FLORIDA COURTS
E-FILING PORTAL

PORTAL ORGANIZATION ADMINISTRATOR USER MANUAL

Updated May 2023

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Introduction

An organization administrator account is available on the Florida Courts E-Filing Portal to enable an organization to have staff administer Portal accounts and view submissions, fees and refunds for the filers within their organization. An organization must be created by the county or the service desk. To request an organization account, contact your county and request an organization account. Let the county know the person you have designated to be your organization administrator who will be able to add users and manage the users' Portal accounts within your organization.

Obtaining an Administrator Account

An organization account and organization administrator are created by the county in which you reside or the service desk. Make your request to the county and include the following information:

- Organization name - required
- Primary email address you want listed for your organization - required
- Up to two alternate email addresses may be specified as well
- Organization address
- Organization phone number
- A Portal username that you would like to use when logging in to the portal
- Administrator's name
    - First - required
    - Middle
    - Last - required
    - Suffix
- Administrator's primary email address – required
- Up to two additional alternate email addresses for the administrator
- Administrator's work address
- Administrator's work phone number

The organization administrator security allows the user to update the organization's profile, reset the organization's user password, inactivate user accounts, and add user accounts to the organization. An organization should consider having more than one administrator to cover leave time, self-audit and manage workload.

Logging into the Portal

Administrators - You may contact the county or the service desk to request an organization administrator account. The new administrator must enter their username and password and change the password after the initial login. Administrators can access the Portal login page by typing the following URL into their web browser: www.myflcourtaccess.com.

Organization Administrator

When the administrator logs into the Portal, if there are no filer Alerts for anyone linked to the organization, they will land at the E-Filing Map. There are two tabs on the menu bar:
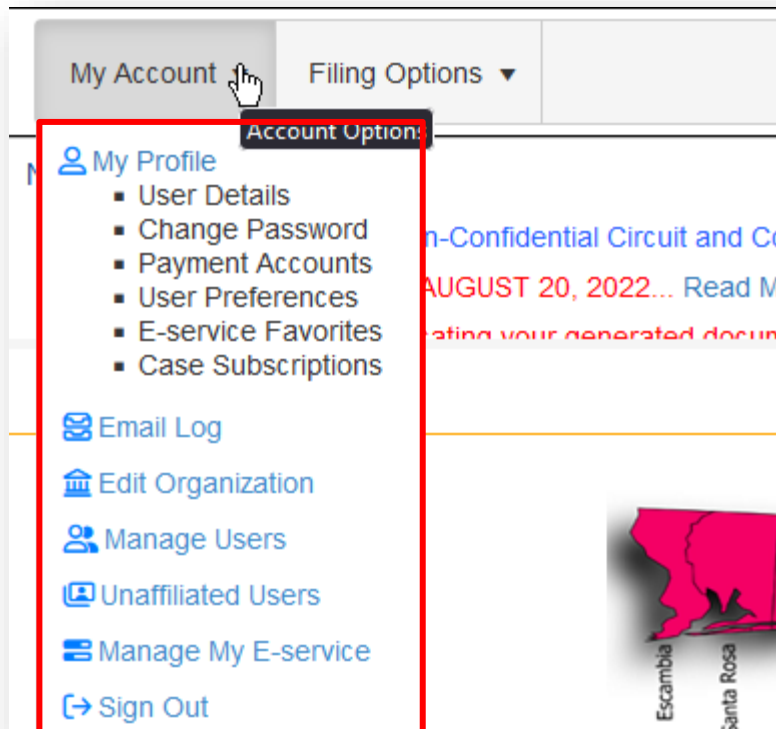
- My Account
- Filing Options
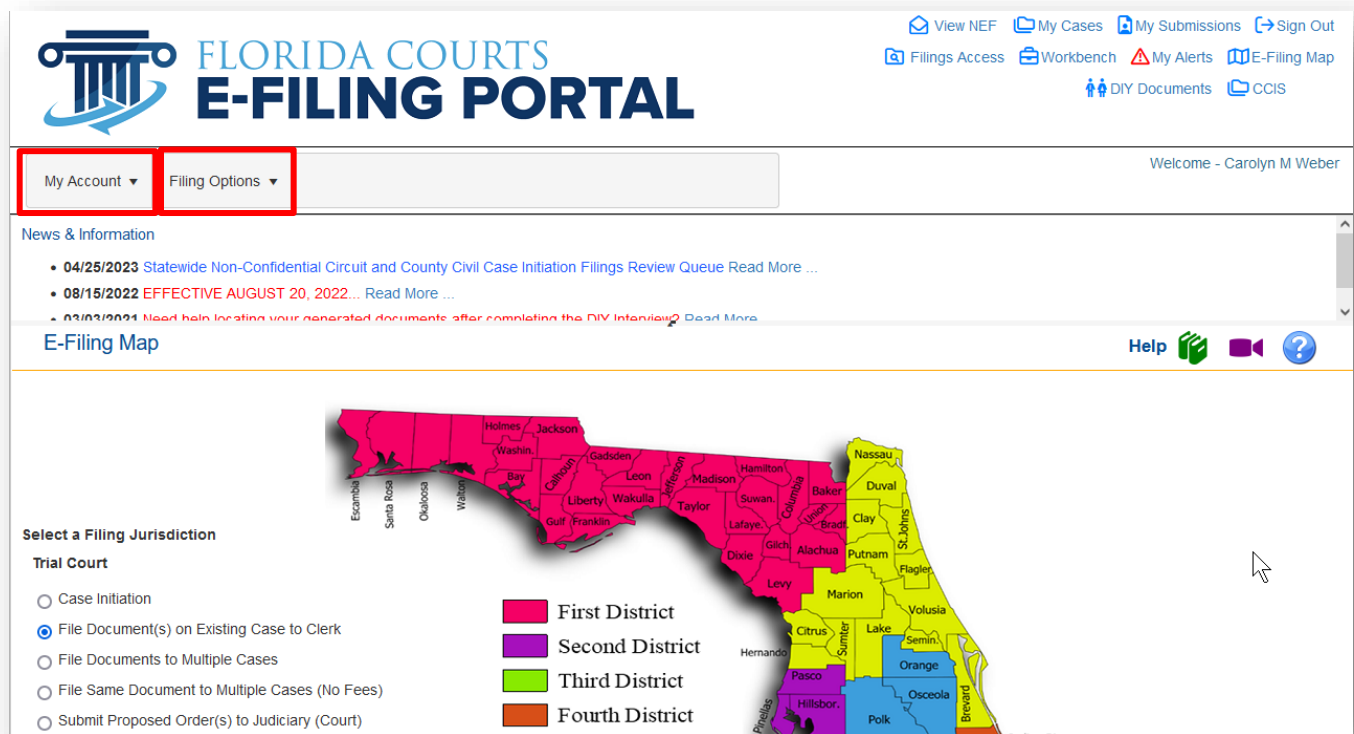
My Account

