerks.com cweber1024@outlook.com cweber1024@gmail.com
Phone Number:	407-461-2313

Back
Submit



If the filer has failed to enter required information, they will receive a pop up message notifying which information is missing.

Review and Submit – Appellate Court

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click **Revise** to go back to the page and make any corrections necessary.






FLORIDA SUPREME COURT
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench](#) [5 My Alerts](#) [E-Filing Map](#)

My Account ▾
Filing Options ▾

Welcome - Carolyn M Weber

Case Initiation
Help   

Case Information
Documents
Service List
Review and Submit

The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	On eService List
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List

Revise

Documents will **not** be electronically mailed to:

Name	Email Address	Status

Case Filing Path Summary

#	Description	Data
1	Reviewing Tribunal	The Florida Supreme Court
2	Filing Type	Initial Filing
3	Case Type	REGARDING MEDIATOR'S FINAL DETERMINATION
4	Case Category	CIVIL
5	Case Nature	FINAL
6	Proceeding	OTHER ORIGINAL PROCEEDING

Revise

Uploaded Documents Summary

#	Document	File
1	BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) Volume Vol 1 of 2	A_Plain_PDF_Coversheet08132020.pdf

Revise

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Filing Fee Summary		
#	Description	Amount
	OTHER ORIGINAL PROCEEDING REGARDING MEDIATOR'S FINAL DETERMINATION CIVIL	\$300.00
1	BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	\$0.00
		<i>Filing Fees:</i> \$300.00
		<i>Statutory Convenience Fee:</i> \$0.00
		Total \$300.00

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver
- Option Three: Exempt from Fee

Request For Emergency Filing Status

Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY

Do you wish to declare this filing an "Emergency Filing"? Yes No

If yes, please select a reason justifying this declaration

Since there is a statutory fee due, the filer must select a payment method. Select one of the Options in the **Payments** section of the above page and provide the payment information.

Option One: Provide Payment Information

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver
- Option Three: Exempt from Fee

You may pay using either a Credit Card or a Debit Card. Complete the information requested based on your method of payment. If you wish to **Save Payment Information for Reuse** be sure to place a check in the box next to that statement right above the **Clear** button.

Saved Credit Card Information	Saved Bank Account Information
Saved Credit Cards: Card 37***0005 Expiring 08/2023	Saved Accounts: [Dropdown]
Re-enter CVV	Saved Account type: <input type="radio"/> Checking <input type="radio"/> Saving
Card 37***0005 Expiring 08/2023 Card 55***4444 Expiring 07/2023	
<hr/>	
New Credit Card Information	New Bank Account Information
Credit Card Type: [Dropdown]	Account type: <input type="radio"/> Checking <input type="radio"/> Saving
Credit Card Number: [Text]	Routing Number: [Text]
CVV / Payment Zip: [Text] [Text]	Account Number: [Text]
Expiration Month, Year: [Dropdown] [Dropdown]	Name on Account: [Text]
<input type="checkbox"/> Save Payment Information for Reuse	
<input type="button" value="Clear"/>	

Option Two: Request Filing Fee Waiver

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Option Three: Exempt from Fee

[Click here to download Fee Waiver Form](#)

Attach completed Fee Waiver form No file selected.

OR

Attach Lower Tribunal Clerk's Certification of Insolvency No file selected.

If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)

Option Three: Exempt from Fee

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Option Three: Exempt from Fee

By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.

Florida Courts E-Filing Portal

Portal Filer User Manual

Once you have submitted your Payment Method, **Request for Emergency Filing Status** is available if necessary. Complete the required information. Then **Save All and Submit Later** which places this submission on the Workbench for submission at a later time or **Confirm and Submit all Now** to file your new case immediately.

Request For Emergency Filing Status

Is this filing time sensitive? Yes No Critical date: 10/26/2017 Format: MM/DD/YYYY

Do you wish to declare this filing an "Emergency Filing"? Yes No

If yes, please select a reason justifying this declaration

[Back](#) [Save All and Submit Later](#) [Confirm and Submit all Now](#)

After the filing has been submitted, the filer will be at the Filing Received Confirmation page.

FLORIDA SUPREME COURT
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 4 My Alerts E-Filing Map

Welcome - Carolyn M Weber

My Account Filing Options

Filing Received Confirmation

1 document is successfully submitted for filing to The Florida Supreme Court
Court Case # you have provided is NEW CASE
Reference # for this filing is 100195626

Important: If you should contact the court about any document in this filing, please provide this Submission # to help us locate this filing.

You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶		100195626		NEW CASE	Received	The Florida Supreme Court	09/02/2020 04:05:47 PM	
▶	Submit	100195604	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/02/2020 11:16:48 AM	

1 - 2 of 2 items

Click **Refresh** to watch the Status of your submission change to Pending Filing.

The screenshot displays the Florida Supreme Court E-Filing Portal interface. At the top, there is a navigation bar with links for 'View NEF', 'My Cases', 'My Submissions', and 'Sign Out'. Below this, a confirmation message states: '1 document is successfully submitted for filing to The Florida Supreme Court. Court Case # you have provided is NEW CASE. Reference # for this filing is 100195626'. An important note follows: 'Important: If you should contact the court about any document in this filing, please provide this Submission # to help us locate this filing.' Below the message is a 'Recent Filings' section with a table. The table has columns for Pleading, Proposed Document, Submission/NEF, Case Style/Docket, Court Case #, Status, Court, Submission Date, and Completion Date/Remarks. The first row is highlighted with a red border, showing a submission with reference number 100195626, status 'Pending Filing', and court 'The Florida Supreme Court'. The second row shows a submission for 'LOPEZ SANTIAGO, LUIS vs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC' with status 'Pending Review' and court 'Orange'. A pagination bar at the bottom indicates '1 - 2 of 2 items'.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		100195626		NEW CASE	Pending Filing	The Florida Supreme Court	09/02/2020 04:05:47 PM	
Submit	Submit	100195604	LOPEZ SANTIAGO, LUIS vs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/02/2020 11:16:48 AM	

Confirmations of Filing

In total, the filer receives three (3) Confirmations during the filing process:

1. The **Filing Received Confirmation** page:

Immediately upon submitting the filing the filer will receive a confirmation notice. This notice provides the filing reference number. This number is needed if the filer contacts the county regarding the filing prior to a case number being assigned to the filing.

