



FLORIDA COURTS
E-FILING PORTAL



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Introduction

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

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

Video Tutorials

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

E-Filing Videos

Attorney E-Filing Instructional Videos

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

Videos For The Self-Represented Litigant

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

Suggested E-Filing How-To's

- [Florida Bar Legal Fuel Podcast – Florida Courts E-Filing Portal](#) – 42 mins (02/28/2021)
- [Florida Courts E-Filing Portal – Filing Large Documents](#) – 10 mins (10/10/2019)
- [Florida Courts E-Filing Portal – The Email Log](#) – 2 mins (10/10/2019)

Portal Filer User Manual

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

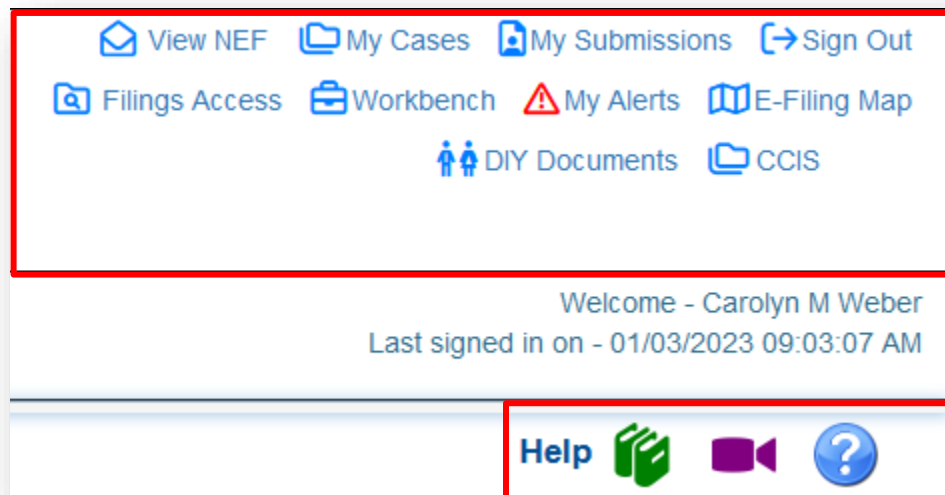
Clerk E-Filing Videos

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

Videos For The Judicial User

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

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



Training Manuals

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

Material

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

Manuals

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

E-Filing Standards Documents

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

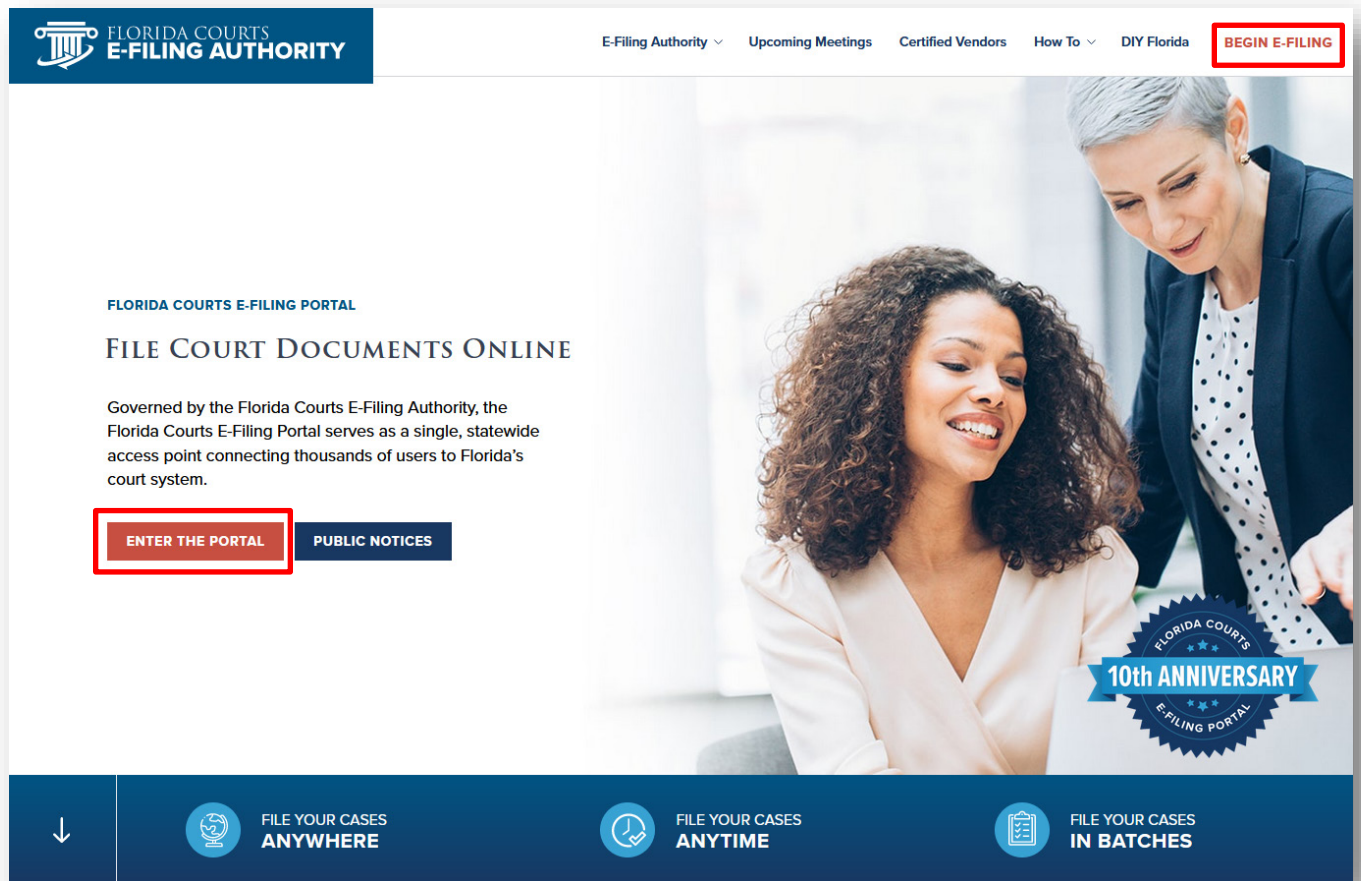
Certified Vendors

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



Account Registration

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