Selecting the **My Account** option provides the user with Account Options:

- ➢ My Profile
  - o User Details
  - o Change Password
  - o Payment Accounts
  - o User Preferences
  - o E-Service Favorites
- ➢ Email Log
- ➢ Edit Organization
- ➢ Manage Users
- ➢ Unaffiliated Users
- ➢ Manage My E-service
- ➢ Sign Out

My Profile

My Profile gives the user the ability to update their organization information, change the password, manage their saved payment accounts, and select their preferences.

User Details

User Details, under **My Profile**, users can update their organization information.

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

Change Password

Change Password, under **My Profile**, provides users with the ability to manage/change their password. Users input their new password and select Change to update their account password.

Note new passwords must meet the password criteria that are defined immediately below the New Password box.

Payment Accounts

Payment Accounts, under **My Profile**, gives the user the ability to manage their saved payment accounts. The user will be able to remove any saved credit card or bank accounts and add new credit card or ACH accounts.

To delete simply click on the red x next to the credit card or ACH account you wish to delete. To add, click on the **Add Credit Card/Bank Account** link. Complete the information and **Confirm and Add**.

Your new credit card or ACH account will be saved to the Payment Accounts tab.

Preferences

As the Administrator of your Organization, you can select User Preferences and Email Preferences. To do so, go to **My Profile** and select the Preferences tab.

User Preferences

You may select the following user preferences from the drop downs:

➢ Home Page [The My Alerts page will be the default if you have any Alerts pending. If there are no Alerts pending, the Portal will open to your designated Home Page.]
➢ Filing Path
➢ Last Jurisdiction Filed To [this will automatically default to the last county you filed to]
➢ #Rows per Page in the Document Select Grid [on the Add Document page]
➢ New Case filing path as a Preference

Email Preferences

Deselect the check in the box next to the Email Notification you do **NOT** wish to receive. Then click on **Update** to save your changes. There will be a notation in the Audit Trail of the submission when an Email Notification was supposed to be sent to the filer but was not sent due to a change in the Email Preferences. This can be changed by you at any time.

