



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.

FLORIDA COURTS E-FILING PORTAL
MyFLCourtAccess.com

News & Information

- 10/11/2022 Coming soon . . . Statewide Non-Confidential Circuit Civil Filings Review Queue. [Read More ...](#)
- 10/11/2022 EFFECTIVE OCTOBER 29, 2022 NEF LINK TO DOCUMENTS [Read More ...](#)
- 04/04/2024 PDF/A Embedding Font Instructions and creation using Word 2016 and 2019. [Read More ...](#)

Welcome to the Florida Courts E-Filing Portal

Login

* Required Field

* User Name:

* Password:

[Sign In](#) [Forgot 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: [Register](#)

#####WARNING#####

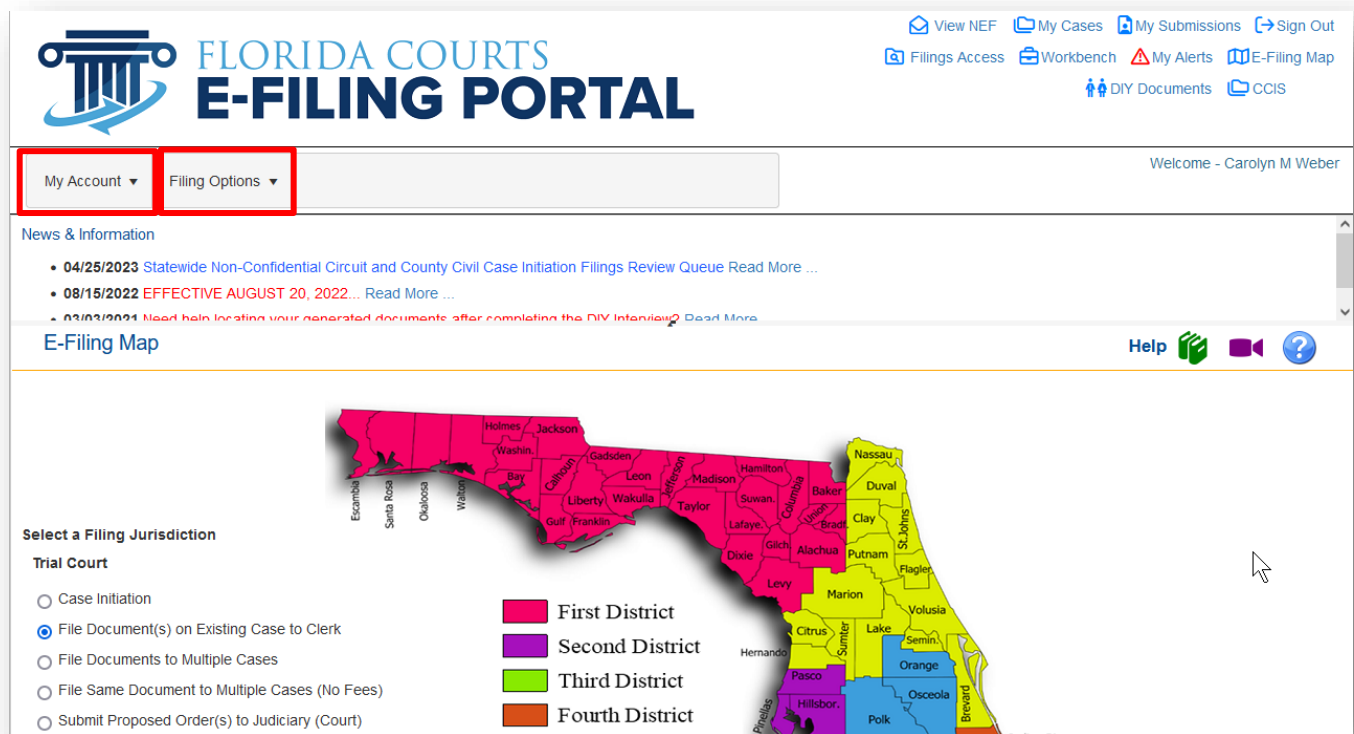
This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 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#####

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:

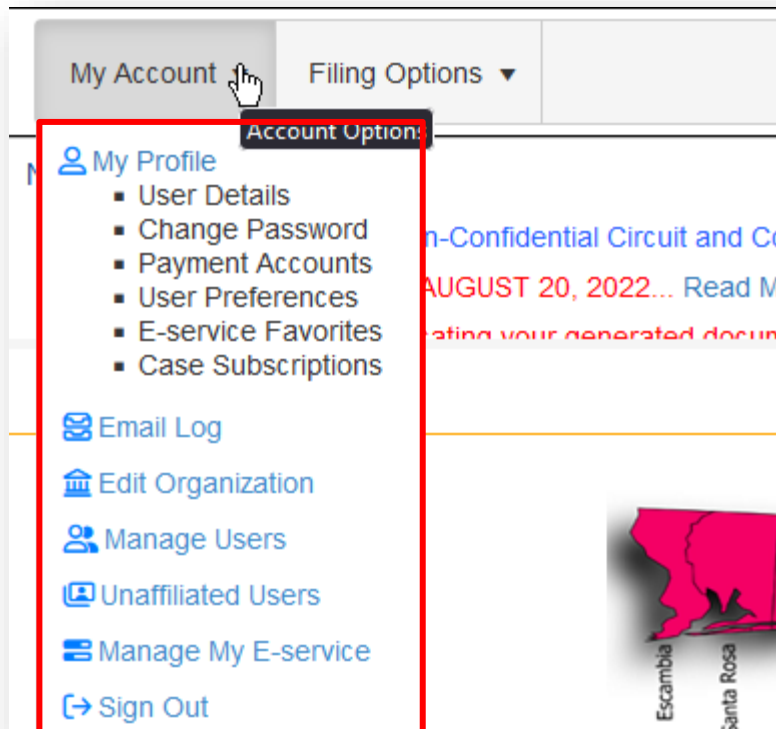
- My Account
- Filing Options



My Account

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

- My Profile
 - User Details
 - Change Password
 - Payment Accounts
 - User Preferences
 - 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.