Create an Account

To gain access to the Portal, you must have a Portal Account. To get that account, please select the filer role you will be using and click on the **Register** button to complete the Account Registration Form, check the reCAPTCHA message box and then click the **Register** button.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a header with the Florida Courts logo and the text "FLORIDA COURTS E-FILING PORTAL" and "MyFLCourtAccess.com". Below the header, a banner image shows two women working on a laptop. The main content area has a "Welcome to the Florida Courts E-Filing Portal" message and a "Help" link. The "Login" section includes a "Required Field" label, "User Name" and "Password" input fields, and "Sign In" and "Forgot Password?" buttons. Below the login section, there is a "Do not have an account - Register Now!" section with a message: "If you need a portal account, please indicate the filer role you need and click Register." This section contains a "Role:" dropdown menu with the text "Select Role" and a "Register" button. A red box highlights the "Role:" dropdown and the "Register" button. At the bottom, a red text message states: "This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome."

FLORIDA COURTS
E-FILING PORTAL
MyFLCourtAccess.com

Welcome to the Florida Courts E-Filing Portal

Help

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](#)

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

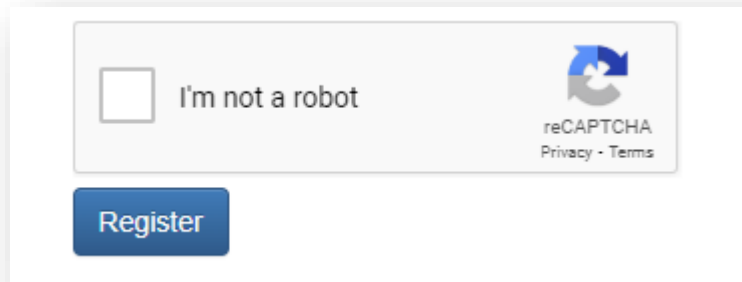
Filers will be directed to the Account Registration page based on the filer role you select.