E-service Favorites

Your list of E-service Favorites is found here. To remove a person from your favorites list, deselect the person from the E-service Favorites tab. That person will no longer appear in your list when you add to

the E-service list using your favorites. They are not deleted from your E-service Favorites list in case you need to add them back into the list.

Case Subscriptions

You may now sign up to receive email notification of case activity on Circuit and County Civil cases.

To add a case subscription, click on +Add Case Subscription.

Type in the identifying information as shown below and click on Search.

When the results of your Search appear, place a check in the box under the Search column and then click on **Subscribe**.

You will receive confirmation of your selected search. Click **OK**.
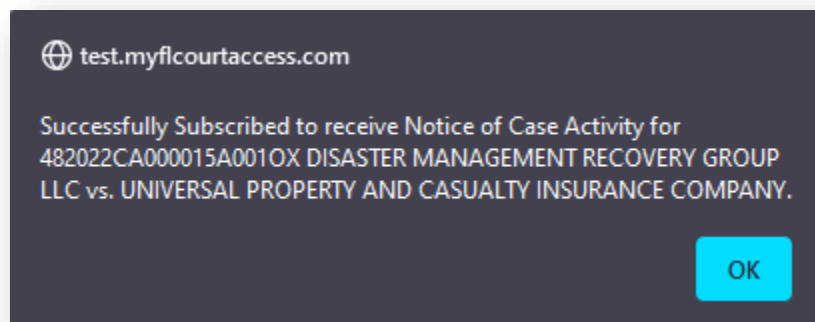
The case you selected will not be added to your My Subscription page.

To remove a case from the list, click the trach can icon next to the Case #.

Email Log

Email Log gives the user the ability to find all the emails received from the Portal during the time specified. The Email Log also gives the users the ability to search for older emails and for the Type of Email. These emails will remain in the Email Log for **90 days**.

Highlight the email you wish to view and then scroll down the page to see the body of the email.

If you submitted the documents, the Filing # is a link to a zip file that contains all the documents submitted. The document name under the File column is a link to the document(s) you submitted. You may access the document(s) from either link.

Print

From: Carolyn M Weber

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

Subject: SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX

Date: 10/21/2022 11:29:37 AM

Notice of Service of Proposed Documents

Filing Information

Filing #: 100377258
Filing Time: 10/21/2022 11:28:20 AM ET
Filer: Carolyn M Weber 407-310-3344
Court: Ninth Judicial Circuit
Case #: 482022CA000013A001OX
Court Case #: 2022-CA-000013-O
Case Style: HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.

Documents

Title	File
Proposed Order	Order.docx

Download Proposed Order from Submission # 100377258

E-service recipients selected for service:

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

E-service recipients deselected for service:

Name	Email Address
No Matching Entries	

Edit Organization

This option provides the administrators with the functionality to change/update the organization's address, email addresses and phone number. Make any changes and click on **Update** to embed the changes.

Marquis 2 Profile   Help

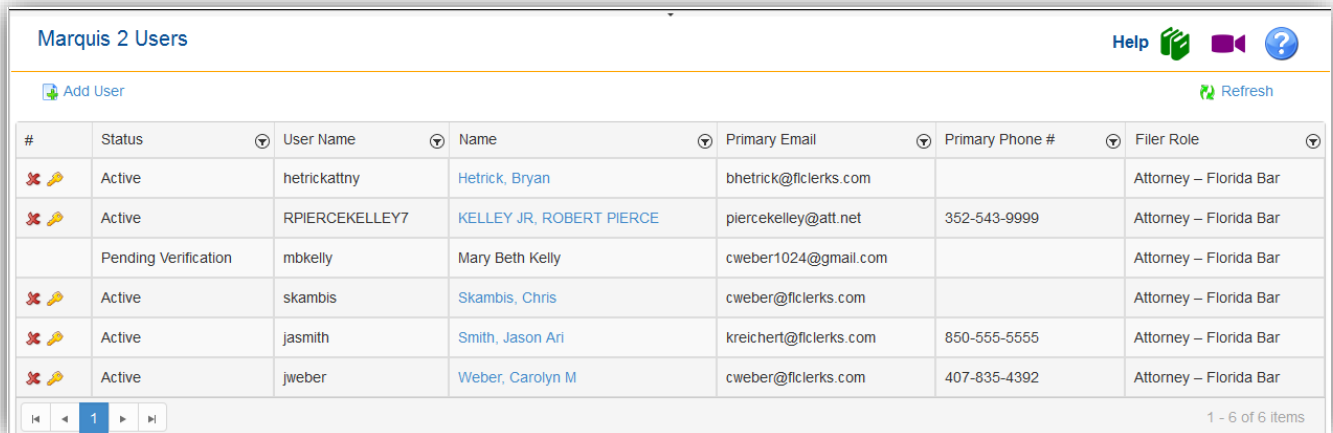| Organization Name: | Marquis 2 |
* Primary Email:	cweber@flclerks.com
Alternate Email1/Email2:	Alternate Email 1	Alternate Email 2
Address1/2:	123 Main	Address 2
City/State/ Zip Code:	Tallahassee	Florida	32398
Phone #:	850-999-9999