A screenshot of the 'User Details' form within the 'My Profile' section. The form is titled 'User Details' and has a red box around the 'User Details' tab. The form contains the following fields: 'Organization' (Marquis 2), 'Role' (Attorney – Florida Bar), '* User Name' (aweber), '* Security Question' (Mothers Maiden Name), and '* Security Answer' (Security Answer). At the bottom, there are labels for '* First', 'Middle', '* Last', and 'Suffix'.

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* Country/City/State/ Zip Code:

Phone #:

Fax #:

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.

My Profile

Help

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

Change Password

* Current Password:

* New Password:

* Re-enter 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.

My Profile
Help

User Details
Change Password
Payment Accounts
Preferences
E-service Favorites
Case Subscriptions

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	cdcf4957-299f-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

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**.

Add Credit Card/Bank AccountHelp

New Payment

Card number

4000 0020 0000 0000

Invalid card number

Expiry date

03/30

CVC / CVV

737

Check Routing Number

Checking Account Number

Re-enter Checking Account Number

Account Type

☒ Checking
☐ Savings

Name Printed, Address Associated with Name on Credit Card or Bank Account

First Name

Horace

Last Name

Winston

Business Name

Winston Electronics

* Address1

2 Liberty Lane

Address2

Payor Street Address 2

* Country

United States of America

* City

Orlando

* State

Florida

* Zip/Postal Code

32801

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: "1900626822 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Confirm and Add

Cancel

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.

My Profile Help

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

User Preferences

Home Page: E-Filing Map

Filing Path: File Document(s) on Existing Case to Clerk

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 type="checkbox"/>

[Update](#)

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.

My Profile Help   




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

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"/>	Colin R Thacker mr FL0087054	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

Case Subscriptions


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

My Profile Help   

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




Case Subscriptions

[+ Add Case Subscription](#)

Case #	Court Case #	Court	Case Title
 482022CA000123A001OX	2022-CA-000123-O	Orange	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY

1 - 1 of 1 items


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

My Profile Help   

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

Case Subscriptions

[+ Add Case Subscription](#)

Case #	Add Case Subscription	Court Case #	Court	Case Title
 482022CA000123A001OX		2022-CA-000123-O	Orange	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY

1 - 1 of 1 items

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

Search Available Trial Court Data for adding subscription X

Please enter values below and click search to locate your case. Case year must be a valid 4 digit Year (Example 2012). Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412). Only allowed court types will appear after selecting division. Party Identifier is optional and if provided must be 4 characters. Branch Location Identifier is optional and if provided must be 2 characters.

* County * Division

* Year * Sequence # * Court Type Party Identifier Location

Select	Case #	Court Case #	Case Style	Case Status
No items to display				

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

Search Available Trial Court Data for adding subscription

Please enter values below and click search to locate your case. Case year must be a valid 4 digit Year (Example 2012). Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412). Only allowed court types will appear after selecting division. Party Identifier is optional and if provided must be 4 characters. Branch Location Identifier is optional and if provided must be 2 characters.

* County

Orange

* Division

Circuit Civil

* Year

2022

* Sequence #

15

* Court Type

Circuit Civil (CA)

Party Identifier

Location

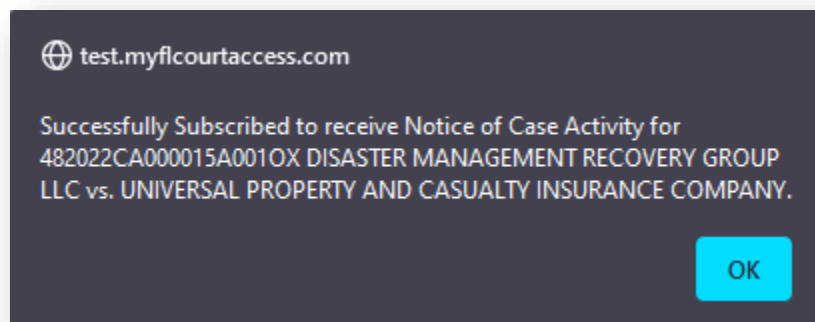
Search

Select	Case #	Court Case #	Case Style	Case Status
<input type="checkbox"/>	482022CA000015A001OX	2022-CA-000015-O	DISASTER MANAGEMENT RECOVERY GROUP LLC vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	

1 - 1 of 1 items

Subscribe Cancel

You will receive confirmation of your selected search. Click **OK**.



The case you selected will not be added to your My Subscription page.

My Profile

Help [Icons]

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

Case Subscriptions

+ Add Case Subscription

Case #	Court Case #	Court	Case Title
<input type="checkbox"/> 482022CA000015A001OX	2022-CA-000015-O	Orange	DISASTER MANAGEMENT RECOVERY GROUP LLC vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
<input type="checkbox"/> 482022CA000123A001OX	2022-CA-000123-O	Orange	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY

1 - 2 of 2 items

To remove a case from the list, click the trash 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**.