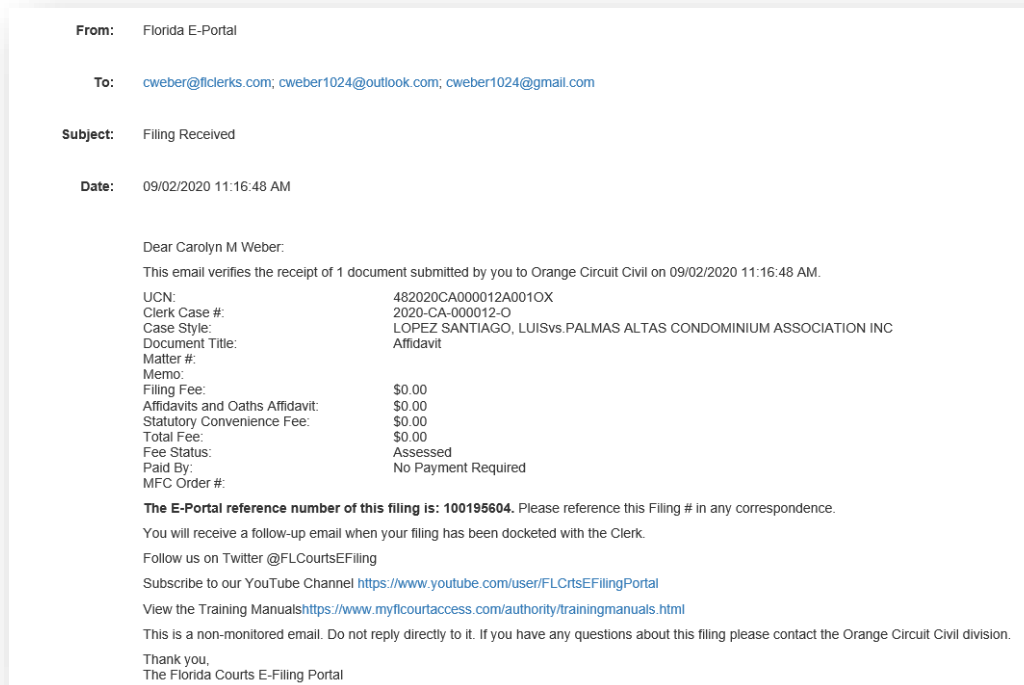
2. An **Email**:

The filer receives an email regarding the filing in their email client account based on the email addresses in their profile. This email is also in the Email Log in the Portal.

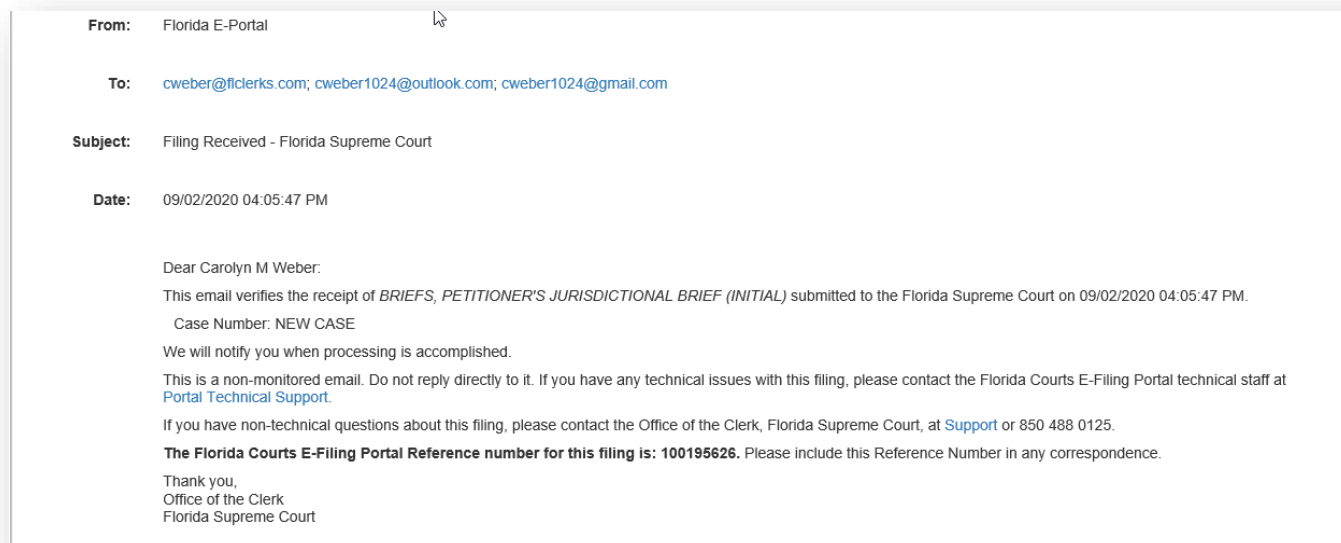
Filing received by the Portal:

Florida Courts E-Filing Portal

Portal Filer User Manual



From the Florida Supreme Court:



3. The document displays in **My Submissions** (notice there is no **Completion Date** at this time.) When the filer returns to the **My Submissions** listing the new filing is displayed in the list.

