



FLORIDA COURTS  
**E-FILING PORTAL**



**CIRCUIT ADMINISTRATOR  
USER MANUAL**

January 2023

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# CIRCUIT ADMINISTRATOR DOCUMENTATION

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## Introduction

The purpose of this document is to provide you with information necessary to manage your user's access, add new users and monitor submissions made by your circuit.

Circuit Administrators can add users, add new news and information, manage users, and reset passwords and usernames. Circuit Administrators also have access to reports.

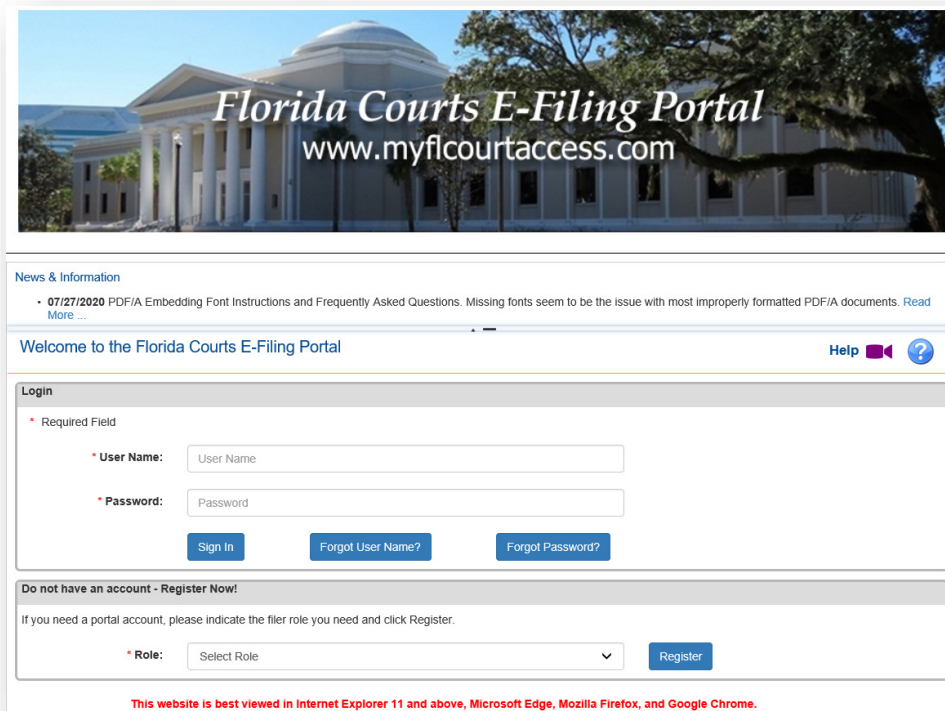
FCCC is responsible for branding pages for the circuit and enabling divisions for acceptance of proposed orders/warrants when advised to do so by the County.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the Portal. If you need assistance, please contact the Service Desk at (850) 577-4650.

## Logging in to the Portal

Circuit Administrators can access the Portal's log-in page, by typing the following URL into their web browser: [www.myflcourtaccess.com](http://www.myflcourtaccess.com).

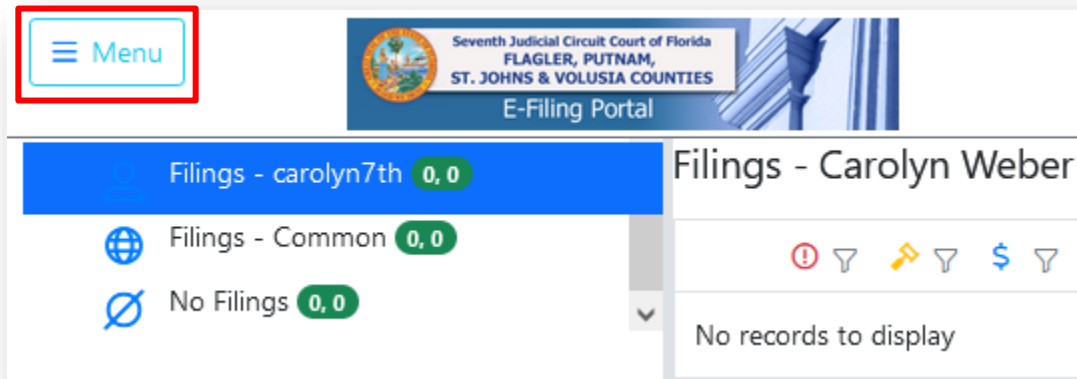
Circuit Administrators do not register on the web site. Their initial profiles are created by FCCC. The new administrator must enter their **Username** and **Password** and change their password on initial entry. Additional Circuit Administrators can be added by the initial Circuit Administrator at any time.



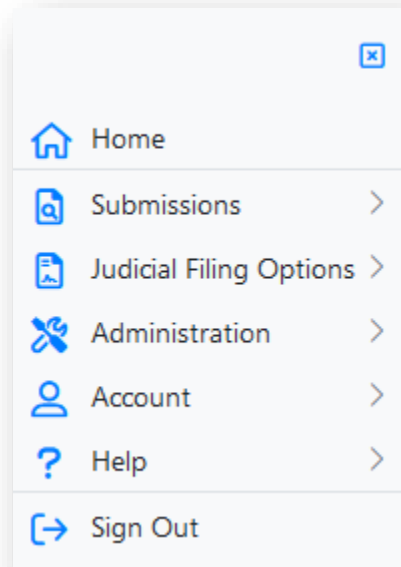
The screenshot shows the Florida Courts E-Filing Portal login page. At the top, there is a banner image of a classical building with a dome, overlaid with the text "Florida Courts E-Filing Portal" and the URL "www.myflcourtaccess.com". Below the banner, there is a "News & Information" section with a link to "07/27/2020 PDF/A Embedding Font Instructions and Frequently Asked Questions". The main content area is titled "Welcome to the Florida Courts E-Filing Portal" and features a "Login" section. The login section includes a "Required Field" label, a "User Name:" label with a text input field, a "Password:" label with a password input field, and three buttons: "Sign In", "Forgot User Name?", and "Forgot Password?". Below the login section, there is a "Do not have an account - Register Now!" section with a "Role:" label, a dropdown menu for "Select Role", and a "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."

## Menu Button and Menu Bar

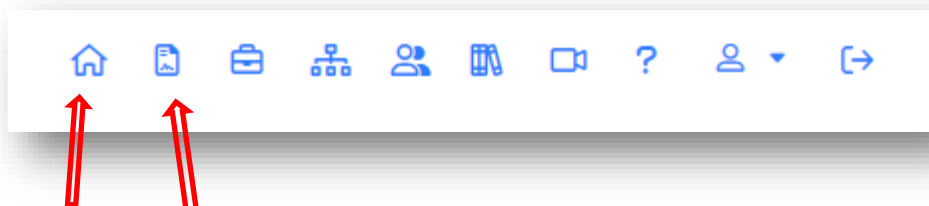
The new Review Client has taken the menu bars and turned them into icons. The Menu button is located on the Log In screen.



Within the Menu button you will have access to the following pages as shown below.



The menu bar to the right of the Home page allows you to navigate to the various pages within the Portal.

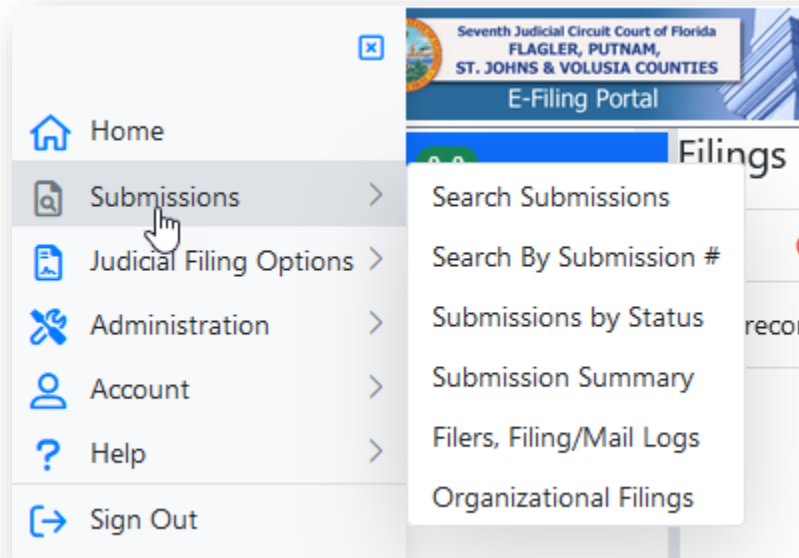


The icons are: Home, File Notice of Appeal, My Workbench, E-Filing Map, Manage Users, User Manual, Related Videos, FAQs, My Profile and Log Out.