The screenshot shows the 'Email Log' search interface. At the top, there's a 'Search Options' section. Below it, there are two date pickers: 'From (mm/dd/yyyy): 10/17/2022' and 'To (mm/dd/yyyy): 10/24/2022'. A dropdown menu for 'Type of Email:' is open, showing options: 'Corrected Filing Received', 'eService', 'eService Email Delivery Failure', 'Abandoned Filing Queue', 'Filing Moved to Correction Queue', 'Filing Received', 'Processing Completed', and 'Removal from Service List'. Below the dropdown is a 'records per page' selector set to '10'. The main table has columns: 'From', 'Subject', and 'Submitted'. It lists three groups of emails, each starting with a 'Submitted' date and time. The first group is for 10/21/2022 11:29:37 AM, the second for 10/20/2022 01:41:55 PM, and the third for 10/18/2022 08:44:00 AM. The email from Carolyn M Weber with subject 'SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX' is highlighted in the first group.

From	Subject	Submitted
Submitted: 10/21/2022		
Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX	10/21/2022 11:29:37 AM
Submitted: 10/20/2022		
Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 2D2016-123 STEVE M. HAYWOOD vs STATE OF FLORIDA	10/20/2022 01:41:55 PM
Submitted: 10/18/2022		
Carolyn Clerk Weber	Filing # 100376915 filed by Carolyn M Weber, FBN 106454 - Moved to Abandoned Filing Queue	10/18/2022 08:44:00 AM
Carolyn Clerk Weber	Filing # 100376915 - Moved to Abandoned Filing Queue	10/18/2022 08:44:00 AM

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

The screenshot shows the 'Email Log' search interface. At the top, there's a 'Search Options' section. Below it, there's a 'records per page' selector set to '10'. The main table has columns: 'From', 'Subject', and 'Submitted'. It lists three groups of emails, each starting with a 'Submitted' date and time. The first group is for 10/21/2022 11:29:37 AM, the second for 10/20/2022 01:41:55 PM, and the third for 10/18/2022 08:44:00 AM. The email from Carolyn M Weber with subject 'SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX' is highlighted in the first group.

From	Subject	Submitted
Submitted: 10/21/2022		
Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX	10/21/2022 11:29:37 AM
Submitted: 10/20/2022		
Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 2D2016-123 STEVE M. HAYWOOD vs STATE OF FLORIDA	10/20/2022 01:41:55 PM

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

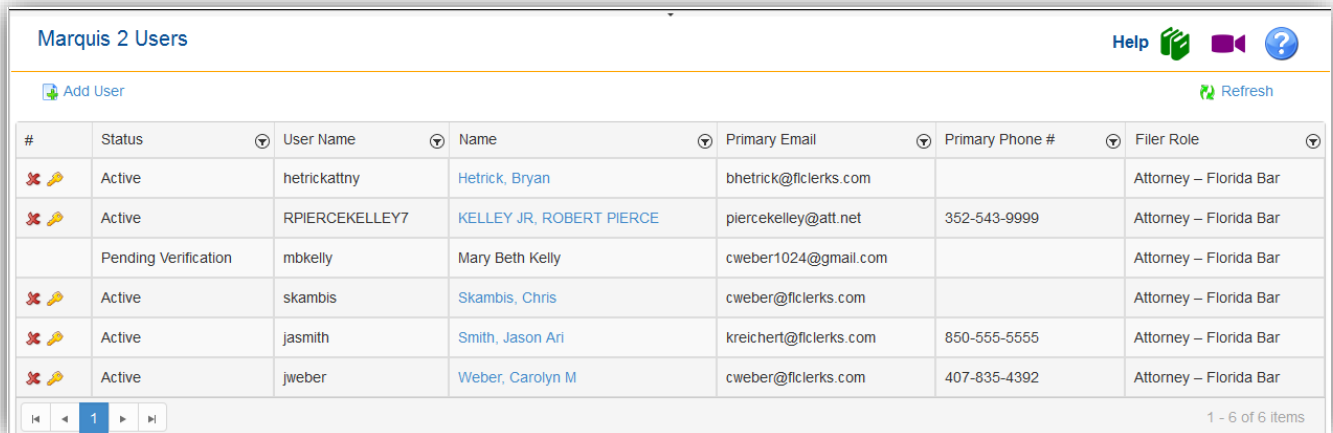
Phone #:











850-999-9999

Update

Manage Users

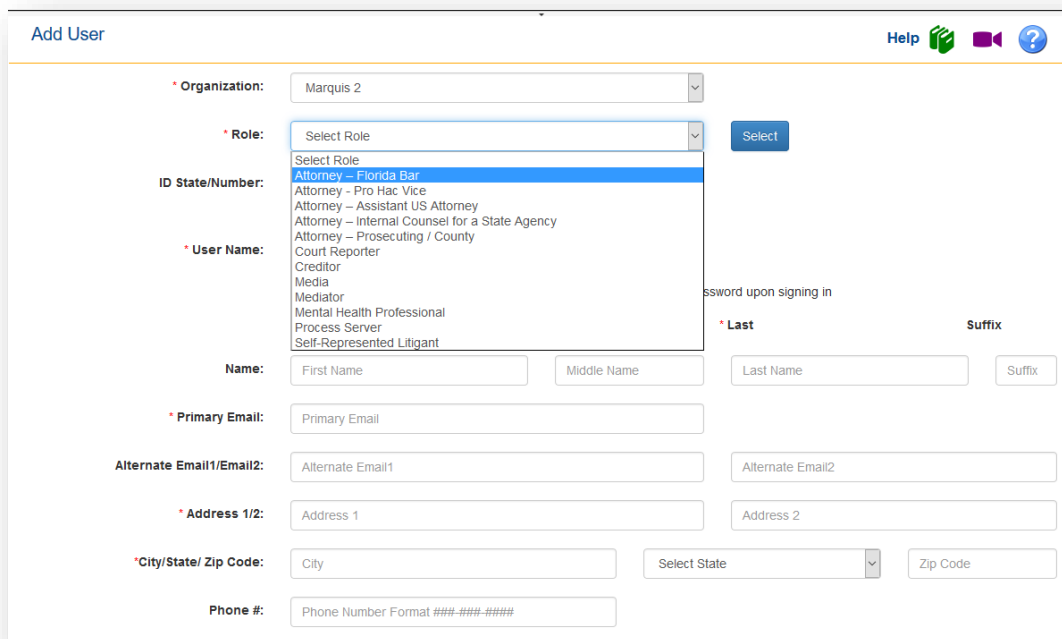
This option allows the administrators to view list of users for the organization, add users, edit users, reset passwords, and disable user accounts.