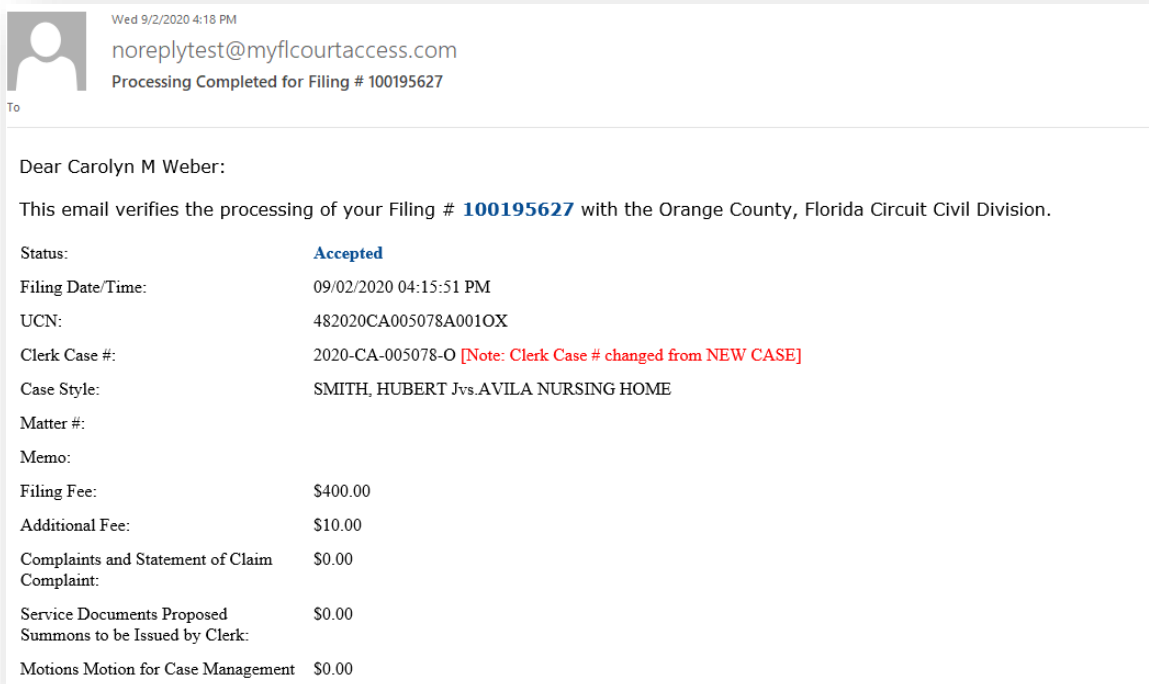
My Submissions Help

Search Options

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶			100195626		NEW CASE	Pending Filing	The Florida Supreme Court	09/02/2020 04:05:47 PM	
▶	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195604	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/02/2020 11:16:48 AM	
▶	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195491	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	08/31/2020 02:16:54 PM	
▶	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195272	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Filed	Orange	08/26/2020 11:02:13 AM	08/26/2020 11:02:52 AM

Processing Completed for Filing

After the Clerk completes the review of the filing, the filer receives another email verifying that the filing was processed successfully.



Florida Courts E-Filing Portal

Portal Filer User Manual

Statutory Convenience Fee: \$14.35
 Total Paid: \$424.35
 Fee Status: Processing
 Paid By: Pay By Credit/Debit Card
 MFC Order #: 350126

Documents

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	Other Civil Cover Sheet	Accepted	09/02/2020		CivilCoverSheet.pdf
2	Complaints and Statement of Claim Complaint	Accepted	09/02/2020		A_Plain_PDF_Coversheet08132020.pdf
3	Service Documents Proposed Summons to be Issued by Clerk	Accepted	09/02/2020		Summons to be Issued.docx
4	Motions Motion for Case Management Conference	Accepted	09/02/2020		Motion for Extension of Time.pdf

Fees

Your filing has been docketed with the Clerk's office. The fee is in the process of Processing. At that time, the fee settlement will be transmitted to your banking institution for payment. You, as the filer are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the Orange County, Florida Circuit Civil Division.

Thank you.

Many counties no longer require paper follow-up. To see a complete list, click on [this link](#).

The document now appears in **My Submissions** with the **Completion Date** displayed.

My Submissions									
Search Options									
Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks	
▶ <input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195627	SMITH, HUBERT Jvs.AVILA NURSING HOME	2020-CA-005078-O	Filed	Orange	09/02/2020 04:15:51 PM	09/02/2020 04:18:09 PM	
▶		100195626		NEW CASE	Pending Filing	The Florida Supreme Court	09/02/2020 04:05:47 PM		
▶ <input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195604	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/02/2020 11:16:48 AM		
▶ <input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195491	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	08/31/2020 02:16:54 PM		
▶ <input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195272	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Filed	Orange	08/26/2020 11:02:13 AM	08/26/2020 11:02:52 AM	
▶ <input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195265	CAPITAL VS SHAWN RATKUS	052020SC011563XXXXXX	Pending Review	Brevard	08/26/2020 10:03:16 AM		

1 - 6 of 6 items

File Documents to Multiple Cases

If you have prepared all the documents you need to file and wish to create each submission and then submit all at the same time, **File Documents to Multiple Cases** is the filing path you should select.

E-Filing Map

1

2

3

4

5

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases**
- File Same Document to Multiple Cases (No Fees)
- Documents for Judicial Review




[Read more about courts accepting documents for Judicial Review](#)

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

Go through the filing process for each case your are filing to. For Case Information, type in the Year and the Sequence # and select a Court Type then click on Search. You will see at the top of the screen the case information and the beginning of a table that will display the cases as you add them to this submission.

File Documents to Multiple Cases Help   

#	County	Division	Case #	Case Title	Case Status

LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Other Negligence Premises Liability - Residential Case #: 482020CA000012A0010X Court Case: # 2020-CA-000012-O Case Status: Open




Case Information Case Parties Documents ServiceList Review


* County: * Division:

* Year: * Sequence #: * Court Type:

Party Identifier: Branch Location:

Next go to the **Case Parties** tab and select who you are filing on behalf of, then to the **Documents** tab and add the documents you are submitting to the above case. Next select your E-service recipients on the **E0service** tab and when you get to the **Review** tab, if you have more documents to submit to other cases click on **Add Case**.

File Documents to Multiple Cases Help   

#	County	Division	Case #	Case Title	Case Status
1 	Orange	Circuit Civil	482020CA000012A0010X	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	Open

LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A0010X Court Case: # 2020-CA-000012-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review




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.


PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Request For Emergency Filing Status





Do you wish to declare this filing an "Emergency Filing"?

This will take you back to the **Case Information** tab where you can add another case to file document to. You can file to any county you need to in this submission. You do not have to file to the same county. When you enter the **Case Information** for the next case and click on **Search**, the Portal will populate the table at the top of the page with the first case you selected and display the case information of the next case you will be filing to as shown below.

File Documents to Multiple Cases Help   

#	County	Division	Case #	Case Title	Case Status
1 	Orange	Circuit Civil	482020CA000012A0010X	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	Open

CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY Other Civil Other Civil - Insurance Claim Case #: 482019CA000025A0010X Court Case: # 2019-CA-000025-O Case Status: Closed




Case Information    

* County: Orange * Division: Circuit Civil

* Year: 2019 * Sequence #: 25 * Court Type: Circuit Civil (CA)

Party Identifier: Branch Location:

Now you go through the Menu tabs on the filing path to select whom you are filing on behalf of, add your document on the **Documents** tab, select your E-service recipients and when you get to the **Review** tab you can either **Add Case** or if you are ready to submit these documents click on **Review all and Submit**. When you are ready to submit these submissions the **Review** screen will display all the case information for each case you have entered in the table. If you wish to make a change to any of the submissions, there is a **Revise** button next to the case information. Select that Revise button to take you back into that submission to make any revisions necessary.

File Documents to Multiple Cases Help   

Cases

County: Orange Division: Circuit Civil LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A0010X Court Case #: 2020-CA-000012-O Case Status: Open

Request For Emergency Filing Status




Do you wish to declare this filing an "Emergency Filing"?