## Menu Button Sub Menus

### Submissions

From the Submissions menu, you will have access to the following:



### Search Submissions

The Search Submissions menu allows you to search for filings received between a specific time frame. You may also search by Submission Number, Court/Clerk Case Number, Filing Type, Filer Type, and many other search criteria as shown below.

A screenshot of the 'Search Filings' form. The form is titled 'Search Filings' and has a close button (X) in the top right corner. It contains several search criteria fields: 'Received Date From' (05/18/2022), 'Received Date To' (05/18/2022), 'Completion Date From', 'Completion Date To', 'Submission #', 'Financial Id', 'Order #', 'Court/Clerk Case #', 'Citation Number', 'Certificate Number', 'Submission Type', 'Filing Type', 'Filing Status', 'Emergency Filing' (radio button for 'No'), 'Payment Method', 'Filer Type', 'Filing Organization', 'Filer', '\* Jurisdiction' (Seventh Judicial Circuit), 'Division' (Select Division), 'Sub Case Type', and 'Document Type'. At the bottom right, there are three buttons: 'Cancel', 'Clear', and 'Search'.

The results of your search will appear in the Search Filings screen.

Menu

Fourth Judicial Circuit Court of Florida  
CLAY, DOVAL & NASSAU COUNTIES  
E-Filing Portal

Received between 03/01/2022 and 05/18/2022 Submitted to Jurisdiction # 399

Search Filings

Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer	Filer Role
SS <a href="#">100300996</a>	Not Applicable	Reviewed	03/01/2022 11:58:21 AM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301001</a>	Not Applicable	Reviewed	03/01/2022 12:09:41 PM	102019CP000026A001XX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301004</a>	Not Applicable	Reviewed	03/01/2022 12:34:11 PM	102019CP000026A001XX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301283</a>	Not Applicable	Reviewed	03/07/2022 01:34:55 PM	102020CP000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301285</a>	Not Applicable	Reviewed	03/07/2022 01:57:57 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301299</a>	Not Applicable	Reviewed	03/07/2022 02:47:42 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301307</a>	Not Applicable	Reviewed	03/07/2022 03:18:51 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100301309</a>	Not Applicable	Correction Queue	03/07/2022 03:21:52 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100311374</a>	Not Applicable	Reviewed	03/08/2022 03:23:54 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS <a href="#">100311649</a>	Not Applicable	Reviewed	03/11/2022 11:11:42 AM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court

There is also a menu bar located to the far right-hand side of the Search Filings screen. This will allow you to perform functions for each submission.



If you highlight a submission and right mouse click, you will also have access to the same list of icons shown above.

Filing #	Division	Status	Received Date
SS <a href="#">100300996</a>	Not Applicable	Reviewed	
SS <a href="#">100301001</a>	Not Applicable	Reviewed	
SS <a href="#">100301004</a>	Not Applicable	Reviewed	
SS <a href="#">100301283</a>	Not Applicable	Reviewed	
SS <a href="#">100301285</a>	Not Applicable	Reviewed	
SS <a href="#">100301299</a>	Not Applicable	Reviewed	
SS <a href="#">100301307</a>	Not Applicable	Reviewed	
SS <a href="#">100301309</a>	Not Applicable	Correction	
SS <a href="#">100311374</a>	Not Applicable	Reviewed	
SS <a href="#">100311649</a>	Not Applicable	Reviewed	

- Refresh
- Open
- Return To Common Queue
- Move To Another Queue
- Resend
- Mark As Filed
- Update Payment Order
- Move to Correction Queue
- Print
- Export As Excel
- View NEF
- Close

To see the detail of a submission, click on the carat next to the left-hand side of the screen (shown in the red box below) on the line of the submission detail you wish to view.

Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer	Filer Role
SS 100300996	Not Applicable	Reviewed	03/01/2022 11:58:21 AM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100301001	Not Applicable	Reviewed	03/01/2022 12:09:41 PM	102019CP000026A001XX	Clay	Justin Horan	Clerk of Court
SS 100301004	Not Applicable	Reviewed	03/01/2022 12:34:11 PM	102019CP000026A001XX	Clay	Justin Horan	Clerk of Court
SS 100301283	Not Applicable	Reviewed	03/07/2022 01:34:55 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100301285	Not Applicable	Reviewed	03/07/2022 01:57:57 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100301299	Not Applicable	Reviewed	03/07/2022 02:47:42 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100301307	Not Applicable	Reviewed	03/07/2022 03:18:51 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100301309	Not Applicable	Correction Queue	03/07/2022 03:21:52 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100311374	Not Applicable	Reviewed	03/08/2022 03:23:54 PM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court
SS 100311649	Not Applicable	Reviewed	03/11/2022 11:11:42 AM	102020CF000025CFAXXX	Clay	Justin Horan	Clerk of Court

The Detail screen will open to show you the submission information.

**Filing # 100301309 - Detail**

Information | Documents | NEF Information | Fees, Payments | Audit

Emergency Filing

<b>Jurisdiction</b> 399 - Fourth Judicial Circuit	<b>Division</b> 103 - Not Applicable	<b>Status</b> 9 - Correction Queue	<b>Type</b> 7 - Proposed Documents
<b>Received Date</b> 03/07/2022 03:21:52 PM	<b>Completion Date</b>	<b>Work Queue</b> 723 - Proposed Documents - Correction	
<b>Court Case #</b> 2020CF000025	<b>Uniform Case #</b> 102020CF000025CFAXXX	<b>Case Style</b> STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	
<b>Filing Organization</b> 10 - Clay	<b>Filer</b> 60155 - Justin Horan	<b>Filer Role</b> 7 - Clerk of Court User	
<b>Citation Number</b>	<b>Certificate #</b>	<b>Client Matter</b>	
<b>Proposed Order Submitted To</b> 340589 - Benchmark Judicial Viewer		<b>TPV</b> -	

Close Open Filing

By selecting one of the items shown at the top of the screen, you can view the documents submitted, the NEF information, any Fees/Payments linked to the submission and the audit trail.

**Filing # 100301309 - Detail**

Information | Documents | NEF Information | Fees, Payments | Audit

Selecting Documents you will see the status, document name, date and time document was received and the document file name.



Filing # 100301309 - Detail

Information Documents NEF Information Fees, Payments Audit

#	Status	Document	Document Received Time	File Name
1	Rejected	Test	03/07/2022 03:21:52 PM	TEST FTP Dcoument.pdf
2	Rejected	Test 1	03/07/2022 03:21:52 PM	Test Order.docx
3	Rejected	Test 2	03/07/2022 03:21:52 PM	Test Template.docx

<< < 1 > >> 5 Items per page 1 of 1 pages (3 items)

Close Open Filing

The NEF Information will show you who the documents were electronically mailed to and who the documents were not electronically mailed to along with their email address and status.

Filing # 100301309 - Detail

Information Documents NEF Information Fees, Payments Audit

Documents were electronically mailed to:

Name	Email Address	Status
Justin Horan	*****	On eService List

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

Documents were **not** electronically mailed to:

Name	Email Address	Status
Paul Campanale	campanalep@clayclerk.com	Not selected for eService
State Attorney	SAO4ClayCriminal@coj.net	Not selected for eService

<< < 1 > >> 5 Items per page 1 of 1 pages (2 items)

Close Open Filing

The Fees, Payments tab will show you any fee and payment information, if applicable. This will include the total amount due, the payment method, Order number and Financial ID. This tab will not apply to the Circuit Administrator.

Filing # 100301309 - Detail

Information Documents NEF Information Fees, Payments Audit

Filed By: Justin Horan  
 Received Date: 03/07/2022 03:21:52 PM

Payment Method: No payment required	Total Due: \$0.00	Total Paid: \$0.00
Order #: MFC	Financial ID:	Memo:
Court Case #: 2020CF000025	Case Name: STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	

#	Description	Amount
No records to display		

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

Close Open Filing

The Audit tab will show you the audit trail of the selected submission.