#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
 	Active	hetrickattny	Hetrick, Bryan	bhetrick@ficlerks.com		Attorney – Florida Bar
 	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	piercekelley@att.net	352-543-9999	Attorney – Florida Bar
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar
 	Active	skambis	Skambis, Chris	cweber@ficlerks.com		Attorney – Florida Bar
 	Active	jasmith	Smith, Jason Ari	kreichert@ficlerks.com	850-555-5555	Attorney – Florida Bar
 	Active	jweber	Weber, Carolyn M	cweber@ficlerks.com	407-835-4392	Attorney – Florida Bar

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.



Add User

* Organization: Marquis 2

* Role: Select Role Select

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

* User Name:

Name: First Name Middle Name Last Name Suffix

* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: Address 1 Address 2

* City/State/ Zip Code: City Select State Zip Code

Phone #: Phone Number Format ###. ###. ####

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.

* Current Password:

* New Password:

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

* Re-enter Password:

* Security Question:

* Security Answer:

* First Middle * Last Suffix

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* City/State/ Zip Code:

Phone #:

[Activate](#)

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.

Marquis 2 Users

[Help](#)

[Add User](#)
[Refresh](#)

#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
		JJones	John Michael Jones	cweber@flclerks.com		Attorney – Florida Bar
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	piecerkelley@att.net	352-543-9999	Attorney – Florida Bar
		mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar
	Active	tvntestselfrep	Newberry, Todd	tnewberry@flclerks.com		Self - Represented Litigant
	Active	L7N7q5m8K8	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar
	Active	cskambis	Skambis, Christopher M	cweber1024@outlook.com	407-461-2231	Attorney – Florida Bar
	Active	jasmith	Smith, Jason Ari	kreichert@flclerks.com	850-555-5555	Attorney – Florida Bar
	Active	aweber	Weber, Carolyn M	cweber@flclerks.com	407-461-2313	Attorney – Florida Bar
	Active	jweber	Weber, Julie M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar

[1](#)

1 - 9 of 9 items

User Details

Preferences

User Details

Organization:

Marquis 2

Status:

Active

Role:

Attorney – Florida Bar

* User Name:

jfatty

* First

Middle

* Last

Suffix

Name:

Jennifer

M.

Fishback

Esq

* Primary Email:

no_name@gmail.com

Alternate Email1/Email2:

Alternate Email1

Alternate Email2

* Address 1/2:

100 Main St.

Address 2

* City/State/ Zip Code:

Tallahassee

Florida

32312

Phone #:

Phone Number Format ###-###-####

☐ Can act as administrator?

Update

Cancel

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.

Marquis 2 Users

Help

Add User

Refresh

#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
	Active	jfatty	Fishback Esq, Jennifer M.	jfishback@ficlerks.com		Attorney – Florida Bar
	Active	hetrickattny	Hetrick, Bryan	bhetrick@ficlerks.com		Attorney – Florida Bar
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	piercekelley@att.net	352-543-9999	Attorney – Florida Bar
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar
	Active	skambis	Skambis, Chris	cweber@ficlerks.com		Attorney – Florida Bar
	Active	jweber	Weber, Carolyn M	cweber@ficlerks.com	407-835-4392	Attorney – Florida Bar

1 - 6 of 6 items

Reset Password

X

* Password:

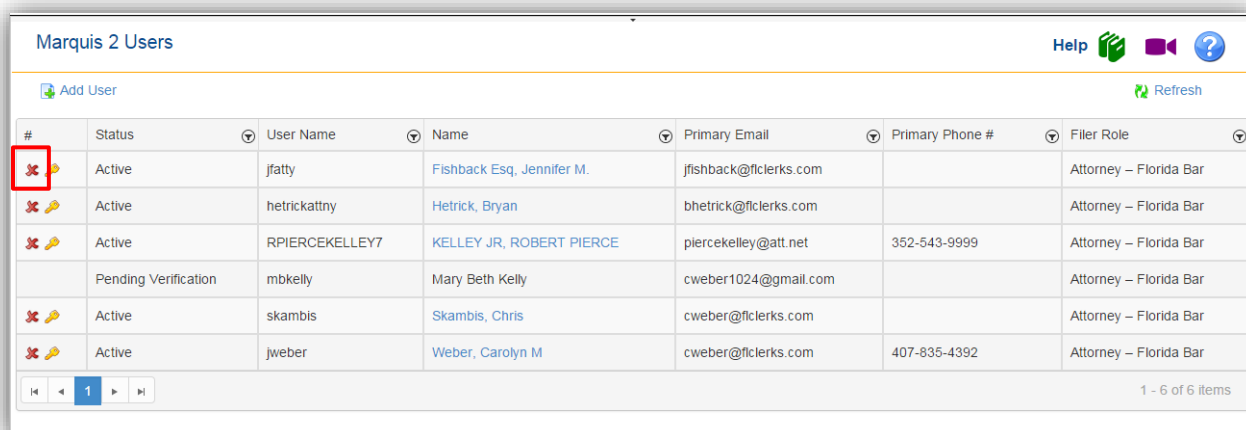
Temporary Password

Reset

Cancel

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.