The screenshot shows a dropdown menu titled "Select Role". The menu lists the following roles: Attorney – Florida Bar, Attorney - Pro Hac Vice, Attorney – Internal Counsel for a State Agency, Attorney – Prosecuting / County, Court Monitor, Court Reporter, Creditor, Media, Mediator/Arbitrator, Mental Health Professional, Process Server, and Self - Represented Litigant.

Select Role

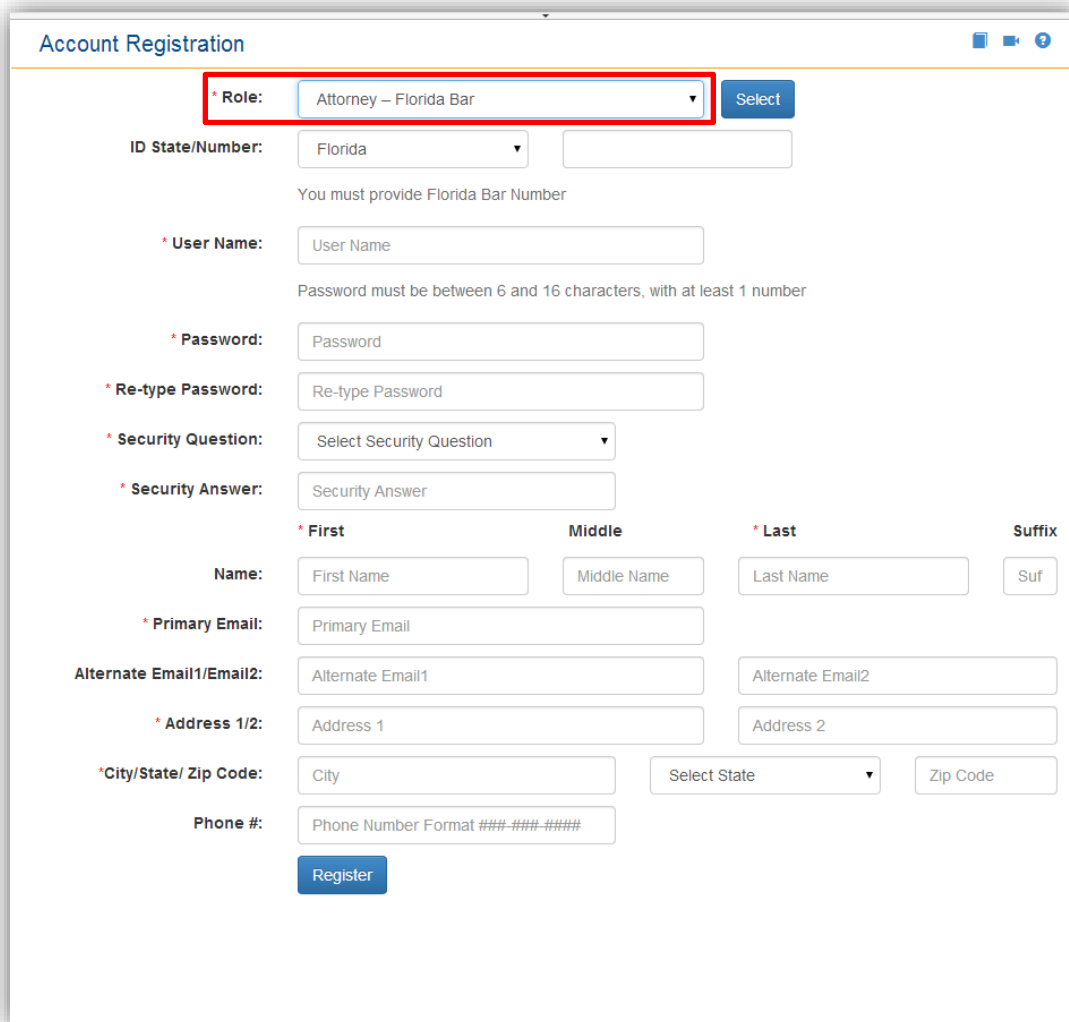
- Attorney – Florida Bar
- Attorney - Pro Hac Vice
- Attorney – Internal Counsel for a State Agency
- Attorney – Prosecuting / County
- Court Monitor
- Court Reporter
- Creditor
- Media
- Mediator/Arbitrator
- Mental Health Professional
- Process Server
- Self - Represented Litigant