Filing # 100301309 - Detail

Information Documents NEF Information Fees, Payments **Audit**

Drag a column header here to group its column

#	User	Action Date	Action	Remarks	Client IP
152666387	Florida E-Portal	03/07/2022 03:21:55 PM	Submitting Documents for Virus Scanning		fe80:282b:4e81:5e3e:924b%12
152666388	Florida E-Portal	03/07/2022 03:21:56 PM	Document Scan Completed	All Documents in Submission are allowed	
152666389	Florida E-Portal	03/07/2022 03:21:57 PM	Validating Filing		fe80:282b:4e81:5e3e:924b%12
152666390	Florida E-Portal	03/07/2022 03:21:57 PM	Validating Filing	Document Added	fe80:282b:4e81:5e3e:924b%12
152666391	Florida E-Portal	03/07/2022 03:21:57 PM	Validating Filing	Document Added	fe80:282b:4e81:5e3e:924b%12
152666392	Florida E-Portal	03/07/2022 03:21:57 PM	Validating Filing	Document Added	fe80:282b:4e81:5e3e:924b%12
152666393	Florida E-Portal	03/07/2022 03:21:58 PM	Sent to CMS	CMS Confirmation # 20220307152158_100301309	fe80:282b:4e81:5e3e:924b%12
152666406	Florida E-Portal	03/07/2022 03:22:21 PM	Moved To Correction Queue	Test Rejection , Test Rejection , Test Rejection	fe80:282b:4e81:5e3e:924b%12

<< < 1 > >> 10 Items per page 1 of 1 pages (8 items)

Close Open Filing

## Search by Submission Number

If you know the submission number of the item you are searching for, you can use the Search by Submission # menu. Type in the submission number and then click on Search.

Search By Submission #

\* Submission #

Cancel Clear Search

Your submission will be pulled up and available for you to view. The menu bar on the Search by Submission # screen will allow you to refresh, print, save data as Excel, view NEF for that submission and close.

Menu

Fourth Judicial Circuit Court of Florida  
CLAY, DUVAL & NASSAU COUNTIES  
E-Filing Portal

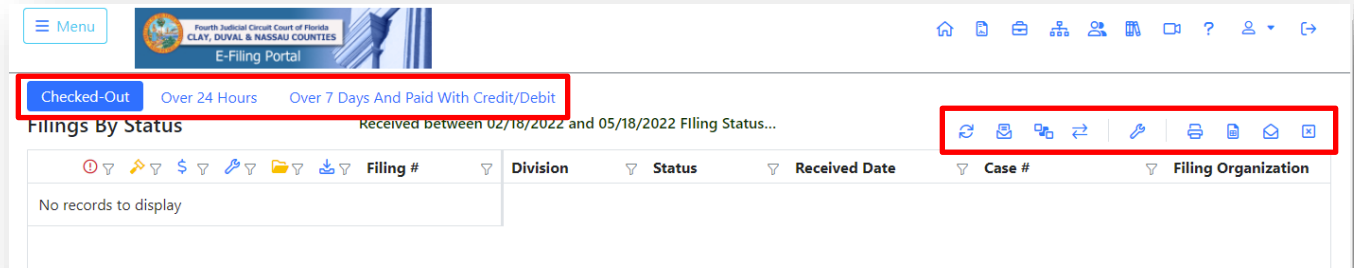
Submission # 100301309

Refresh Print Save as Excel View NEF Close

Filing #	Jurisdiction	Division	Status	Received Date	Case #
SS 100301309	Fourth Judicial Circuit	Not Applicable	Correction Queue	03/07/2022 03:21:52 PM	102020CF000025CFAXXX

## Filings By Status

The Filed By Status menu gives the Circuit Administrator the ability to see those submissions Checked-Out, Over 24 Hours and Over 7 Days and Paid with Credit/Debit card. There is also a menu bar located in the right-hand side of the page that will allow you to Refresh the List, Open Filing, Return the Filing to the Common Queue, Move Filing to Another Queue, Move Filing to Correction Queue, Print, Save Data to Excel, View NEF and Close.



### Checked-Out

Show the submissions and the Work Queues they are assigned to.

### Over 24 Hours

This will show the submissions that have been pending for more than 24 hours. This is primarily for the Clerks when doing their Clerk Review but it will give the Circuit Administrator the ability to see where the submissions are at in the process.

The screenshot shows a list of filings under the 'Over 24 Hours' tab. The table contains the following data:

Filing #	Division	Status	Received Date	Case #	Filing Organization
100301309	Not Applicable	Correction Queue	03/07/2022 03:21:52 PM	102020CF000025CFAXXX	Clay
100312089	Not Applicable	Pending Filing	03/18/2022 09:11:54 AM	102016CF000026000AMX	Attorneys at Law
100314403	Not Applicable	Pending Filing	03/31/2022 12:48:59 PM	102020CF0000485CFAXXX	Unaffiliated Users
100314453	Not Applicable	Pending Filing	04/01/2022 01:30:47 PM	102020CF000025CFAXXX	Clay
100314455	Not Applicable	Pending Filing	04/01/2022 02:10:58 PM	102020CF000025CFAXXX	Clay
100315930	Not Applicable	Pending Filing	04/28/2022 02:59:50 PM	102020CA000025CAAXXX	Clay
100316472	Not Applicable	Pending Filing	05/06/2022 08:45:48 AM	102020CF000025CFAXXX	Clay
100316473	Not Applicable	Pending Filing	05/06/2022 08:50:56 AM	102020CF000025CFAXXX	Clay
100316474	Not Applicable	Pending Filing	05/06/2022 08:57:08 AM	102020CF000025CFAXXX	Clay

### Over 7 Days and Paid with Credit/Debit

This will not apply to the Circuit Administrators.

### Submissions By Status

This is basically the same as Search by Submission Number.

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

Received between 02/18/2022 and 05/18/2022 Submitted to Jurisdiction # 399 ...

Filing #	Division	Status	Received Date	Case #	Filing Organization	Filer
SS 100301309	Not Applicable	Correction Queue	03/07/2022 03:21:52 PM	102020CF000025CFAXXX	Clay	Justin Horan
SS 100312089	Not Applicable	Pending Filing	03/18/2022 09:11:54 AM	102016CF000026000AMX	Attorneys at Law	Kyle Reichert
SS 100314403	Not Applicable	Pending Filing	03/31/2022 12:48:59 PM	102020CF0000485CFAXXX	Unaffiliated Users	andrea williams
SS 100314453	Not Applicable	Pending Filing	04/01/2022 01:30:47 PM	102020CF000025CFAXXX	Clay	Justin Horan
SS 100314455	Not Applicable	Pending Filing	04/01/2022 02:10:58 PM	102020CF000025CFAXXX	Clay	Justin Horan
SS 100315930	Not Applicable	Pending Filing	04/28/2022 02:59:50 PM	102020CA000025CAAXXX	Clay	Justin Horan
SS 100316472	Not Applicable	Pending Filing	05/06/2022 08:45:48 AM	102020CF000025CFAXXX	Clay	Justin Horan
SS 100316473	Not Applicable	Pending Filing	05/06/2022 08:50:56 AM	102020CF000025CFAXXX	Clay	Justin Horan
SS 100316474	Not Applicable	Pending Filing	05/06/2022 08:57:08 AM	102020CF000025CFAXXX	Clay	Justin Horan

## Submission Summary

Enter the time frame you are searching.

Filings Summary

Received Date From: 03/01/2022

Received Date To: 05/18/2022

Completion Date From: [Empty]

Completion Date To: [Empty]

Buttons: Cancel, Clear, Search

The result set will show you the following information. The tool bar to the right side of the screen will allow you to print, save data as Excel, refresh the list or close.

Filings Summary

Received between 03/01/2022 and 05/18/2022 Submitted to Jurisdiction # 399

#	Jurisdiction	Division	Type	Status	# Filings	# Documents
399	Fourth Judicial Circuit	Not Applicable	Proposed Documents	Correction Queue	1	3
399	Fourth Judicial Circuit	Not Applicable	Proposed Documents	Pending Filing	8	25
399	Fourth Judicial Circuit	Not Applicable	Proposed Documents	Reviewed	16	45

## Filers, Filing/Mail Logs

To find out specific filing and mail log information about a filer, type in the last name of the filer you are searching and click on search.

Users Search



Last Name:  Email Address:


Registration Role:  Portal User #:

Organization:

ID Type:  ID Number:

The result will be the information about the filer you searched. From the menu bar on the right-hand side of the page you will be able to Email Selected User, View Mail Log for Selected User, View Filings Log for Selected User, Print, Save Data as Excel, Refresh List, Clear, Sort, Filter Settings, and Close.

Menu  

Filers, Filing/Mail Logs Last Name begins with Horan 

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Updated User	Last Updated Time
<a href="#">340911</a>	Horan, Justin	LawFirm Administrator	Active		horanj@clayclerk.com	999-999-9999	<a href="#">Fourth Judicial Circuit</a>	Justin Horan	03/11/2022 11:06:55 AM

The Portal identification number will be a hyperlink to their basic information.