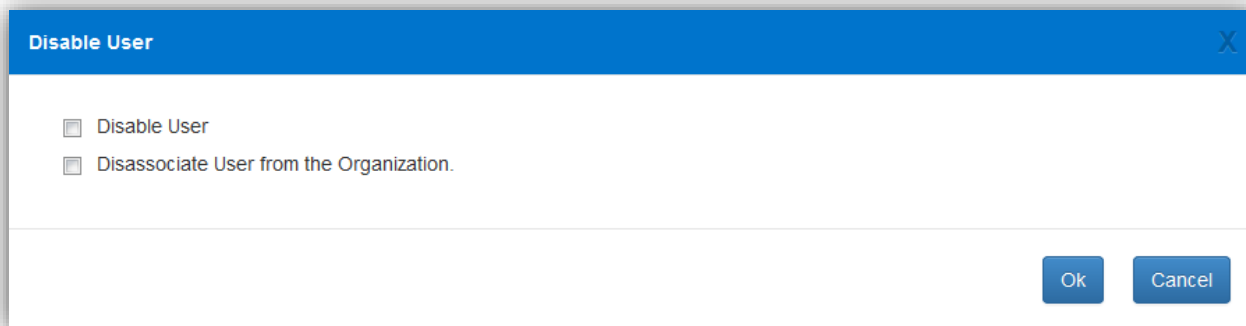
Marquis 2 Users

Help Refresh

Add User

#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
	Active	jfatty	Fishback Esq, Jennifer M.	jfishback@flclerks.com		Attorney – Florida Bar
	Active	hetrickattny	Hetrick, Bryan	bhetrick@flclerks.com		Attorney – Florida Bar
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	percekelley@att.net	352-543-9999	Attorney – Florida Bar
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar
	Active	skambis	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar
	Active	jweber	Weber, Carolyn M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar

1 - 6 of 6 items



Disable User

☒ Disable User

☐ Disassociate User from the Organization.

Ok Cancel

- 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 from 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.

Unaffiliated Users
Help

Last Name:
Kelly

First Name:

Filer Role:

Primary Email:
Primary Email

Status:
☐ Active
☐ InActive
☒ Both

Search

Associate

Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input type="checkbox"/>	Kelly, Karen	Attorney – Florida Bar	FL 135828	karen.kelly@provest.us		Active
<input checked="" type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	FL 84487	cweber1024@outlook.com		Active
<input type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	FL 84487			Pending Activation

1
1 - 3 of 3 items

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**.

Manage My E-service
Help

Search Options

Court:
Orange

Case Style:
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
100

Include:
☐ Active
☐ Inactive
☒ All

Search
Clear

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

Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input type="checkbox"/>	NEW CASE	Orange	MARY JANE BROWN VS DAVID ALLEN BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	Harvey Smith VS Mary Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	The Villages of Florida VS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	VS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	MARY JONES VS HENRY SMITH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CC-006494-O	Orange	JOHN M ANDERSON vs. HARRY SHORSTEIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CC-000001-O	Orange	ORLANDO NEIGHBORHOOD IMPROVEMENT CORPORATION vs. LUIS MALDONADO, ANNETTE DIAZ MALDONADO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000100-O	Orange	OVERTON, CHRISTINEvs.TENG DA ENTERPRISES INC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000066-O	Orange	FIFTH THIRD MORTGAGE COMPANY vs. DRAKE, VERONICA Jet al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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**.

Service List Maintenance Actions

☒ Remove me from the E-Service list.

☐ Update designated email Address

Change From

Change To

☐ Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.

Primary

Alternate Email 1

Alternate Email 2

cweber@fliclerks.com

cweber1024@yahoo.com

cweber1024@gmail.com

☐ Use these case-specific email addresses for E-service.

Primary

Alternate Email 1

Alternate Email 2

<input checked="" type="checkbox"/>	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	2016-CA-000100-O	Orange	VERTON, CHRISTINEvs.TENG DA ENTERPRISES INC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2014-CA-000012-O	Orange	JONES, TYRONEvs.CITY OF ORLANDO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2012-CA-000123-O	Orange	OLYMPIA STATION LLC vs. VINA NAILS LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

1

1 - 24 of 24 items

Update

You will receive confirmation of the Maintenance Action.

You have been successfully removed from the selected service lists. Continue selecting service lists for more updates.