Documents will be electronically mailed to:

Name	Email Address	Status
Mary Beth Kelly	cweber1024@outlook.com	On eService List
Mary Beth Kelly	cweber1024@gmail.com	User Account is On eService List
Carolyn M Weber	cweber@flclerks.com	On eService List


Once you are ready to send these submissions off, click on **Confirm and Submit all Now**. You can also save this entire submission to the Workbench by selecting **Save All and Submit Later**. The **Filing Received Confirmation** page will show all three submissions individually. If any corrections need to be made to documents submitted, only that submission will be returned to the **Correction**


Queue. Each submission will be handled individually even though you sent them all in to the Portal in one submission. See below.










Filing Received Confirmation Help   

Your documents are successfully submitted
 Reference # for the filings are 100195703 - 100195705

Important: If you should contact the court about any document in this filing, please provide the corresponding Submission # to help us locate this filing.




You may want to print this page for your records.  [Print](#)

Recent Filings  [Refresh](#)










Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		100195705 	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	2020-SC-000013-O	Pending Review	Orange	09/04/2020 09:37:14 AM	
		100195704 	CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY	2019-CA-000025-O	Filed	Orange	09/04/2020 09:37:14 AM	09/04/2020 09:37:47 AM
		100195703 	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/04/2020 09:37:13 AM	

1 - 3 of 3 items

They will also appear on your **My Submission** page as individual submissions so you can select to submit another pleading or proposed document from this page as well.

My Submissions Help   

Search Options

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		100195705 	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	2020-SC-000013-O	Pending Review	Orange	09/04/2020 09:37:14 AM	
		100195704 	CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY	2019-CA-000025-O	Filed	Orange	09/04/2020 09:37:14 AM	09/04/2020 09:37:47 AM
		100195703 	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Pending Review	Orange	09/04/2020 09:37:13 AM	

File Same Document to Multiple Cases (No Fees)

If you have the same document that you wish to file to multiple cases, and there are no fees required to submit this document, select **File Same Document to Multiple Cases (No Fees)**. An example of this type of document would be Notice of Unavailability.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)**
- Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

On the **Case Information** page select the **Division**, type in the **Year** and **Sequence #** and select the **Court Type** if necessary and click on **Search**. This will pull up the case information and display it at the top of the page along with creating the case table that you will create as you add more cases to this filing path.

File Same Document to Multiple Cases (No Fees) Help

#	County	Division	Case #	Case Title	Case Status

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Other Negligence Auto Negligence Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O
 Case Status: Open

Case Information Case Parties Documents ServiceList Review

* County: * Division:

* Year: * Sequence #: * Court Type:

Party Identifier: Branch Location:

Now go through the **Case Parties** tab to select who you are filing on behalf of, add your document(s) on the **Document** tab. As you can see below, you will only add your documents to this first case. As this filing path indicates, these documents will be added to each case you add. You will not be able to add or remove documents from the other cases you add. **Only from this first case.**

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases.**

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<input type="button" value="Add"/>					
Total		\$0.00	0	0 Documents	0

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

A Notice of Unavailability was added to the **Document** tab.

Florida Courts E-Filing Portal

Portal Filer User Manual

ETIENNE, ROSE vs. MUEKNS, RANDAL LOUISet al. Case #: 482020CA000022A0010X Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases**.

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Notices Notice of Unavailability	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04
<input type="button" value="Add"/>					
Total		\$0.00	3	1 Documents	0.04

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.

Next move on to the **Service List** tab and select your E-service recipients and then move to the **Review** tab. To add more cases to this submission, click **Add Case**.




ETIENNE, ROSE vs. MUEKNS, RANDAL LOUISet al. Case #: 482020CA000022A0010X Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1


Case Information Case Parties Documents ServiceList Review

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.





PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Now you are ready to enter another case that you will submit the Notice of Unavailability to. Select a **Division**, type in the **Year** and **Sequence #** and select a **Court Type** if necessary. Then click on **Search**. This will create the table and list the first case you entered at the top of the page and display the case information of the second case you will be adding to this submission.

File Same Document to Multiple Cases (No Fees) Help   

#	County	Division	Case #	Case Title	Case Status
1 	Orange	Circuit Civil	482020CA000022A001OX	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	Open

STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO Circuit Criminal Felony Case #: 482019CF000023000AOX Court Case: # 2019-CF-000023-A-O Case Status: Closed

Case Information    

* County: Orange * Division: Circuit Criminal

Select the party you are filing on behalf of from the **Case Parties** tab and when you move to the **Document** tab you will see that this tab is grayed out. You will not be able to add documents to this submission from any subsequent case added. **You must add all the documents you wish to submit to the first case you create.** Those documents will be sent to each additional case you add to this submission.

File Same Document to Multiple Cases (No Fees) Help   

#	County	Division	Case #	Case Title	Case Status
1 	Orange	Circuit Civil	482020CA000022A001OX	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	Open
2 	Orange	Circuit Criminal	482019CF000023000AOX	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	Closed

STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO Case #: 482019CF000023000AOX Court Case: # 2019-CF-000023-A-O Case Status: Closed 2 of 2




Case Information    

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases.**

Document	Document Group/Type	Fee	Pages	File	Size(MB)
 Remove	Replace  Notices Notice of Unavailability	\$0.00	3	View  A_Plain_PDF_Coversheet08132020.pdf	0.04
<input type="button" value="Add"/>					
Total		\$0.00	3	1 Documents	0.04

Move to the **Service List** tab and select your E-service recipients and finally to the **Review** tab where you can either add another case to this submission to receive the document(s) you have uploaded or review and submit. You can add as many cases to this table as you need to file to. Just remember that each case will receive the document(s) you add to the first case in the table.

We will select **Review all and Submit**. You can now review your submission and make any changes necessary by selecting **Revise** next to the case information in which you need to make a change.

File Same Document to Multiple Cases (No Fees) Help   

Save All and Submit Later Confirm and Submit all Now

Cases

County: Orange Division: Circuit Civil ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A0010X Court Case #: 2020-CA-000022-O Case Status: Open

Revise

Request For Emergency Filing Status

Do you wish to declare this filing an "Emergency Filing"?

Documents will be electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	On eService List
Carolyn M Weber	cweber1024@outlook.com	On eService List

Once you have verified that all information is correct, you click on **Confirm and Submit all Now** and that will take you to the **Filing Received Confirmation** page. Each submission will be listed individually.

Filing Received Confirmation Help   

Your documents are successfully submitted
 Reference # for the filings are 100195706 - 100195707




Important: If you should contact the court about any document in this filing, please provide the corresponding Submission # to help us locate this filing.