Portal User 340911 Horan, Justin

Name/ID: Justin Horan  
 Status: **Active**  
 Affiliation/Role: Fourth Judicial Circuit LawFirm Administrator  
 Email Addresses: [horanj@clayclerk.com](mailto:horanj@clayclerk.com)  
 Address: .  
 Phone #: 999-999-9999

### Email Selected User

Highlight the name of the user you would like to email and click on the Email Selected User icon in the menu bar. A message box will appear and allow you to type in the email information you wish to send. When you have completed the body of the email, click on Send and the Portal will send your email to the filer.

Email User Horan, Justin # 340911

\* To: horanj@clayclerk.com

\* Subject: Proposed Order

\* Mail Body: Please resubmit your proposed order with the language we agreed upon.

Close Send

When you click on Send, the Portal will send validation that the email was successfully sent.

Send Email

*i* Email is successfully sent. Notification Id 954271.

OK

### View Mail Log for the Selected User

When you select the icon to View Mail Log for the Selected User, a message box will appear asking you to complete the Received Date From and Received Date To and the Type of Email you are searching for.

Email Log - Search

\* Received Date From: 04/01/2022

\* Received Date To: 05/18/2022

Type of Email: Select Type of Email

#	Type of Email
105	Abandoned Filing Queue
103	Corrected Filing Received
200	eService
201	eService Email Delivery Failure
102	Filing Moved to Correction Queue
101	Filing Received

Once you complete the search criteria, click on Search to see your result set. In the upper right-hand side of the screen you will see the menu bar which will allow you to Refresh List, Print, Save Data as Excel, Save Selected Mail Audit Item Content as PDF, and Close.

Email Log

Email Received between 04/01/2022 and 05/18/2022 Receiving User # 60893 'Carolyn M Weber' Mail Notification Code 101

#	From	Subject	Received	Filing #
<b>Received - 04/05/2022</b>				
<a href="#">946667</a>	Florida E-Portal	Filing Received	04/05/2022 01:18:16 PM	<a href="#">100314773</a>
<a href="#">946672</a>	Florida E-Portal	Filing Received	04/05/2022 01:34:54 PM	<a href="#">100314775</a>
<b>Received - 04/08/2022</b>				
<a href="#">947274</a>	Florida E-Portal	Filing Received	04/08/2022 01:49:18 PM	<a href="#">100314971</a>
<a href="#">947276</a>	Florida E-Portal	Filing Received	04/08/2022 01:50:41 PM	<a href="#">100314972</a>
<a href="#">947279</a>	Florida E-Portal	Filing Received	04/08/2022 01:52:50 PM	<a href="#">100314973</a>
<a href="#">947281</a>	Florida E-Portal	Filing Received - Third District Court of Appeal	04/08/2022 01:54:09 PM	<a href="#">100314974</a>
<a href="#">947283</a>	Florida E-Portal	Proposed Order Received	04/08/2022 01:55:20 PM	<a href="#">100314975</a>
<b>Received - 04/12/2022</b>				
<a href="#">947571</a>	Florida E-Portal	Filing Received	04/12/2022 09:37:05 AM	<a href="#">100315096</a>
<a href="#">947573</a>	Florida E-Portal	Filing Received	04/12/2022 09:40:35 AM	<a href="#">100315097</a>
<a href="#">947576</a>	Florida E-Portal	Filing Received	04/12/2022 09:45:14 AM	<a href="#">100315098</a>

Clicking on the blue hyperlink on the left-hand side of the item, you will see the content of the email. If you click on the blue hyperlink on the right-hand side of the item under the Filing # you will be taken to the Search By Submission # page and you will be able to see the audit trail for this submission by clicking on the red hyperlink under the Filing # column.

Search By Submission #

Submission # 100314773

Filing #	Jurisdiction	Division	Status	Received Date	Case #	Filing Organization	Filer
SS <a href="#">100314773</a>	<a href="#">Orange</a>	Circuit Civil	Pending Review	04/05/2022 01:18:16 PM	2022-CA-000123-O	Marquis_2	Carolyn.M.Weber

### View Filing Log for Selected User

In the Search Users screen, type in the last name of the user you are searching for.

Users Search

Last Name:

Email Address:

Registration Role:

Portal User #:

Organization:

ID Type:

ID Number:

Select from the results set the user you are searching filings for. Highlight that name and then click on View Filings Log for Selected User.

Filers, Filing/Mail Logs

View Filings Log for the Selected User

#	Name	Filer Role	Status	Id #	Primary Email	Primary Phone #	Organization	Last Updated User	Last Updated Time
155283	Weber, Carolyn	LawFirm Administrator	Active		cweber@fdclerks.com		Hillsborough Paralegals for Pro Se	Carolyn M Weber	07/23/2020 01:01:06 PM
340910	Weber, Carolyn	LawFirm Administrator	Active		cweber@fdclerks.com	999-999-9999	Fourth Judicial Circuit	Unknown User	05/18/2022 12:18:13 PM
340932	Weber, Carolyn	Attorney - Florida Bar	Pending Activation	FL 1231	carolyn@gmail.net	407-322-4312	Halle Hertl Attorney at Law		02/16/2022 10:15:30 AM
153866	Weber, Carolyn M	LawFirm Administrator	Active		cweber@fdclerks.com		Weber Law Firm	Carolyn M Weber	03/12/2018 09:58:23 AM
154128	Weber, Carolyn M	LawFirm Administrator	Active		cweber@fdclerks.com		Florida Department of Agriculture and Consumer Services	Facct Dept. Agriculture	11/08/2018 09:41:48 AM
154759	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 46170	cweber@fdclerks.com		Law Office of Carolyn M Weber	Carolyn M Weber	05/20/2021 11:31:59 AM
60007	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 154728	cweber1024@gmail.com		Weber Law Firm	Carolyn M Weber	07/11/2014 09:22:28 AM
34073	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 913073	cweber1024@outlook.com	407-234-9933	Marquis	Florida E-Portal	09/24/2017 12:43:08 PM
33082	Weber, Carolyn M	Attorney - Florida Bar	Disbarred	FL 19980	cweber1024@gmail.com	407-310-3592	Weber, Weber, and Weber	Carolyn M Weber	08/25/2021 03:45:54 PM
1982	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 1002747	cweber@fdclerks.com	407-845-4329	Weber & Weber	Carolyn M Weber	04/15/2020 10:40:35 AM
60893	Weber, Carolyn M	Attorney - Florida Bar	Active	FL 106454	cweber@fdclerks.com	407-461-2313	Marquis 2	Unknown User	01/10/2022 10:43:21 AM
340568	Weber, Carolyn ProSe	Attorney - Florida Bar	Active	FL 88488	cweber1024@yahoo.com		Unaffiliated Users	Carolyn M Weber	05/12/2021 02:50:49 PM

Then select the time frame you are searching filings for and click on Search.

Search Filings

Received Date From: 04/01/2022

Received Date To: 05/18/2022

Completion Date From: Completion From Date

Completion Date To: Completion To Date

Submission #: Submission #

Cancel Clear Search

The filings log for that person will be shown and it will give you access to the Filing # which is the audit trail for that submission. From this screen you can Refresh List, Print, Save Data as Excel, Email Filer and Close.

Carolyn M Weber - Filing Log

Received between 04/01/2022 and 05/18/2022 Filer # 60893

	Filing #	Jurisdiction	Division	Status	Received Date	Case #	Filing Organization	Filer
▼	100314773	Orange	Circuit Civil	Pending Review	04/05/2022 01:18:16 PM	2022-CA-000123-O	Marquis 2	Carolyn M Weber
▼	100314775	Orange	Circuit Civil	Pending Review	04/05/2022 01:34:54 PM	2022-CA-000123-O	Marquis 2	Carolyn M Weber
▼	100314971	Orange	County Civil	Filed	04/08/2022 01:49:17 PM	2022-CC-000013-O	Marquis 2	Carolyn M Weber
▼	100314972	Orange	Circuit Civil	Filed	04/08/2022 01:50:40 PM	2022-CA-000123-O	Marquis 2	Carolyn M Weber
▼	100314973	Orange	Circuit Civil	Filed	04/08/2022 01:52:50 PM	2022-CA-000123-O	Marquis 2	Carolyn M Weber
▼	100314974	Third District Court of Appeal	All Divisions	Pending Filing	04/08/2022 01:54:09 PM	3D2016-12	Marquis 2	Carolyn M Weber
▼	100314975	Ninth Judicial Circuit	Not Applicable	Validating Filing	04/08/2022 01:55:20 PM	482022CA000123A001OX	Marquis 2	Carolyn M Weber
▼	100315096	Orange	Circuit Civil	Pending Review	04/12/2022 09:37:05 AM	NEW CASE	Marquis 2	Carolyn M Weber
▼	100315097	Orange	Circuit Civil	Pending Review	04/12/2022 09:40:35 AM	2022-CA-000123-O	Marquis 2	Carolyn M Weber
▼	100315098	Orange	Circuit Criminal	Pending Review	04/12/2022 09:45:13 AM	2022-CF-000012-A-O	Marquis 2	Carolyn M Weber

You can also see more information about the submission by clicking on the carat on the submission line next to the left-hand side of the page.