OK

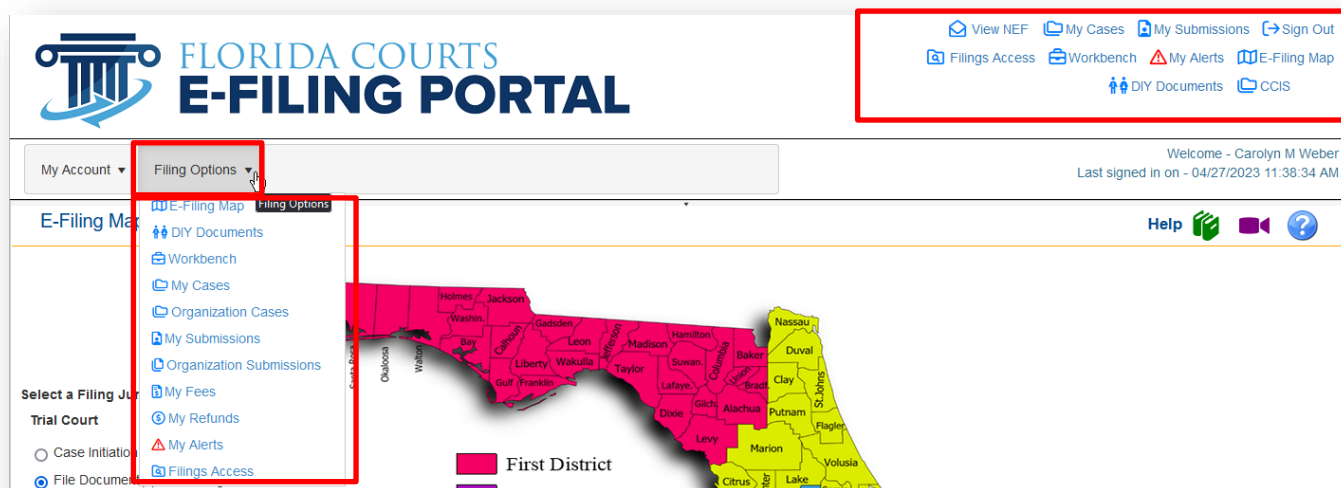
Click on **OK** to continue.

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

Portal Organization Administrator User Guide

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 with 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 Support 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.

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	2022-CA-000031-O	VISTANA SPA CONDOMINIUM ASSOCIATION INC A FLORIDA vs. SELZNICK, CHERYL F et al.		977930		05/09/2022 03:32:14 PM			
  1  							1 - 1 of 1 items		

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.

My Cases

Help

Search Options

Court:

Court Case #:

Court Case #

Case Style:

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

25

Include:

☐ Active

☐ Inactive

☒ All

Added as Other Attorney/Interested Party:

☐

Search

Clear

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

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
		NEW CASE_100014970	NEW CASE	Alachua	MARY JO SMITH VS AMERICAN AUTOMOBILE ASSOCIATION	Yes	Active
		NEW CASE_100012662	NEW CASE	Alachua	JAMES J JONES VS HENRY H HOOPER	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012018MM000012AXXXXX	012018MM000012AXXXXX	Alachua	STATE OF FLORIDA VS SANDERS, TOMULA N	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012018DR000002XXXXXX	012018DR000002XXXXXX	Alachua	ARTHUR, RANDALL VS ARTHUR, ANN	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012018CT000024AXXXXX	012018CT000024AXXXXX	Alachua	STATE OF FLORIDA VS JEAN, CLARKSEVEN	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012018CP000023XXXXXX	012018CP000023XXXXXX	Alachua	IN RE: Estate of HOWARD, ANNA M	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012018CJ000012AXXXXX	012018CJ000012AXXXXX	Alachua	Not Available	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012017TR000123XXXXXX	012017TR000123XXXXXX	Alachua	STATE OF FLORIDA VS WATERS, STORMY A	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012017SC000022XXXXXX	012017SC000022XXXXXX	Alachua	PORTFOLIO RECOVERY ASSOCIATES VS MACINTYRE, HOLLY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012017CF000023AXXXXX	012017CF000023AXXXXX	Alachua	STATE OF FLORIDA VS WRIGHT, PAUL	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012017CF000022AXXXXX	012017CF000022AXXXXX	Alachua	STATE OF FLORIDA VS HICKS, HORACE E JR	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	012017CF000012AXXXXX	012017CF000012AXXXXX	Alachua	STATE OF FLORIDA VS GONZALEZ, WALTER G	Yes	Active

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 wish to receive the Email Notifications.

My Cases

Help

Search Options

Court:

Court Case #:

Court Case #

Case Style:

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

25

Include:

☐ Active

☐ Inactive

☒ All

Added as Other Attorney/Interested Party:

☒

Search

Clear

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<div>Submit</div>	<div>Submit</div>	482021CA000055A001OX	2021-CA-000055-O	Orange	GAVILANES, ANDREA vs. YOUNG, GABRIEL Jet al.	No	Active
<div>Submit</div>	<div>Submit</div>	482018CA000045A001OX	2018-CA-000045-O	Orange	THE ESTATE OF CHARLES JONESvs.PROVIDENCE HOME LLC et al.	Yes	Active

1

1 - 2 of 2 items

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.

Marquis 2 Cases

Help

Search Options

Filer:

John Michael Jones

KELLEY JR, ROBERT PIERCE

Mary Beth Kelly

Newberry, Todd

Skambis, Chris

Skambis, Christopher M

Smith, Jason Ari

Weber, Carolyn M

Weber, Julie M

Court:

Case Style:

Service lists using profile email addresses:

☐

Removed from the Service List:

☐

Cases per page

Added as Other Attorney/Interested Party:

☐

Court Case #:

Court Case #

Service lists containing case-specific email address:

Service lists using case-specific email addresses:

☐

Bounce backs received on email addresses:

☐

Include:

☐ Active

☐ Inactive

☒ All

Search

Clear

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.

Marquis 2 Cases
Help

Search Options

Filer: Skambis, Chris

Court:

Court Case #: Court Case #

Case Style: Case Style

Service lists containing case-specific email address:

Service lists using profile email addresses:

Service lists using case-specific email addresses:

Removed from the Service List:

Bounce backs received on email addresses:

Cases per page: 25

Include: Active Inactive All

Added as Other Attorney/Interested Party:

Search Clear

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Filer	Receiving Service	Status
		NEW CASE_249323	NEW CASE	Miami-Dade		Chris Skambis	Yes	Active
Submit	Submit	482016CA000002A001OX	2016-CA-000002-O	Orange	BROWN, MARY JO vs. AMERICAN AUTOMOBILE ASSOCIATION	Chris Skambis	Yes	Active

1 - 2 of 2 items

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.