You may want to print this page for your records. [Print](#)



Recent Filings 

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100195707 	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
▶	Submit	Submit	100195706 	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	2020-CA-000022-O	Pending Filing	Orange	09/04/2020 10:18:40 AM	

It will appear on your **My Submissions** page individually as well.

My Submissions Help   

Search Options

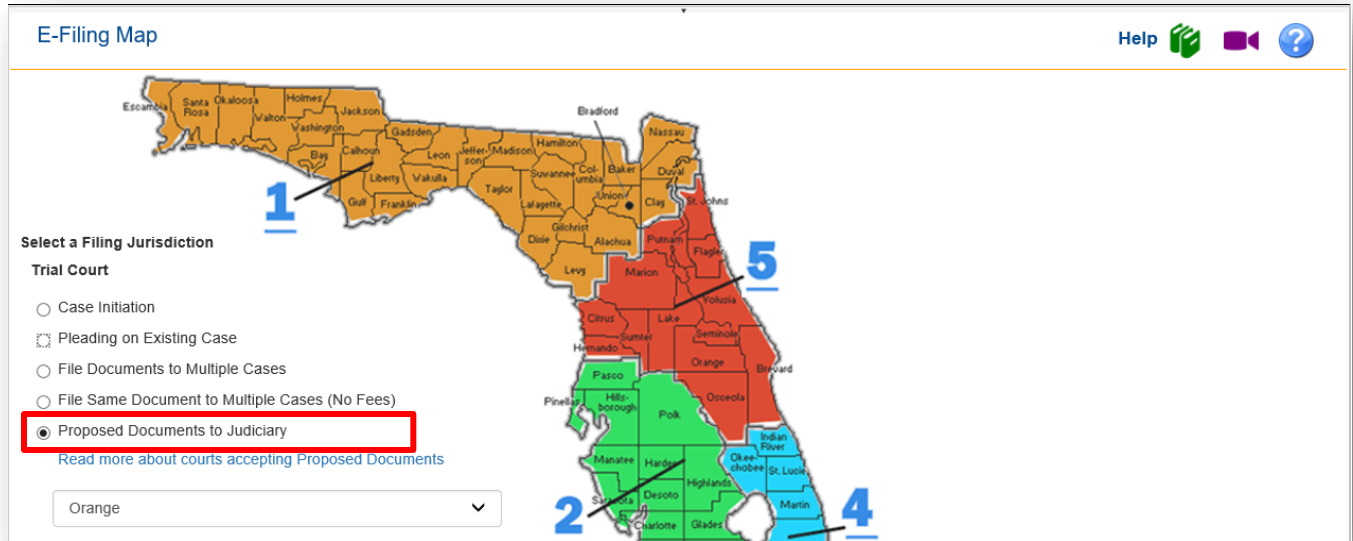
	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100195707 	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
▶	Submit	Submit	100195706 	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	2020-CA-000022-O	Filed	Orange	09/04/2020 10:18:40 AM	09/04/2020 10:19:00 AM

Proposed Documents to Judiciary (f/k/a Proposed Orders)

We have expanded this filing path to include documents other than proposed orders. Proposed orders will still be submitted using this filing path but each circuit will now be able to add other documents they wish to receive using this filing path.

Documents for Judicial Review will bypass the Clerk and will go to the Judicial Circuit. They will not be filed into the official court file unless submitted to the Clerk.

To submit your proposed order, click on the **Proposed Documents to Judiciary** filing path. **File Now**



Enter in the **Case Information** and then click on **Search**.

The screenshot shows the 'Documents for Judicial Review' form. At the top, it displays case information: Circuit: Ninth Judicial Circuit, County: Orange, Division: Circuit Civil, Case #: 482020CA000023A0010X, Type: Other Negligence / Auto Negligence, Status: Open, and Case Title: BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN. Below this is a navigation bar with tabs: Case Information (selected), Documents, ServiceList, and Review and Submit. The 'Case Information' tab is active, showing dropdown menus for County (Orange) and Division (Circuit Civil), and input fields for Year (2020), Sequence # (23), Court Type (Circuit Civil (CA)), Party Identifier, and Branch Location. Search and Clear buttons are at the bottom.

The Portal will pull up the case information and next you need to click on the **Judicial Officer/Division** drop down and select what is appropriate.

* Judicial Officer/Division: [Dropdown menu]
Matter #: [Dropdown menu]
Next Save to Workbench

Next on the **Documents** tab click **Add**. This will bring up the **Add/Edit Document** page and the list of documents shown may vary circuit by circuit. An example is shown below. Proposed Order is an option and will be selected to submit a proposed order to the Judge. **Please Note: No all circuits will allow the complete list of documents shown below. Each circuit may designate which proposed documents they wish to receive.**

Add/Edit Document

Document #: New Document Filing Fee: \$0.00 Clear

Search: [Text Box] **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

Judiciary

<input type="checkbox"/> Exhibits	<input type="checkbox"/> Proposed Defendant's evidence	<input type="checkbox"/> Proposed Def. Witness List	<input checked="" type="checkbox"/> Proposed order
<input type="checkbox"/> Proposed Plaintiff's evidence	<input type="checkbox"/> Proposed Pltf.. Witness List	<input type="checkbox"/> Proposed Settlement Agreement	

1 - 2 of 2 items

Unopposed/Opposed: The proposed document is unopposed, or a default has been entered against the defendant(s).
 The proposed document is opposed.

* Upload: S:\COMMON\PortaleFiling Test Docs\A_Plai Browse...

* Document Title: [Text Box] Save Cancel

The **Document Title** field is a required field. Type in the name of the Order you are submitting as shown below. The click on **Save**.

* Document Title: Order on Plaintiff's Motion for Continuance Save Cancel

Next move on to the **Service List** tab and select your E-service recipients, if any. Then move to **Review and Submit** and click on **Submit** to send your proposed order to the Judicial Circuit for the

judicial officer to review. The **Filing Received Confirmation** page will show this submission has been sent to the Court.

Filing Received Confirmation

1 document is successfully submitted to Ninth Judicial Circuit
Uniform Case # you have provided is 482020CA000023A0010X
Court Case # you have provided is 2020-CA-000023-O
Reference # for this filing is 100195709

Important: If you should contact the court about any document in this filing, please provide this Submission # to help us locate this filing.

You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)




	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100195709	BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN	2020-CA-000023-O	Validating Filing	Ninth Judicial Circuit	09/04/2020 11:09:12 AM	

Notifications

The **Email Log** stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the Portal without requiring the filer to access an email client.