Update

Manage Users
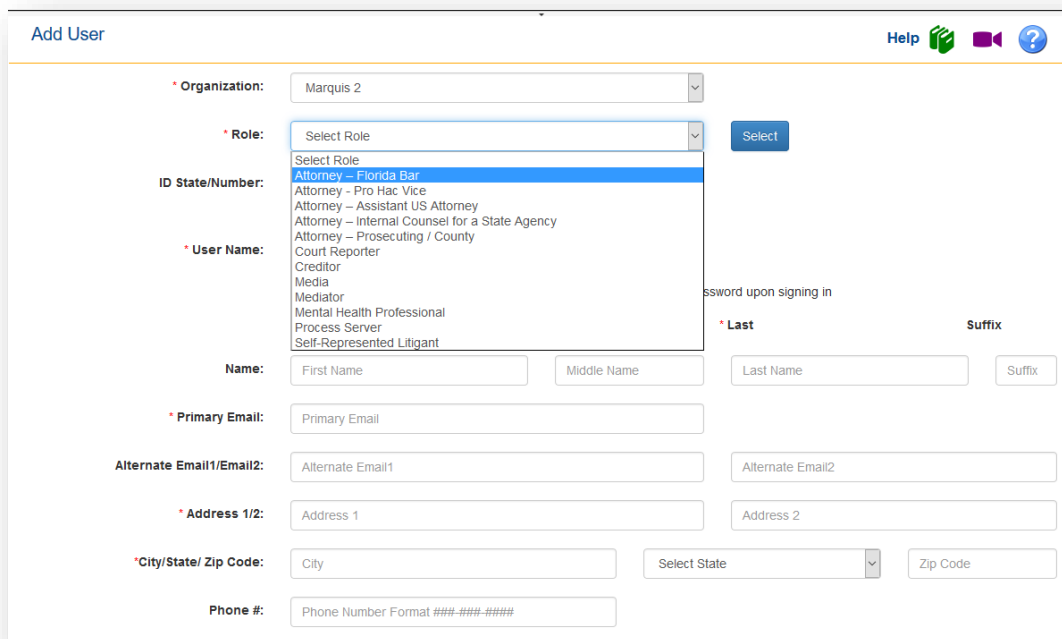
This option allows the administrators to view list of users for the organization, add users, edit users, reset passwords, and disable user accounts.

Add User

The Add User option allows the administrator to establish new user accounts for the organization. New user accounts or administrator accounts can be created by the organization administrator. Administrators must complete all required fields. The user receives an activation email at the email address entered as Primary Email.

When the new user receives the email and selects the link in the email to activate the account, they will receive an account activation screen to allow them to complete the security requirements for the account. Once the required fields are completed and the new user clicks 'Activate' they can log into the Portal.

Edit User

This option allows the administrator to update a user's account. To edit a user, select the name and double click. Updates are allowed to the username, address, email address and phone number. The account can also be set to act as an administrator, or this functionality can be removed from a user by checking or unchecking the *Can act as administrator?* Checkbox. Organization administrators should click on the blue highlighted name to edit the user information.

Reset Password

This option allows the administrator to reset passwords for the organization's users. The administrator's only option is to assign a temporary password. The user will be required to enter a new password when they log into the Portal. The administrator cannot see the current password on an account. The organization administrator will need to click on the key to reset the user's password.

Disable/Disassociate User

This option allows the administrator to disable or disassociate the user account. Organization administrators will select the red X beside the user they are choosing to disable or disassociate.

- Disable User – Sets the user account to inactive. To reactivate the account call Florida Courts E-Filing Support Services at **850-577-4609** or email to **support@myflcourtaccess.com**
- Disassociate User form Organization – Removes the user from the Organization but allows the user to continue filing using the same credentials. Be sure the user updates their email addresses.