My 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

Search

Clear

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	<div>Submit</div>	<div>Submit</div>	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 - 1 of 1 items

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.

Marquis 2 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:

John Michael Jones

KELLEY JR, ROBERT PIERCE

Mary Beth Kelly

Newberry, Todd

Skambis, Chris

Skambis, Christopher M

Smith, Jason Ari

Weber, Carolyn M

Weber, Julie M

	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
AGENT	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

1 - 1 of 1 items

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

Pleading	Proposed Document	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327482	Weber, Carolyn M	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: 482022CC000012A0010X

Division: County Civil

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

Matter:

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 # 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]

Organization Fees
Help

Search Options

Enter Search Criteria

Submission Date From
10/10/2022

Submission Date To
10/24/2022

Completion Date From
Completion Date From

Completion Date To
Completion Date To

Payment Method

Saved Payment Account

Memo
Memo

Matter #
Matter #

Submission #
Submission #

Order #
Order #

Financial ID
Financial ID

Fee Status

Court Case #
Court Case #

Case Style
Case Style




Filer
Weber, Carolyn M

Search
Clear



Print
Save

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 Submissions

Help   

Search Options

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
	<input type="button" value="Submit"/>	100364054 	Mary David Jones VS Target International	NEW CASE	Pending Review	Orange	08/26/2022 04:13:05 PM	

Filing Information Documents Service List **Fee Payment**

Memo:

Filing Fee	\$400.00
Complaints and Statement of Claim Statement of Claim	\$0.00
Statutory Convenience Fee:	\$14.00
Total Fee:	\$414.00
Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
Order #:	35549
Financial ID:	105534


1 - 1 of 1 items

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.

Organization Refunds Help 

Search Options

Enter Search Criteria

Refund Date From 
Refund Date To 

Filer

John Michael Jones
 KELLEY JR, ROBERT PIERCE
 Mary Beth Kelly
 Newberry, Todd
 Skambis, Chris
 Skambis, Christopher M
 Smith, Jason Ari
Weber, Carolyn M
 Weber, Julie M

Payment Method
Memo
Matter #


Submission #
Order #
Financial ID

Court Case #
Case Style

Filer	Refund Date	Refund Reason	Amount	Submission #	Submission Date	Clerk Case #	Order #	Financial ID	Matter #	Memo	Case Style
Carolyn M Weber	10/18/2022 08:43:39 AM	Filing is moved to abandoned filing Queue	\$103.50	100376914	10/18/2022 08:19:23 AM	2022-CA-000123-O	36798	107077			CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
Carolyn M Weber	10/18/2022 08:44:00 AM	Filing is moved to abandoned filing Queue	\$408.83	100376915	10/18/2022 08:21:23 AM	2022-CA-000015-O	36799	107078			DISASTER MANAGEMENT RECOVERY GROUP LLC vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
			\$512.33								

1 - 2 of 2 items

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.

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"/>	100376914 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Abandoned Filing Queue	Orange	10/18/2022 08:19:23 AM	10/18/2022 08:43:39 AM

[Filing Information](#)
[Documents](#)
[Service List](#)
Fee Payment

Memo:

Filing Fee	\$0.00
Motions Motion for Admission of Attorney Pro Hac Vice	\$100.00
Statutory Convenience Fee:	\$3.50
Total Fee:	\$103.50

Fee Status:

Paid By: Pay By Credit/Debit Card

Order #: 36798

Financial ID: 107077

1 - 1 of 1 items

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.

My Alerts Help Video ?

Search Options

Enter Search Criteria

Alert Date From: To:

Type of Alert:

Filing ID:

Filer:
John Michael Jones
KELLEY JR, ROBERT PIERCE
Mary Beth Kelly
Newberry, Todd
Skambis, Chris
Skambis, Christopher M
Smith, Jason Ari
Weber, Carolyn M
Weber, Julie M

Alerts per page:

<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100376442	Marvin J Hickson VS DeWalt Inc	NEW CASE	Orange	10/24/2022 03:26:37 PM	Filing Moved to Correction Queue	Your document requires a signature. Please use the s/ATTORNEY NAME on the document and resubmit

1 - 1 of 1 items

My Alerts Help Video ?

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"/>	100376442	Marvin J Hickson VS DeWalt Inc	NEW CASE	Orange	10/24/2022 03:26:37 PM	Filing Moved to Correction Queue	Your document requires a signature. Please use the s/ATTORNEY NAME on the document and resubmit

1 - 1 of 1 items

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.

Filing # 100376442 - Correction Queue Case Information Help   

Note From Clerk: Your document requires a signature. Please use the s/ATTORNEY NAME on the document and resubmit

 Case Information
  Case Parties
  Documents
  Service List
  Review and Submit

Type: Trial	County: Orange	Division: Circuit Civil	Total Fee: \$400.00
Case #: NEW CASE	Type: Productis Liability / Injury to Person/Property From a Defective Product	Status:	
Case Title: Marvin J Hickson VS DeWalt Inc			

* County

Orange

* Division


Circuit Civil

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.