Notifications sent by Portal include:

- Initial notification of registration
- Notification to activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review
- Notification that you have been added to an E-Service list

Email Log Help   

Search Options

10 records per page

@	From	Subject	Submitted
Submitted: 09/02/2020			
	Florida E-Portal	Processing Completed for Filing # 100195627	09/02/2020 04:18:10 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER New Case Hubert J Smith VS Avila Nursing Home	09/02/2020 04:16:00 PM
	Florida E-Portal	Filing Received	09/02/2020 04:15:51 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE	09/02/2020 04:06:03 PM
	Florida E-Portal	Filing Received - Florida Supreme Court	09/02/2020 04:05:47 PM
	Florida E-Portal	Filing Received	09/02/2020 11:16:48 AM
Submitted: 09/01/2020			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482020CA000012A0010X Email Delivery Failure	09/01/2020 04:19:11 PM
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE	09/01/2020 09:34:19 AM
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE	09/01/2020 09:33:38 AM
Submitted: 08/31/2020			
	Florida E-Portal	Filing Received	08/31/2020 02:16:54 PM

1 - 10 of 13 items

[Print](#)

Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days but the PDF document filed is not available in the Email Log.

Working Filings in the Correction Queue

When filings require correction by the filer, they are moved to the **Correction Queue** by the Clerk's office. If a submission is returned to the Correction Queue, an Alert is automatically created in the Portal and when you log into the Portal it will take you immediately to the **My Alerts** page. You may access the Correction Queue filing path by clicking on the **Filing #** link as shown below.

My Alerts Help

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
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case number.

1 - 1 of 1 items

Remarks will be shown on **My Submissions** page and the filer is notified of the specific issue by email notification as well.

Email received:

Tue 9/8/2020 10:26 AM
 noreplytest@myflcourtagency.com
 Filing # 100195703 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue

To

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

Date: 09/08/2020 10:25:38 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 #: 100195703
 Status: **Correction Queue**
 Filing Date/Time: 09/04/2020 09:37:13 AM
 UCN: 482020CA000012A0010X
 Clerk Case #: 2020-CA-000012-O
 Case Style: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC
 Matter #:

Please be advised that Filing Reference Number 100195703 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): Document was submitted to the incorrect case number.

Florida Courts E-Filing Portal

Portal Filer User Manual

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 Please contact Carolyn Weber at 407-234-3243 with any questions.**

Follow us on Twitter @FLCourtsEFiling


Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

View the Training Manuals <https://www.myflcourtagency.com/authority/trainingmanuals.html>

Thank you.
Florida Courts E-Filing Portal

The Correction Queue email is also sent to all of the recipients on the E-service list.

Email to the E-service recipient list:

 Tue 9/8/2020 10:26 AM
noreplytest@myflcourtagency.com
Filing # 100195703 filed by Carolyn M Weber, FBN 1002747 is Not Filed – The filing is in the E-Filing Portal Correction Queue

To

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

Date: 09/08/2020 10:25:38 AM

Dear Florida Courts E-Filing Portal User:

Filing Reference Number 100195703 with the Orange County, Florida Circuit Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 100195703
Filer: Carolyn M Weber, FBN 1002747
Status: **Correction Queue**
Filing Date/Time: 09/04/2020 09:37:13 AM
UCN: 482020CA000012A0010X
Clerk Case #: 2020-CA-000012-O
Case Style: LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC
Matter #:

Please be advised that Filing Reference Number 100195703 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. Filer has five (5) business days to correct and resubmit this filing.

This action has been taken for the following reason: Document was submitted to the incorrect case number.

If you have questions concerning clarification on the corrections needed, **please contact the Orange County Clerk of Court, Circuit Civil Division.**

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

When you correct the submission and resubmit, another Notification of Electronic Filing goes out to the E-service recipient list with a PDF of the document filed.

The reason why the submission was returned to the **Correction Queue** will also be displayed on the **My Alerts** page and on the **My Submissions** page under the **Completion Date/Remarks** column. A submission can be returned to the **Correction Queue** for a variety of reasons: document is corrupt, document is unsigned, wrong case number was selected, for case initiation wrong case type was selected, reopen fee is required, etc. The Clerk will explain the problem so that you are aware of what needs to be corrected so that you can make those changes and resubmit the document.

My Alerts

Search Options

Clear Selected Alert(s)

Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case number.

1 - 1 of 1 items

My Submissions

Search Options

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195715	STATE OF FLORIDA VS KENNEDY, GREGORY LAMAR	17000023CFAXMX	Validating Filing	Fourteenth Judicial Circuit	09/04/2020 03:08:34 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195709	BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN	2020-CA-000023-O	Validating Filing	Ninth Judicial Circuit	09/04/2020 11:09:12 AM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195707	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195706	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	2020-CA-000022-O	Filed	Orange	09/04/2020 10:18:40 AM	09/04/2020 10:19:00 AM
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195705	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	2020-SC-000013-O	Pending Review	Orange	09/04/2020 09:37:14 AM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195704	CHANDLER, ANN Mvs. TOWER HILL SELECT INSURANCE COMPANY	2019-CA-000025-O	Filed	Orange	09/04/2020 09:37:14 AM	09/04/2020 09:37:47 AM
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100195703	LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Correction Queue	Orange	09/04/2020 09:37:13 AM	Document was submitted to the incorrect case number.

Florida Courts E-Filing Portal
Portal Filer User Manual

The filer will see the Filing # is hyperlinked as shown above. Click the Filing # link to open the filing and make corrections. All filings sent to the **Correction Queue** for correction must be corrected by the filer and resubmitted to the Clerk’s office within five (5) business days as specified in AO-09-30. The **Note From Clerk** is also displayed advising of the document deficiency.

Filing # 100195703 - Correction Queue Case Information

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents Service List Review and Submit

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00
 Case #: 482020CA000012A001OX Type: Other Negligence / Premises Liability - Residential Status: Open
 Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

County: Orange Division: Circuit Civil

Portal Time Stamp on Resubmitted Documents

If there is an issue with the document and you **delete** or **add** documents to the submission, you will receive a new file stamp date and time for the filing.

If you **replace** the document, the official file stamp date and time will **remain the same as when originally submitted**.

Filing # 100195703 - Correction Queue Documents

Note From Clerk: Document was submitted to the incorrect case number.




Case Information Case Parties Documents Service List Review and Submit

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00
 Case #: 482020CA000012A001OX Type: Other Negligence / Premises Liability - Residential Status: Open
 Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC






Document	Document Group/Type	Fee	Pages	File	Size(MB)
Delete	Replace Motions Motion for Case Management Conference	\$0.00	3	View A_Plain_PDF_Coversheet08132020.pdf	0.04
Add					
Total		\$0.00	3	1 Documents	0.04

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

If you delete the document and add a new document, the official file stamp date and time will be the **current date**.