Filing # 100314773 - Detail

Information Documents NEF Information Fees, Payments Audit

Emergency Filing

Jurisdiction	Division	Status	Type
48 - Orange	1 - Circuit Civil	3 - Pending Review	1 - Case Filings
Received Date	Completion Date	Work Queue	
04/05/2022 01:18:16 PM		229 - CA - New	
Court Case #	Uniform Case #	Case Style	
2022-CA-000123-O	482022CA000123A001OX	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	
Filing Organization	Filer	Filer Role	
386 - Marquis 2	60893 - Carolyn M Weber	1 - Attorney - Florida Bar	
Citation Number	Certificate #	Client Matter	
Proposed Order Submitted To		TPV	
-		-	

Close

As you can see above, you have all the Case Information, Documents, NEF Information, Fee, Payments, and the Audit Trail all from this one screen.

## Organizational Filings

When you select this option, you are taken to the filer's side of the Portal to the Judicial Circuit Submissions page.

Fourth Judicial Circuit Court of Florida  
CLAY, DUVAL & NASSAU COUNTIES  
E-Filing Portal

View NEF My Cases My Submissions Sign Out  
My Alerts  
CCIS Judicial Review

Welcome - Carolyn Weber  
Last signed in on - 05/18/2022 10:41:48 AM

Filing Options

Fourth Judicial Circuit Submissions

Help

Search Options

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

Filer:

Search Clear

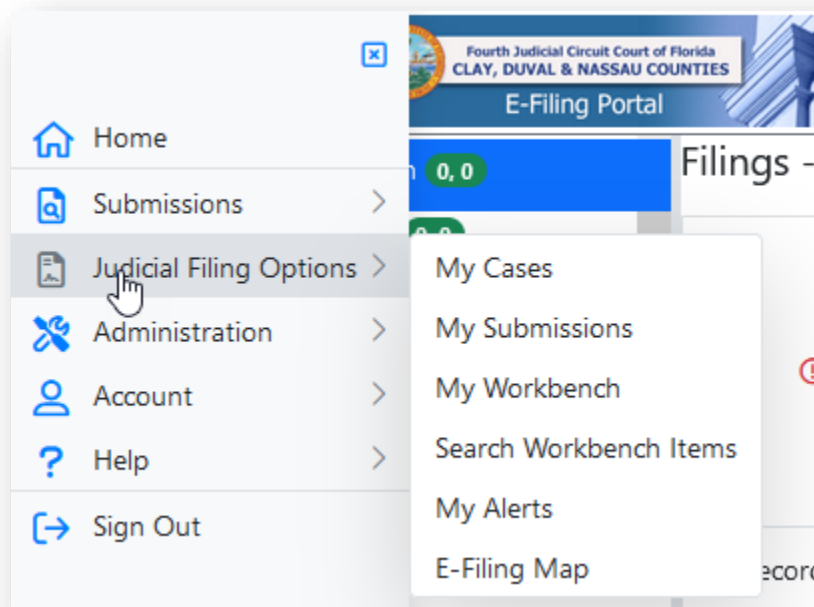
You can refine your search by using the Search Options available to you on this page. You can search by Submission Date and by Filer. Select your search options and then click on Search. Your search results are shown below the Submission page.

Pleading	Proposed Document	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100314452	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	04/01/2022 01:20:16 PM	
Submit	Submit	100311874	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	03/16/2022 02:01:05 PM	
Submit	Submit	100311871	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Review	Clay	03/16/2022 01:49:43 PM	
Submit	Submit	100311865	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	03/16/2022 11:47:52 AM	
Submit	Submit	100311679	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Review	Clay	03/11/2022 04:01:50 PM	
Submit	Submit	100311660	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Review	Clay	03/11/2022 11:49:58 AM	
Submit	Submit	100311658	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	03/11/2022 11:44:07 AM	
Submit	Submit	100311650	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Review	Clay	03/11/2022 11:13:35 AM	
Submit	Submit	100311375	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	03/08/2022 03:25:17 PM	
Submit	Submit	100301308	Viewer, Benchmark Judicial	STATE OF FLORIDA vs. STATON, NATHANIEL MONTRAIL	2020CF000025	Pending Filing	Clay	03/07/2022 03:19:42 PM	

This will give you access to the Submiss/NEF information, Case Style and Docket Sheet, Court Case #, Status and Submission Date and Time.

## Judicial Filing Options

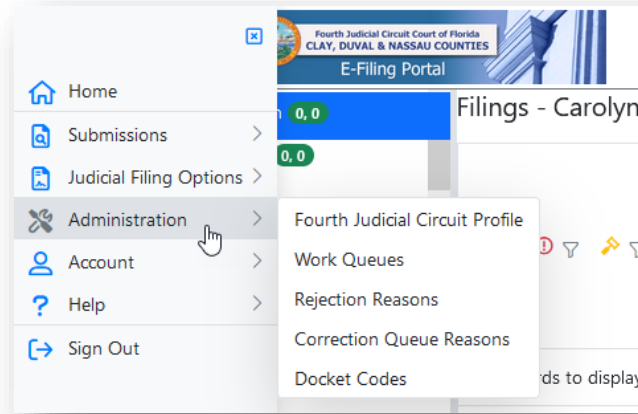
This will give you access to the following pages on the Filer's side of the Portal



Most likely you will not use this menu item as these all will take you to the filer's side of the Portal.

## Administration

This menu item will give you access to the Judicial Circuit Profile, Work Queues, Rejection Reasons, Correction Queue Reasons and Docket Codes for the proposed documents filing path.



## Organization Judicial Circuit

### Profile

The title of this option appears as the circuit name (First Judicial Circuit, Second Judicial Circuit, etc.). The Profile is created by the Portal when the Judicial Circuits were added to the Portal. The rest of the tabs on the Circuit Profile provide the Circuit Administrator with the ability to activate and deactivate accounts, update the organization profile, add and update Circuit Administrators and Users and enter Circuit news items to be displayed on the Circuit's Portal pages. The Divisions tab is shown but should not be changed.

The Circuit Portal Administrator cannot change the profile number or organization type. Within the Profile update screen, the Administrator can change addresses and phone numbers.

The Judicial Circuit Profile is where you can add users, add new information for the users to see when submitting documents to your circuit and manage your user's information.

Organization Fourth Judicial Circuit # 399

Profile Administrators Users News Divisions

Name: Fourth Judicial Circuit

Status: Active

External (CMS) ID: 4

Circuit: Circuit

CMS Location ID: CMS Location ID

Last Updated By, Time: Carolyn M Weber 02/16/2022 10:10:24 AM

\*Email Address - Primary: cweber1024@gmail.com

\*Address1: 1 Liberty Lane

\*Country: UNITED STATES

\*City: Green Cove Springs

\*State/Province: Florida

Zip/Postal Code: 33028

\*Phone #: 999-999-9999

Save Close

### Administrators/Users

On the Administrators tab you can see the Administrators for your circuit. There is a menu bar on the right-hand side of the screen that will allow you to:

1. Add New User
2. Edit Selected User
3. Activate Selected User
4. Deactivate, Delete, Disassociate Selected User
5. Reset Password
6. Reset Username
7. Add Unaffiliated User
8. Email Selected User
9. View Mail Log for Selected User
10. View Filings Log for Selected User
11. Print
12. Save Data as Excel
13. Clear, Sort Filter Settings

To add a new user, click on the + sign in the menu bar and complete the required information.

The screenshot shows a 'New User' form with the following fields and values:

- User Name:** [Empty]
- Status:** Pending Activation
- Registration IP:** [Empty]
- Role:** Registration Role
- ID Type:** Type of Identification
- ID State:** State Issuing Identification
- ID Number:** Identification Value
- Organization:** Fourth Judicial Circuit
- Name - First:** First Name
- Middle:** Middle Name
- Last:** Last Name
- Suffix:** Suffix
- Email Address - Primary:** Primary Email Address
- Email Address - Alternate 1:** Alternate Email Address 1
- Email Address - Alternate 2:** Alternate Email Address 2
- Address 1:** 1 Liberty Lane
- Address 2:** Address Line 2
- Country:** UNITED STATES
- City:** Green Cove Springs
- State/Province:** Florida
- Zip/Postal Code:** 33028
- Phone #:** 999-999-9999
- Extension:** Extension
- Fax #:** Fax #
- CMS ID:** [Empty]
- Active Directory Id:** [Empty]

When a newly elected Judge becomes part of your organization, you can use the Add Unaffiliated User and search by name for the Judge's Portal account. If he is not affiliated with another organization (law firm) you can pull him/her into your organization by using that feature.