Unaffiliated Users

This option allows the organization administrator to attach users to their organization. An Unaffiliated User is one who has registered online, and the organization affiliation has not been established. For instance, if a user registered online as an attorney and has now joined a law firm, the organization administrator can search for the user's name and affiliate them with the organization. The initial screen presented to the administrator when selecting this option is a search screen. Enter the name of the user and click on Search. A list of Unaffiliated Users matching the entered search criteria are returned in the grid below. Locate the user to be added to the organization. Check the radio button of the user you would like to add and select the **Associate** button.

Manage My E-service

This option allows you to search for cases associated with your organization and manage the E-service options. This was created to allow the organization administrator to manage a large number of cases at once. The Maintenance Actions you have available in this tab are:

- ➢ Remove me from the E-service list
- ➢ Update my designated email address
- ➢ Use My Profile email addresses for E-service
- ➢ Use these case-specific email address for E-service

Search Options

Using the Search Options fields, you can maximize or minimize the result set. Remember that as the organization administrator, you are searching all the cases that the users in your organization are linked to. Select your Search Options and then click on **Search**.

The results set will appear at the bottom of the page.

To limit your results set, limit your search. Then designate the Maintenance Action you wish to perform and select the cases you wish to perform this Maintenance Action on and click on **Update**.

You will receive confirmation of the Maintenance Action.

Click on **OK** to continue.

Filings Options

The Filings option provides the administrator with the following options:

- ➢ E-Filing Map
- ➢ DIY Documents
- ➢ Workbench
- ➢ My Cases
- ➢ Organization Cases
- ➢ My Submissions
- ➢ Organizational Submissions
- ➢ My Fees
- ➢ My Refunds
- ➢ My Alerts
- ➢ Filings Access

Some of these options are also available in the Quick Links located in the right-hand corner of the page.
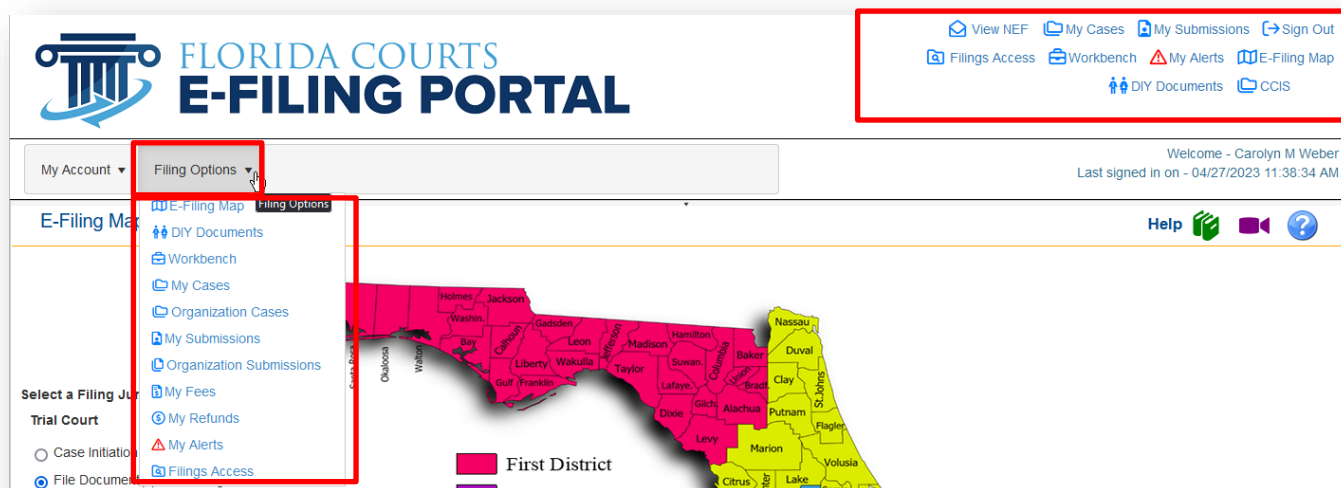
E-Filing Map

The E-Filing Map allows the user to pick a jurisdiction to file to, specify a county or a circuit, submit a proposed document, create a new case and file to an existing case.

DIY (Do It Yourself) Documents

This tab is primarily for the Self-Represented Litigants. Each link walks the filer through creating an interview that captures the data they type in to generate a document and drop them in the filing path in the Portal for submission to the Clerk.

DIY Documents

Help 📗 🎥 ❓

Interviews are currently available in the areas of law listed below. Click the link for the type of case you have, read the instructions page, then start your interview.