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

10/20/2022

* Submission Date To



10/24/2022

Court

Alachua

Search

Clear

	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		

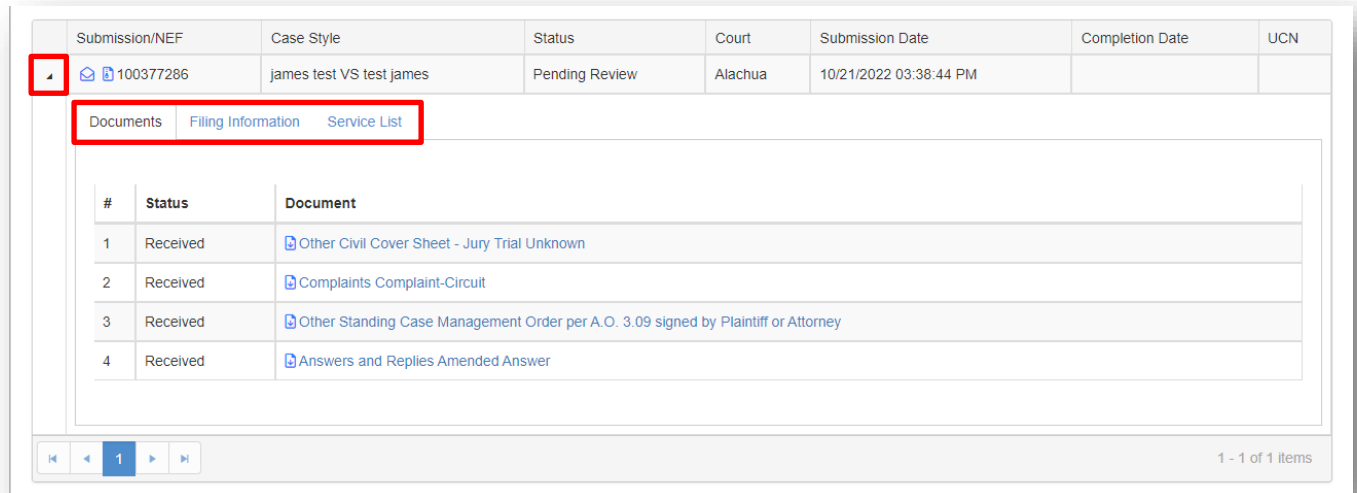
1

1 - 1 of 1 items

Portal Organization Administrator User Guide

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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.

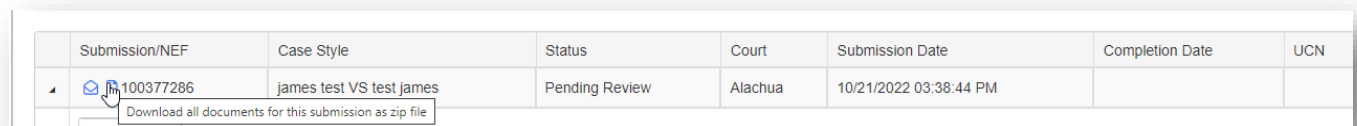


The screenshot shows a table with columns: Submission/NEF, Case Style, Status, Court, Submission Date, Completion Date, and UCN. The first row is highlighted, and a red box highlights the carat icon next to the Submission/NEF column. Below the table, there are three tabs: Documents, Filing Information, and Service List. The Documents tab is selected, showing a list of documents with columns: #, Status, and Document. The documents listed are:

#	Status	Document
1	Received	Other Civil Cover Sheet - Jury Trial Unknown
2	Received	Complaints Complaint-Circuit
3	Received	Other Standing Case Management Order per A.O. 3.09 signed by Plaintiff or Attorney
4	Received	Answers and Replies Amended Answer

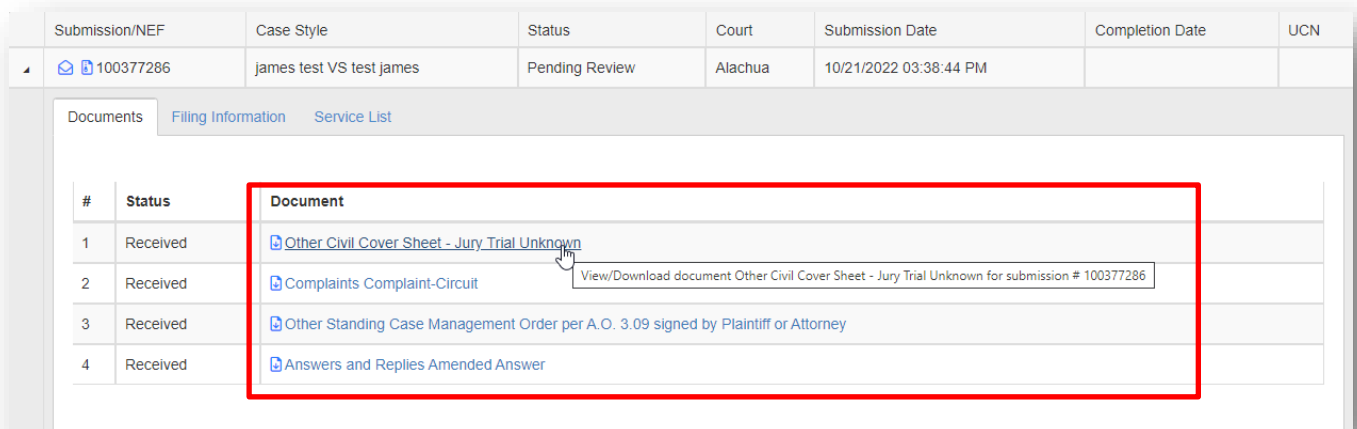
At the bottom right, it says "1 - 1 of 1 items".

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.



The screenshot shows the same table as before. A red box highlights the carat icon and the two icons (envelope and page) next to the Submission/NEF column. A tooltip appears over the page icon, saying "Download all documents for this submission as 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 screenshot shows the same table as before. A red box highlights the document list. A tooltip appears over the document name "Other Civil Cover Sheet - Jury Trial Unknown", saying "View/Download document Other Civil Cover Sheet - Jury Trial Unknown for submission # 100377286".

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 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: 10/20/2022
* Submission Date To: Submission Date To
Court:

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.