Add Unaffiliated User

\* Last Name:  First Name:

#	Name	Status	Primary Email	Primary Phone #
No records to display				

<< < > >> 10 Items per page 0 of 0 pages (0 items)

When you search for the user, all the matches will appear in the list as shown above. Highlight the name and select Add as user or Add as administrator to add this person to your organization.

Add Unaffiliated User

\* Last Name:  First Name:

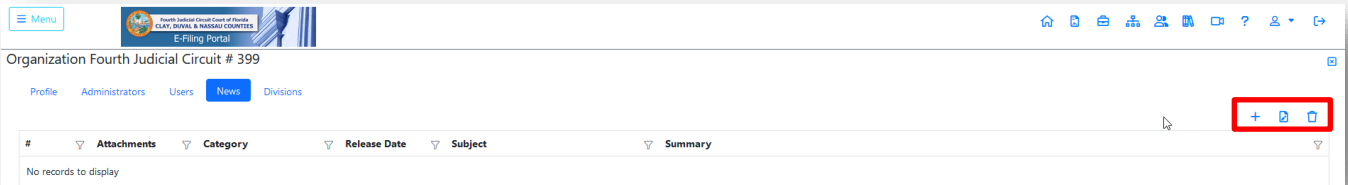
#	Name	Status	Primary Email	Primary Phone #
60976	Horan, Justin	Active	horanj@clayderk.com	

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

Be sure to change the role to Judge.

### News

On the News screen you can add a new news item, edit one that already exists or delete a new item.



## Add a New News Item

Click on the + sign on the menu bar. Then complete the information required to prepare a new news item. Select the category, type in a subject line, type in the body of your new item, select the date you wish the news item to be added to the Portal and if you have a PDF document to attach to provide more information attached it to the Attachment section. Then click on Add.

New News Item

#:  
 Organization: Fourth Judicial Circuit

\* Category: E-File

\* Subject: Proposed Documents

\* Summary: We now accept applications for search and seizure warrants electronically through the proposed documents filing path.

\* Release Date: 05/27/2022

Attachment:  No file selected. Or drop files here

Last Updated By:  
 Last Updated Time:

Your news feed will appear in the News & Information section of the Portal for users that submit to your circuit.

## Divisions

To open this tab, click on the number under the # column.

#	Division	Enabled	Use CCIS For UCN Search	Park XML Transmission for Local Review	Park XML Transmission for Portal Review	Accept Proposed Documents	Can Accept PDF/A documents
103	Not Applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

It will open this Division tab for you to make any necessary changes. The only feature that would be used by a judicial circuit would be the “Accept Proposed Documents” feature. If you are accepting Proposed Document, make sure this is showing a blue Yes.

Organization Fourth Judicial Circuit # 399 - Division Not Applicable # 103

# 103

Can E-File:  Yes  No

Enabled:  Yes  No

Allow Manual Review:  Yes  No

Allow Punctuation:  Yes  No

Use CCIS for UCN Search:  Yes  No

Accept Proposed Documents:  Yes  No

MFC Logon Name:

Division: Not Applicable

Can E-Record:  Yes  No

Allow Case Initiation:  Yes  No

Can Add Parties in Subsequent Filings:  Yes  No

Allowed Characters:

Park XML Transmission for Local Review:  Yes  No

Can Accept PDF/A Documents:  Yes  No

Park XML Transmission for Portal Review:  Yes  No

Remove Spaces From LCN:  Yes  No

Allow Subsequent:  Yes  No

External Id:

MFC Password:

MFC ServiceID:

## Work Queues, Rejection Reasons, Correction Queue Reasons

These menu items will not be used by the judicial circuit now that the judicial viewers are in place.

## Docket Codes

To add a docket code to the proposed documents filing path you will need to access the Docket Codes menu. From the Docket Codes – Search screen from the Division drop down select Not Applicable and then click on Search.

Docket Codes - Search

\* Jurisdiction:

Division:

Document Group:

This will present the Docket Codes set up for your judicial circuit that are available on the Add/Edit page in the Portal for the filers to select. You can add any document your circuit wishes to have access to the Documents for Judicial Review filing path. You can also disable any document that is currently listed by default. The menu bar to the right-hand side of the page allows you to:

1. Add New Docket Code
2. Clone Selected Docket Code
3. Edit Selected Docket Code
4. Delete Selected Docket Code
5. Add/Remove Case Type Docket Code Association
6. Add/Remove Filer Role Docket Code Association
7. Print
8. Save Data as Excel
9. Refresh List
10. Clear, Sort Filter Settings
11. Close

Docket Codes

+ 🔍 📄 🗑️ 🔧 📊 📧 🔄 🏠

Drag a column header here to group its column

#	Jurisdiction	Division	CMS Code	Document Group	Document Type	Active	System Defined	Last Updated Time	Last Updated By
992724	Fourth Judicial Circuit	Not Applicable	COVER	Cover Letter	Cover Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/27/2021 09:07:10 AM	Granicus Inc.
992725	Fourth Judicial Circuit	Not Applicable	EXIBI	Judiciary	Exhibits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/16/2022 12:24:58 PM	Justin Horan
992726	Fourth Judicial Circuit	Not Applicable	PDE	Judiciary	Proposed Defendant's evidence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/20/2020 12:38:18 PM	Florida E-Portal
992727	Fourth Judicial Circuit	Not Applicable	PO	Judiciary	Proposed order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/20/2020 12:38:18 PM	Florida E-Portal
992728	Fourth Judicial Circuit	Not Applicable	PPE	Judiciary	Proposed Plaintiff's evidence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/20/2020 12:38:18 PM	Florida E-Portal
992729	Fourth Judicial Circuit	Not Applicable	PPIR	Judiciary	Proposed Pre-sentence Investigation Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/20/2020 12:38:18 PM	Florida E-Portal
992730	Fourth Judicial Circuit	Not Applicable	PW	Judiciary	Proposed VOP warrant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/20/2020 12:38:18 PM	Florida E-Portal
995619	Fourth Judicial Circuit	Not Applicable	CLMO	Cover	Cover Letter and Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/27/2021 09:13:43 AM	Granicus Inc.

## Remove Default Document

From the above list of Docket Codes, highlight the document you wish to disable. Remember that this list is circuit wide and is not county specific. Click on Edit Selected Docket Code. The below screen will appear.

Docket Code # 992724 COVER

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

Jurisdiction: Fourth Judicial Circuit

Document Group: Cover Letter

Document Type: Cover Letter

CMS Code: COVER

Active:  Yes

System Defined:  Yes

Is Indigent Affidavit:  No

Effective Date From: 01/01/2000

Effective Date To: 12/31/2999

Last Updated By: Granicus Inc.

Last Updated Time: 07/27/2021 09:07:10 AM

Save Close

To remove the Cover Letter as a required document for the proposed document filing path, make sure that the Active flag is turned off. Once that flag is flipped, the cover letter will no longer be a required document.

Docket Code # 992724 COVER

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

Jurisdiction: Fourth Judicial Circuit

Document Group: Cover Letter

Document Type: Cover Letter

CMS Code: COVER

Active:  No

System Defined:  Yes

Is Indigent Affidavit:  No

Effective Date From: 01/01/2000

Effective Date To: 12/31/2999

Last Updated By: Granicus Inc.