Landlord and Tenant Cases ▲

Eviction Complaint – Filed by Landlords

Eviction Answer – Filed by Tenants

Small Claims - Cases where $8,000 or less is in dispute ▲

Statements of Claim

Answer

Domestic Violence ▲

Petition for Injunction for Protection Against Repeat Violence

Petition for Injunction for Protection Against Domestic Violence

Motion for Extension of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking

Supplemental Affidavit in Support of Petition for Injunction for Protection Against Domestic, Repeat, Dating, or Sexual Violence or Stalking

Motion for Modification of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking

Petition for Injunction for Protection Against Dating Violence

Petition for Injunction for Protection Against Sexual Violence

Petition for Injunction for Protection Against Stalking

Petition for Affidavit for Order to Show Cause for a Violation of Final Judgment of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking

Simplified Dissolution ▲

Petition for Simplified Dissolution of Marriage

Marital Settlement Agreement for Simplified Dissolution of Marriage

Notice of Related Cases

Affidavit of Corroborating Witness

Dissolution with Children ▲

Petition for Dissolution of Marriage with Dependent or Minor Child(ren)

Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)

Child Support Guidelines Worksheet

Uniform Child Custody Jurisdiction and Enforcement Affidavit (UCCJEA)

Motion to Deviate from Child Support Guidelines

Notice of Social Security Number

Domestic Relations ▲

Answer to Petition and Counterpetition for Dissolution of Marriage wtih Dependent or Minor Children

Answer to Petition and Counterpetition for Dissolution of Marriage with Property but No Dependent or Minor Children

Answer to Petition for Dissolution of Marriage

Answer to Counterpetition

Answer to Supplemental Petition

Answer Waiver and Request for Copy of Final Judgment of Dissolution of Marriage

Answer to Petition and Counterpetition for Dissolution of Marriage with No Dependent or Minor Children or Property

Parenting Plan

Supervised Safety Focused Parenting Plan

Relocation Long Distance Parenting Plan

Agreement for Relocation with Minor Children

Motion for Order Permitting Relocation by Agreement

Petition for Dissolution of Marriage with Dependent or Minor Child(ren) and Relocation

Supplemental Petition to Permit Relocation with Minor Child(ren)

Motion for Temporary Order Granting Relocation

Motion for Civil Contempt and/or Return of Child(ren)

Petition for Temporary Custody by Extended Family

Petition for Concurrent Custody by Extended Family

Waiver of Service of Process and Consent for Temporary Custody by Extended Family

Waiver of Service of Process and Consent for Concurrent Custody by Extended Family

Support Unconnected with Dissolution of Marriage ▲

Petition for Support Unconnected with Dissolution of Marriage with Dependent or Minor Children

Petition for Support Unconnected with Dissolution of Marriage with No Dependent or Minor Child(ren)

Petition for Support and Parenting Plan Unconnected with Dissolution of Marriage with Dependent or Minor Children

Dissolution with Property, No Children ▲

Petition for Dissolution of Marriage with Property, No Children

Marital Settlement Agreement for Dissolution of Marriage with Property but No Dependent or Minor Children

Dissolution without Property or Children ▲

Petition for Dissolution of Marriage with No Dependent or Minor Child(ren) or Property

Temporary Support ▲

Motion for Temporary Support with Dependent or Minor Child(ren)

Motion for Temporary Support with No Dependent or minor Child(ren)

Supplemental Modifying Petitions ▲

Supplemental Petition to Modify Parental Responsibility Visitation or Parenting Plan Time Sharing Schedule and Other Relief

Supplemental Petition for Modification of Child Suport

Supplemental Petition for Modification of Alimony

Workbench

The Workbench allows filers to go back and finish a filing they have saved to their Workbench. Users can resume filing or delete the filing. To resume click on the blue hyperlink submission number. The submissions will remain on the Workbench for five (5) days from the Date Last Updated.

My Cases

My Cases allows the user quick and easy access to all of the cases the organization has filed to electronically. There are Search Options to further define your search.

Select your Search Options and then select **Search**. The results will be shown below the Search Options box.

Removal from an E-service List When Added as Other Attorney/Interested Party

If you have been added to a case as an 'Other Attorney/Interested Party, you can select that Search Option and pull up the list of cases. From there, by selecting the Court Case # link, you can remove yourself from the E-service List for that case if you do not which to receive the Email Notifications.

Organization Cases

The Organization Filings option allows the administrator to view a list of cases filed to by their organization using the Search Options. This page allows the filer to view the status of the cases, view the official court file and create a list for a date range. The administrator also can search for cases by a specific filer within their organization.

The result set will pull up the list of cases by the specified filer. From that page you also have access to the official court file by clicking on the Court Case # link.