Filing # 100195703 - Correction Queue Documents Help   




Note From Clerk: Document was submitted to the incorrect case number.

Case Information  Case Parties  **Documents**  Service List  Review and Submit 

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

Case #: 482020CA000012A0010X **Type:** Other Negligence / Premises Liability - Residential **Status:** Open




Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

Document	Document Group/Type	Fee	Pages	File	Size(MB)
 Delete	Replace  Motions Motion for Case Management Conference	\$0.00	3	View  A_Plain_PDF_Coversheet08132020.pdf	0.04
Add					
Total		\$0.00	3	1 Documents	0.04

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

E-service Page

Next you come to the **ServiceList** page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service recipient list. To provide service of the documents you are filing, select the names from the E-service list. If you do not wish to serve a person listed in the Electronic Service recipient list, do not check that name. To select the entire list, place a check in the box next to 'Serve All?' in the column header.

Filing # 100195703 - Correction Queue Service List Help   

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents **Service List** Review and Submit

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

Case #: 482020CA000012A001OX **Type:** Other Negligence / Premises Liability - Residential **Status:** Open

Case Title: LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC




Electronic Service Recipients [My Added Attorney/Interested Parties](#) [My E-service Email Addresses for this Case](#)

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Carolyn Clerk Weber	Active	Orange Clerk of Court User		*****	Primary
					*****	Alternate 1
<input checked="" type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Defendant		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1






Review and Submit

After the **ServiceList** page you will come to the **Review and Submit** page. If your filing is a new case you will have to resubmit your payment. Your payment is not reconciled until the submission has been approved and accepted by the Clerk. The prior authorization will be removed when the submission is returned to the **Correction Queue** as well.

After the document has been updated and is ready to be resubmitted, check your filing on the review and submit page. To make any corrections, click on the **Revise** button which will take you to the corresponding page where you can make the necessary corrections.

Filing # 100195703 - Correction Queue Review and Submit Help   

Note From Clerk: Document was submitted to the incorrect case number.

 Case Information
 Case Parties
 Documents
 Service List
 Review and Submit

Type: Trial	County: Orange	Division: Circuit Civil	Total Fee: \$0.00
Case #: 482020CA000012A0010X	Type: Other Negligence / Premises Liability - Residential		Status: Open
Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC			

The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.

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.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here for a PDF FAQ](#) and [here for an online video on creating a PDF/A document](#).

Request For Emergency Filing Status

Do you wish to declare this filing an "Emergency Filing"?

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Mary Beth Kelly	cweber1024@outlook.com	On eService List
Mary Beth Kelly	cweber1024@gmail.com	User Account is On eService List
Carolyn M Weber	cweber@flclerks.com	On eService List

Revise

Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Kyle Reichert	kreichert@flclerks.com	On eService List
James Brown	jb@fakeemail.com	On eService List
Scott lam MacDoNald	dv.rao@granicus.com	On eService List

Documents will **not** be electronically mailed to:

Name	Email Address	Status
Judge Lisa Munyon	fake@noemail.com	Not selected for eService
Mary Jones	mjones@lawfirm.com	Bounce backs received
Bryan Hetrick	bhet@bhet.com	Bounce backs received
Mary Beth Kelly	cweber1024@outlook.com	Not selected for eService
Mary Beth Kelly	cweber1024@gmail.com	User Account is On eService List

Uploaded Documents Summary

#	Document	File
1	Motion for Case Management Conference	A_Plain_PDF_Coversheet08132020.pdf

Revise

Florida Courts E-Filing Portal

Portal Filer User Manual

Uploaded Documents Summary

#	Document	File	
1	Motion for Case Management Conference	A_Plain_PDF_Coversheet08132020.pdf	Revise

Case Information

#	Description	Data	
1	Filing Court	Trial Court for Orange County, Florida Circuit Civil Division	Revise
2	Case #	482020CA000012A001OX	
3	Court Case #	2020-CA-000012-O	
4	Case Type	Other Negligence / Premises Liability - Residential	
5	Case Title	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	
6	Case Status	Open	

Case Parties Summary

#	Type	Name	Contact Information	
No Parties associated with current filing				

[Revise](#)

If

Filer Contact Information Summary

#	Description	Data
1	Name	Carolyn M Weber
2	Primary Email	cweber@flclerks.com
3	Primary Address	1 Liberty Lane P. O. Box 2300 Longwood FL 32890
4	Primary Phone #	407-461-2313
5	Bar Number	FL 1002747
6	Firm	Marquis 2

Filing Fee And Payment Summary

Note A New authorization will be acquired for payment. Any existing authorizations on original filing and/or corrections will remain in effect. The length of time required for the authorization to expire is dictated by the terms and conditions of the your credit card issuer or financial institution.

Filing Fee Summary

#	Description	Amount
1	Filing Fee	\$0.00
2	Motions Motion for Case Management Conference	\$0.00
Total Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total:		\$0.00

Back
Save All and Submit Later
Confirm and Submit all Now

If there is a payment of statutory fees required, select a **Payment Option** as shown below.

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Request For Emergency Filing Status

Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY

Do you wish to declare this filing an "Emergency Filing"? Yes No

If yes, please select a reason justifying this declaration

You may save your work on your corrected filing by selecting **Select All and Submit Later**. When you are ready to submit, go to your My Submissions page and select the filing ID. The status will remain **Correction Queue** until it is resubmitted or the Clerk moves it to the **Abandoned Filing Queue**.

Abandoned Filing Queue

If a document that has been moved to **Correction Queue** has not been corrected within five (5) business days, the county has the ability to move the filing to the **Abandoned Filing Queue**. Once a document has been moved to **Abandon Filing** status, no updates/corrections can be made to that submission on the Portal by the filer. It is deemed to have been abandoned and unable to be filed into the official court record.