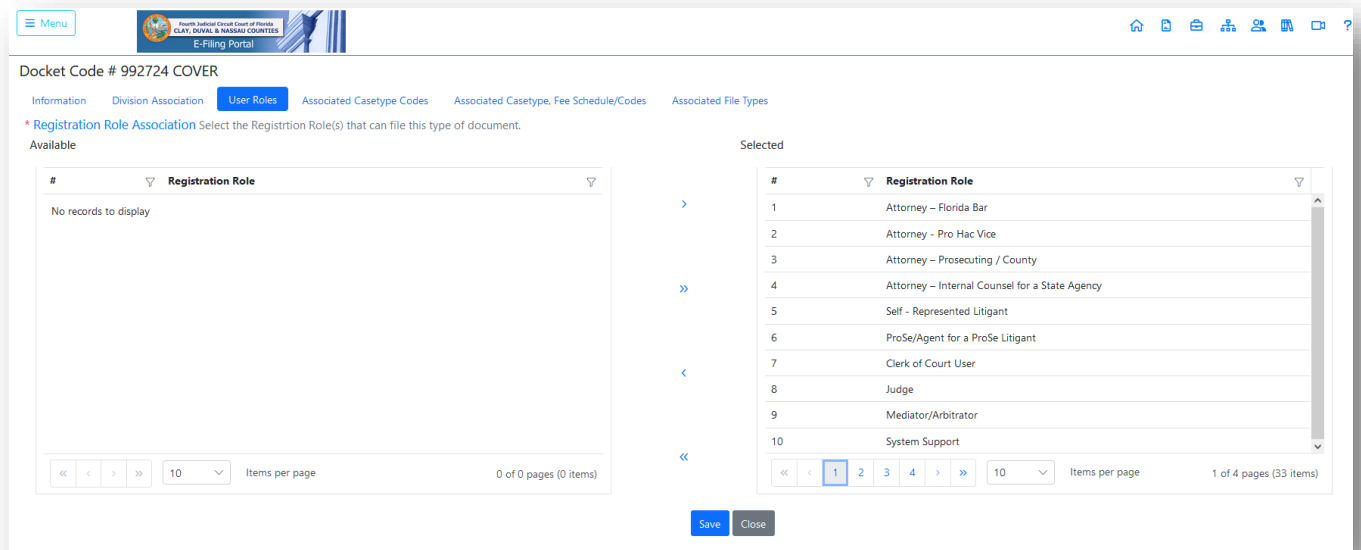
Last Updated Time: 07/27/2021 09:07:10 AM

Save Close



## Associate Users to Specific Docket Code/Document Description

You can associate which filer roles within the Portal you wish to allow access to a specific document description. For the Cover Sheet, you would want to allow anyone the ability to submit a Cover Letter. On the above screen shot, you will see User Roles. Click on User Roles. This will allow you to associate user roles to a specific docket code.

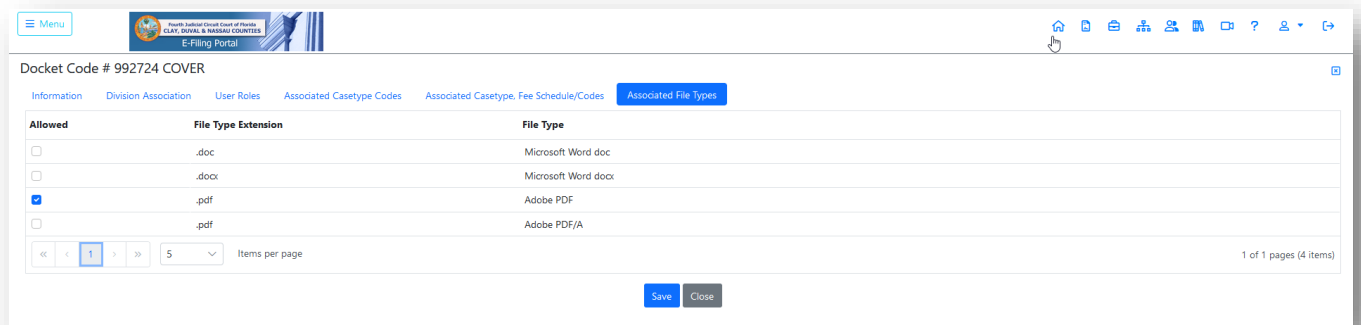


To quickly add all filer roles, use the Add All link in the middle of the screen to move all from the Available column on the left into the Selected column on the right. That would allow all filer roles access to the Cover Sheet. If, however, you wish to limit this in any way, you would have to go through the list of Available roles on the left and move them to the Selected column on the right by highlighting them and then selecting 'Add Selected' as shown above.

**Be sure to click on Save before you leave each tab to embed your changes.**

## Select File Format for each Document

From the same screen, select Associated File Types. You will be able to designate the preferred file format for each document submitted.



You may select one or all depending on the preference of your Circuit. If you wish the filer to submit only a Word document, place a check in the box next to Microsoft Word doc and/or docx. The same applies to PDF/PDF/A.

**Be sure to click on Save before you leave each tab to embed your changes.**

## Add Document to the Proposed Document Filing Path

To add a new document, click on the + sign in the menu bar. In Document Group type in 'Judiciary' and for Document Type, type in the name of the document you wish the filers to use. For this example, I will use Proposed Settlement Agreement. Contact your Clerk to see what the Case Maintenance System docket code is for that document and type it in there.

New Docket Code

\* Jurisdiction: Fourth Judicial Circuit

\* Document Group: Judiciary

\* Document Type: Proposed Settlement Agreement

\* CMS Code: CMS Code

\* Active:  Yes

\* Is Cover Sheet:  No

\* System Defined:  No

\* Is Indigent Affidavit:  No

\* Is Emergency Document:  No

\* Use As Default:  No

\* Auto Accept:  No

\* Effective Date From: 05/18/2022

\* Effective Date To: 12/31/2999

\* Division Association: Select the division(s) associated with this type of document.

Available

#	Division
103	Not Applicable

Selected

#	Division
No records to display	

Use the scroll bar on the right and move down the page. Be sure there is a check in the box next to 'Active:'. Then move the filer roles that the Circuit wishes to allow the ability to submit this document description. You may Add Selected as you highlight the various roles or you can Add All.

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

Available

#	Registration Role
2	Attorney - Pro Hac Vice
17	Attorney - Assistant US Attorney
1	Attorney - Florida Bar
4	Attorney - Internal Counsel for a State Agency
3	Attorney - Prosecuting / County
34	Bureau of Vital Statistics Staff
31	Case Manager
7	Clerk of Court User
20	Court Clerk - DOC
36	Court Monitor

Selected

#	Registration Role
No records to display	

Last Updated By

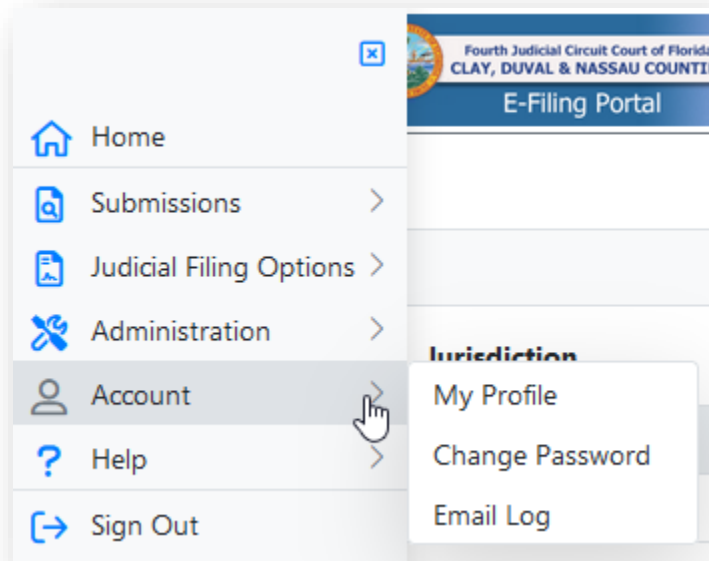
Last Updated Time

Add Close

Then click on Add at the bottom of the screen. You will get "Docket Code is successfully Added" so click OK.

## Account

Selecting the **Account** option provides the user with three submenu options: My Profile, Change Password, Email Log.