My Submissions

The My Submissions option allows filers to view a list of filing submissions they have submitted using the Portal. This page allows the filer to view the status of the submission and create a list for a date range. Users also can search for specific submissions.

Organization Submissions

The Organization Submissions option allows Organization Administrator to view a list of filing submissions submitted by the members of their organization. This page allows the filer to view the status of the submission and create a list for a date range. Users also can search for specific submissions by specific members of your organization. Simply select the Search Options and click on Search to see the results of your search.

You will have access to all the filing information from your Search Results screen.

My Fees (Organization Fees)

The My Fees page will allow the organization administrator access to all the submissions made by anyone in their organization. They will now be able to search for submissions that contain a fee by a specific payment method. Hopefully this will make reconciliation with their bank statement easier. This too is where you can use the Matter # assigned by your organization to a specific client to your benefit. If the filer uses that Matter # field in all their submissions on behalf of that client, then you will be able to search by that Matter # and pull up all submissions made on behalf of that client.

Search Options:
- ➢ Filing Submitted From/To
- ➢ Filing Completed From/To
- ➢ Payment Method
- ➢ Saved Payment Account
- ➢ Memo
- ➢ Matter #
- ➢ Submission #
- ➢ Order #
- ➢ Financial ID
- ➢ Fee Status
- ➢ Court Case #
- ➢ Case Style
- ➢ Filer [within the Organization]

By clicking on the Filing ID number link, you will be taken to the My Submission page for that filing and you will have access to submit another pleading, proposed order, and the view Notification of Electronic Filing (NEF) for that submission. You will also be able to see the breakdown of the fee payment.

My Refunds (Organization Refunds)

You may now get a list of refunds made to your organization. Use the **Search Options** to better define your results. You may search by:

- ➤ Refund Date From/To
- ➤ Filer (within y our organization)
- ➤ Payment Method
- ➤ Memo
- ➤ Matter #
- ➤ Submission #
- ➤ Order #
- ➤ Financial ID
- ➤ Court Case #
- ➤ Case Style

Selecting a date range and a Filer will give you the following results.

By selecting the Submission link, you will be able to see the filing information regarding that submission. My selecting the Payment Information tab you will see the breakdown of the fee that was tendered and refunded.

My Alerts

The My Alerts page will allow the organization administrator to see all the Alerts for anyone linked to their organization. They will also be able separate out the Alerts by the filer linked to their organization. There are many Search Options to limit the result set that the organization administrator may use to refine their search.

By clicking on the link in the Filing # column shown above, you will be taken into the filing path so that you can correct the deficiency and resubmit your document. The reason your submission was returned to the Correction Queue is shown in the '*Note from Clerk*' section.

For more information on resubmitting your document using the Correction Queue, please see the Portal E-Filer User Manual.

Filings Access (Statewide Nonconfidential Circuit and County Civil Filings)

The statewide nonconfidential circuit and county civil filings webpage provides nonconfidential, circuit civil and county civil case initiation submissions and attached documents for public review. The documents will be available on this webpage for five (5) days from the date of submission. The documents found on this webpage have not been accepted by the Clerk and are not official court documents. Upon acceptance by the Clerk, the official documents will be available on the Portal under the My Cases tab for anyone who has filed electronically to the case, at the Clerk's office or, with a few exceptions, on the Clerk's website.

There are **Search Options** available to refine your search. There is Submission Date From and Submission Date to and Court.

By selecting the carat next to the Submission/NEF column, you will be able to see the Documents submitted, Filing Information and the Service List for this submission.
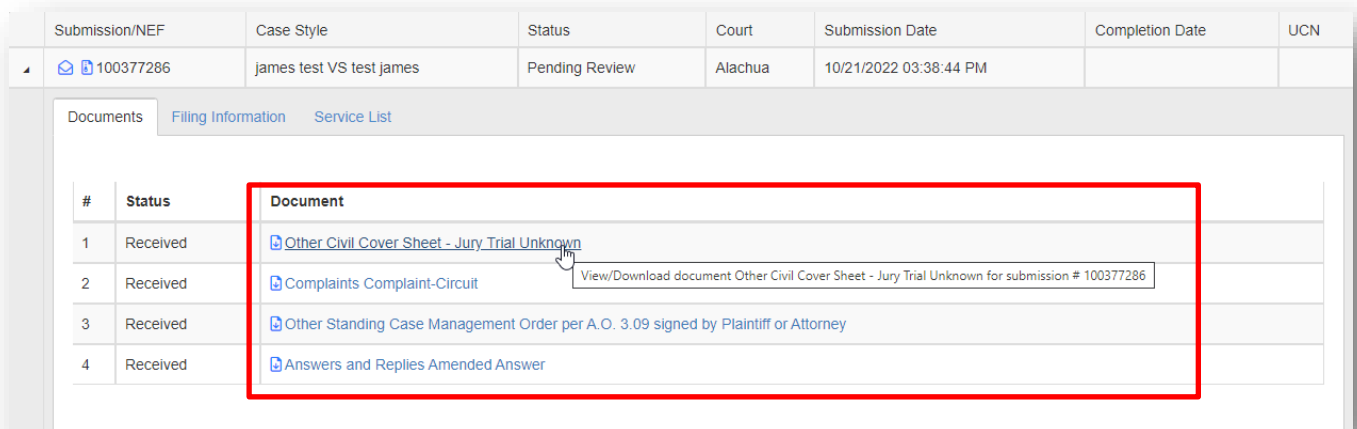
To the right of the carat and under the Submission/NEF column there are two icons. The envelope icon will display the Notification of Electronic Filing (NEF) for the submission. The page icon will give you a link to download all documents within the submission as a zip file.