My Submissions

Search Options

Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>		324791	STATE OF FLORIDA - VS - REYESRIVERA, JUAN ALBERTO	2015-CF-000012-A-O	Abandoned Filing Queue	Department of Corrections	11/08/2016 10:40:11 AM	11/08/2016 03:13:50 PM

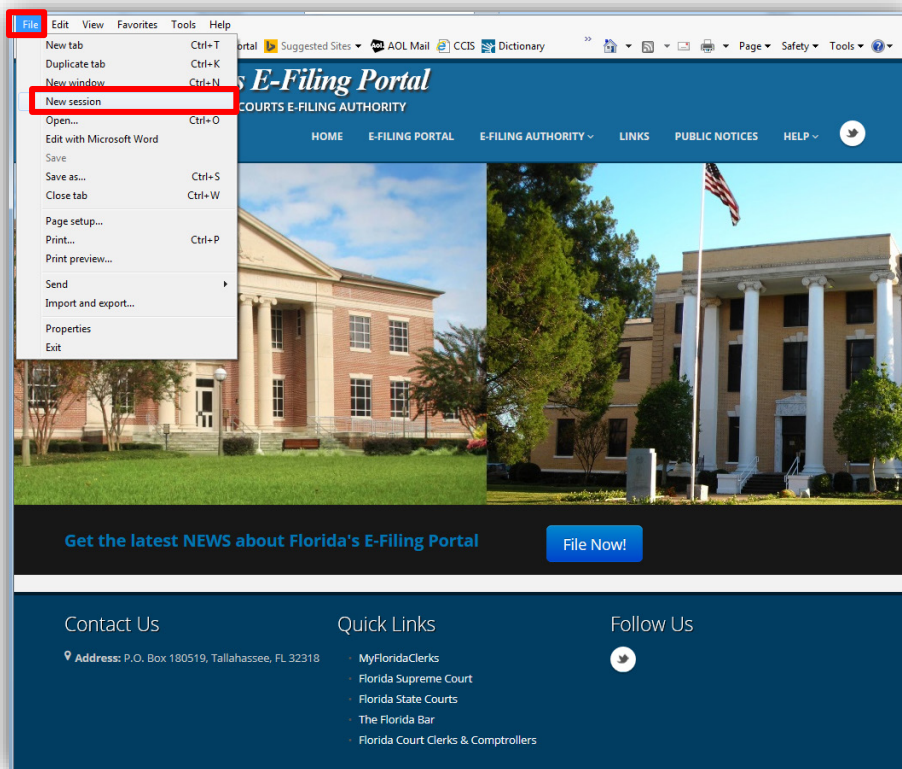
1 - 1 of 1 items

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Documents Filed Through the Portal

The following guidelines as defined in Rules of Judicial Administration 2.520 should be followed in preparing documents that will be attached to Portal filings:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is **prohibited**
- Documents shall be filed in a format capable of being electronically searched and printed
- PDF/A is the official and required format for documents submitted to the Portal
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, **non-color** documents should be filed
- OCR scanned documents should be at a resolution of **300 DPI** as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process
- Deviation from these guidelines may result in the submitted filing being moved to the Correction Queue by the Clerk with the filer and the E-service list being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

My Fees/Organization Fees




The **My Fees** page will allow you to reconcile your credit card statement or bank statement as it relates to statutory filing fees.

The screenshot shows the 'My Fees' page interface. At the top left, the 'My Fees' tab is highlighted with a red box. Below it, the 'Search Options' section is also highlighted with a red box. The main area is titled 'Enter Search Criteria' and contains several search filters: 'Filing Submitted From' and 'To' (calendar pickers), 'Filing Completed From' and 'To' (calendar pickers), 'Payment Method' (dropdown menu), 'Saved Payment Account' (dropdown menu), 'Memo' (text input), 'Matter #' (text input), 'Filing ID' (text input), 'Court Case #' (text input), 'Case Style' (text input), and 'Fee Status' (dropdown menu). At the bottom of the search area are 'Search' and 'Clear' buttons. Below the search area are 'Print' and 'Save' icons.

You may search your **My Fees** page using the following criteria:

- Filing Submitted From/To
- Filing Completed From/To
- Payment Method
- Saved Payment Account
- Memo
- Matter #
- Filing ID
- Court Case #
- Case Style
- Fee Status
- Filter [If you are an Organization Administrator so you can filter by filers in your firm]

When you specify your search criteria and then click on **Search** your result set will appear in the grid below. You may **Save** or **Print** this result set. If you **Save**, it will create an Excel Spreadsheet.

My Fees Help   

Search Options

Enter Search Criteria

Filing Submitted From:

Filing Completed From:

Payment Method: Saved Payment Account:

Memo: Matter #:

Filing ID: Court Case #:

Case Style: Fee Status:

Submission Date	Completed Date	Fee Status	Amount	Account #	Filing #	Clerk Case #	MFC Order #	Matter #	Memo	Case Style
09/25/2017		Assessed	\$408.83	Card 37***0005 Expiring 08/2023	446058	2017-CA-000015-O	282314			MAREUS, SERGE et al.vs.TOWER HILL SIGNATURE INSURANCE COMPANY
10/03/2017		Assessed	\$408.83	Card 37***0005 Expiring 08/2023	446478	2017-CA-000214-O	282663			HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA
10/03/2017		Assessed	\$408.83	Card 55***4444 Expiring 07/2023	446483	2017-CA-000044-O	282667			ROYAL BLISS LINENS LLC vs. BRUNET, DANIELet al.
10/03/2017		Assessed	\$310.50	Payment made via credit card	446500	NEW CASE	282693			Mary Jane Bligh

In the above **Search Options**, we have specified a time frame, selected a Saved Payment Account Number and performed the **Search**. To find out more information about the submission, click on the Filing # and it will take you to the **My Submissions** page where you can expand the view to see the Fee Payment information.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
	<input type="button" value="Submit"/>	100315096	Mary Jane Hightower VS Hospice of Orlando	NEW CASE	Pending Review	Orange	04/12/2022 09:37:05 AM	

Filing Information	Documents	Service List	Fee Payment
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Memo:

Filing Fee	\$400.00
Complaints and Statement of Claim Complaint	\$0.00
Service Documents Proposed Summons to be Issued by Clerk	\$0.00
Statutory Convenience Fee:	\$14.00
Total Fee:	\$414.00
Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
Order #:	26074
Financial ID:	102904

1 - 1 of 1 Items

NOTE: If you are a Law Firm Administrator, you might want to encourage your attorneys to enter the Law Firm Matter # in all of their submissions. That way you will have a corresponding Matter # on your Fee Payment screen and it is also a **Search Option** field. You will be better able to track your filings as they relate to a Matter # if the filer enters that information on each submission.

DIY Documents

This menu is primarily for the self-represented litigant. There are interviews available that will walk you through generating your document to be filed with the Clerk. Select the interview from the list and you will be taken to the document generation page and asked questions to which you will provide an answer. Once you have completed the interview, the document will be generated with your answers and you will be dropped into the Portal filing path so that you can submit your document to the Clerk..Check out the training videos on the Help Menu of the Portal web page at www.myflcourtagency.com under the Help Menu, Training Videos.