## My Profile

### User Details

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

User Carolyn Weber # 340910

Registration IP: 10.199.82.194

Active

Role: LawFirm Administrator

ID Type: Type of Identification

ID State: State Issuing Identification

ID Number: Identification Value

Organization: Fourth Judicial Circuit

Last Updated By: Time: Unknown User 05/18/2022 12:18:13 PM

Name - First: Carolyn

Middle: Middle Name

Last: Weber

Suffix: Suffix

Email Address - Primary: cweber@flderks.com

Email Address - Alternate 1: Alternate Email Address 1

Email Address - Alternate 2: Alternate Email Address 2

Address 1: 1 Liberty Lane

Address 2: Address Line 2

Country: UNITED STATES

City: Orlando

State/Province: Florida

Zip/Postal Code: 32795

Phone #: 999-999-9999

Extension: Extension

Fax #: Fax #

CMS ID: Active Directory Id:

Save Close

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

## Preferences

In **Preferences**, under **My Profile**, users can set their own preferences so that the next time they log in to the Portal, it is set up as they wish to view it. The options available to be customized are:

1. Whether or not to collapse Work Queues when a submission is opened during Judicial Review
2. Maximum number of submissions to show in the Reviewer list
  - a. 100
  - b. 200
  - c. 500
  - d. 1000
  - e. 2000
  - f. 5000
  - g. All
3. Which page you wish to be set as your Home Page
  - a. File Notice of Appeal
  - b. My Cases
  - c. My Submissions
  - d. My Workbench
  - e. E-Filing Map
  - f. Work Queues
    - i. Filings – Court Administrator
4. Filing Path
5. Last Jurisdiction Filed To
6. # Rows Per Page in Document Selection Grid
  - a. 3
  - b. 4
  - c. 5
  - d. 10
  - e. 20
7. Email Preferences

Menu

Fourth Judicial Circuit Court of Florida  
CLAY, DUVAL & NASSAU COUNTIES  
E-Filing Portal

User Carolyn Weber # 340910

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

Maximum # Filings to show in Reviewer List: 1000

Home Page: Home Page

Filing Path: Home Page

Last Jurisdiction Filed To: -1

# Rows Per Page in Document Selection Grid: # Rows Per Page in Document Selection Grid

Email Preferences

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

Save Close

Make your designations and be sure to click on **Save** before you **Close**, to retain your changes. If you have any Alerts that are pending, the **My Alerts** page will always open when you log into the Portal. Once you have resolved or cleared all your pending Alerts, your **Home Page** will become your log in stopping point.

### Division Association

In the Division Association tab, it will allow the Administrator to connect the User to a specific County within the Circuit and to the appropriate Divisions. Highlight in the 'Available' column the County and Division that applies to the User and then click on **Add Selected** in the middle to move those highlighted selections to the 'Selected' column.

Menu

Fourth Judicial Circuit Court of Florida  
CLAY, DUVAL & NASSAU COUNTIES  
E-Filing Portal

User Carolyn Weber # 340910

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

Available Selected

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

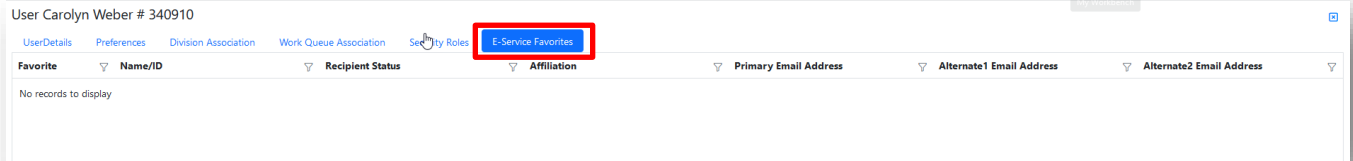
No records to display

Save Close

This Division Association selection is not necessary for the Portal Administrator. This would only be required for the Judicial Users. If you add any Divisions, be sure to click on **Save** and then **Close** to embed the new information.

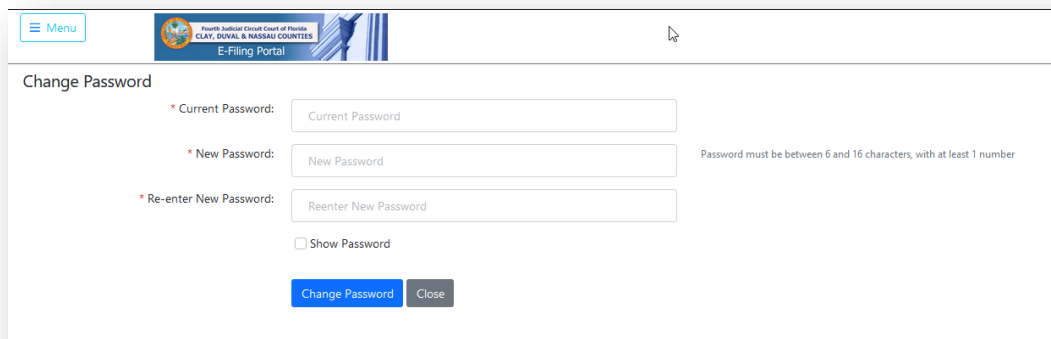
### E-service Favorites

For you the Circuit Administrator, this is not information that you will use. Since you will not be submitting document through the filing path, you will not be adding any E-service recipients. Therefore, this tab should remain blank. If you wish to learn how to add E-service Favorites to your profile, it is explained in detail in the Judge Filer User Manual.



### Changing your Password

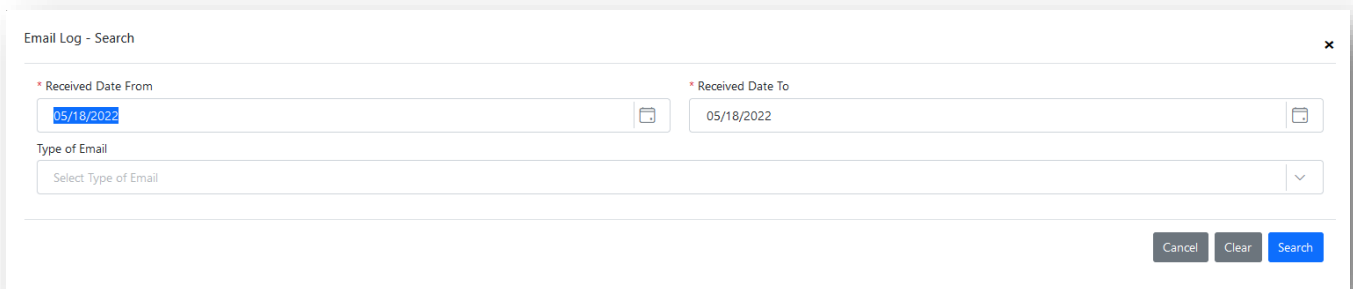
The **Change Password** menu option provides users with the ability to manage/change their password.



New passwords must meet the password criteria posted immediately below the **New Password** box: between 6 and 16 characters with at least one number.

### Email Log

Select the date range for the email log you wish to view. Select the Type of Email you wish to view as well if appropriate.



The Types of Email are:

1. Abandoned Filing Queue
2. Corrected Filing Received
3. E-Service
4. E-Service Email Delivery Failure
5. Filing Moved to Correction Queue
6. Filing Received
7. Processing Completed
8. Removal from E-Service List

They will also be received by you in your email provider unless you have selected not to receive a specific email in your Preferences. Since you will not be filing to a case you may not have anything in your Email Log.

#	From	Subject	Received	Filing #
Received - 05/18/2022				
954264	Florida E-Portal	Password reset requested for your Electronic Filing Account with the Florida Courts eFiling Portal	05/18/2022 12:17:43 PM	
954265	Florida E-Portal	Password Change for your Electronic Filing Account with Florida Courts E-Filing Portal	05/18/2022 12:18:13 PM	

### View NEF (Notification of Electronic Filing)

To view the NEF on a specific submission, click on **View NEF** in the **Quick Links on the filer's side of the Portal**. Type in the **Submission #** and then click on **View NEF**.

Florida Courts E-Filing Portal  
[www.myflcourtaccess.com](http://www.myflcourtaccess.com)

Filing Options ▼

#### Notice of Electronic Filing

Submission #:

This will display the Notification of Electronic Filing (NEF) for this submission.

## Notice of Electronic Filing - Submission # 100195706

Submission #:

**Notice of Service of Court Documents**

**Filing Information**

Filing #: 100195706  
Filing Time: 09/04/2020 10:18:40 AM ET  
Filer: Carolyn M Weber 407-461-2313  
Court: Ninth Judicial Circuit in and for Orange County, Florida  
Case #: 482020CA000022A001OX  
Court Case #: 2020-CA-000022-O  
Case Style: ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.

**Documents**

Title
Notice Of Unavailability

**E-service recipients selected for service:**

Name	Email Address
Carolyn M Weber	<a href="mailto:cweber@flclerks.com">cweber@flclerks.com</a>
	<a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>
	<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>

**E-service recipients not selected for service:**

Name	Email Address
------	---------------

It will display who has been electronically served a PDF copy of the document(s) submitted and who was not selected for service.

## Help

### Version

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

### Web Page to Query NEF on a Submission

We also have new web page that does not require the user to be logged into the Portal which will display the Notification of Electronic Filing [NEF] for a submission. The address to this new Web Page is:

<https://www.myflcourtagency.com/common/ui/pages/ViewNefBySubmissionNumber.aspx?rid=XXXXXX>

Where XXXXXX is Submission #

This can be bookmarked on your browser or added to the Judicial Viewer to be able to pull up the NEF on a submission. If you are already in the Portal, click on **View NEF** in the Quick Links in the upper right-hand corner of the Portal.