You may also download the document individually from the documents tab by selecting the name of the document in the Document column.

The Filing Information will give you information regarding the filer of this submission.

	Submission/NEF	Case Style	Status	Court	Submission Date	Completion Date	UCN
▲	✉ 📄 100377286	james test VS test james	Pending Review	Alachua	10/21/2022 03:38:44 PM		

Documents | **Filing Information** | Service List

Division:	Circuit Civil
Case Style:	james test VS test james
UCN:	
Court Case #:	NEW CASE
Filed By:	Todd V Newberry

⏮ ◀ **1** ▶ ⏭   1 - 1 of 1 items

You must use the Submission Date From and To **Search Options** at a minimum. The Submission Date From will only go back five (5) days from the current date and the Submission Date To option cannot be later than the current date. If no county is selected, all nonconfidential, circuit civil new case submissions from all 67 counties will be listed in reverse chronological order. As the submissions are reviewed and accepted by the Clerk, the status will change. Upon acceptance by the Clerk, the Completion Date and the UCN will be provided if that occurs within the five (5) days the submissions are to be available in this Filings Access review queue.

You may navigate through the page list by using the page numbers shown at the bottom of the page.

Filings Access   Help 📚

The Statewide Non-Confidential Circuit Civil Filings webpage provides non-confidential, Circuit Civil case complaints and attached documents only. The documents will be available on this webpage for five (5) days from the date of submission. The documents found on this webpage have not been accepted by the Clerk and are not official court documents. Upon acceptance by the Clerk, the official documents will be available at the Clerk's office or, with a few exceptions, on the Clerk's website.

Search Options   ▲

* Submission Date From	* Submission Date To	Court
10/20/2022 📅	Submission Date To 📅	▾

Search   Clear

	Submission/NEF	Case Style	Status	Court	Submission Date	Completion Date	UCN
▶	✉ 📄 100377418	VS	Pending Review	Brevard	10/24/2022 02:40:23 PM		
▶	✉ 📄 100377413	Test Test VS Darth Vader	Filed	Broward	10/24/2022 02:08:37 PM	10/24/2022 02:33:13 PM	062022CA000791AXXXCE
▶	✉ 📄 100377397	VS	Pending Review	Volusia	10/24/2022 12:34:48 PM		
▶	✉ 📄 100377382		Pending Review	Orange	10/24/2022 11:39:51 AM		
▶	✉ 📄 100377373	test test VS test test	Filed	Marion	10/24/2022 11:18:03 AM	10/24/2022 11:33:10 AM	422022CA001610CAAXXX
▶	✉ 📄 100377370		Pending Review	Orange	10/24/2022 11:12:45 AM		
▶	✉ 📄 100377366		Pending Review	Orange	10/24/2022 10:46:59 AM		
▶	✉ 📄 100377356	Gary Farson VS Hugh Hugely	Pending Review	Miami-Dade	10/24/2022 09:10:52 AM		
▶	✉ 📄 100377326	Notorious RBG Ginsberg VS Notorious RBG Ginsberg	Pending Review	Orange	10/23/2022 11:33:07 PM		
▶	✉ 📄 100377295		Pending Review	Orange	10/21/2022 05:41:19 PM		

⏮ ◀ **1** 2 3 4 ▶ ⏭   1 - 10 of 39 items

Filing

For information on filing a new case or submitting a pleading on an existing case, please see the Portal E-Filer User Manual for detailed steps.