At the bottom of the form, you will see the reCAPTCHA message box that you must go through to finish registering.



All Attorney Filer Roles

For the Attorney filer role, you will complete this registration page:

A screenshot of the "Account Registration" form. The form is titled "Account Registration" in the top left corner. It contains several fields with red asterisks indicating required fields. The "Role" field is a dropdown menu with "Attorney - Florida Bar" selected, and it is highlighted with a red rectangle. Below it is the "ID State/Number" field, which has a dropdown menu set to "Florida" and an adjacent text input field. A note below this says "You must provide Florida Bar Number". The "User Name" field is a text input. Below it is a note: "Password must be between 6 and 16 characters, with at least 1 number". The "Password" field is a text input. Below it is the "Re-type Password" field. The "Security Question" field is a dropdown menu with "Select Security Question" selected. Below it is the "Security Answer" field. The "Name" section has four fields: "First", "Middle", "Last", and "Suffix". The "Primary Email" field is a text input. Below it are two fields for "Alternate Email1/Email2". The "Address 1/2" section has two text input fields. The "City/State/ Zip Code" section has a text input for "City", a dropdown menu for "Select State", and a text input for "Zip Code". The "Phone #" field is a text input with a placeholder "Phone Number Format ### ### ####". A blue "Register" button is at the bottom center.

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

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

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

Court Reporter Filer Role

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

The screenshot shows the 'Account Registration' form. The 'Role' dropdown menu is highlighted with a red box and contains the text 'Court Reporter'. A blue 'Select' button is next to it. Below the role selection, the form includes fields for 'User Name', 'Password' (with a note: 'Password must be between 6 and 16 characters, with at least 1 number'), 'Re-type Password', 'Security Question' (a dropdown), and 'Security Answer'. The 'Name' section has four fields: 'First' (First Name), 'Middle' (Middle Name), 'Last' (Last Name), and 'Suffix'. There are also fields for 'Primary Email', 'Alternate Email1/Email2' (two separate fields), 'Address 1/2' (two separate fields), 'City/State/ Zip Code' (City, a 'Select State' dropdown, and Zip Code), and 'Phone #' (Phone Number Format ### ### ####). A blue 'Register' button is at the bottom.

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

Creditor Filer Role

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

Account Registration

Help

Role: Creditor **Select**

*** User Name:** User Name

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

*** Password:** Password

*** Re-type Password:** Re-type Password

*** Security Question:** Select Security Question

*** Security Answer:** Security Answer

*** First** **Middle** *** Last** **Suffix**

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 ###-###-####

Register

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

Media Filer Role

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

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

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

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

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

Mediator/Arbitrator Filer Role

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

The screenshot shows the 'Account Registration' form. At the top left is the title 'Account Registration' and at the top right are links for 'Help', a green cube icon, a purple square icon, and a question mark icon. The form fields are as follows:




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

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

Mental Health Professional Filer Role

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

Account Registration

Help   

* Role: Mental Health Professional

* User Name:

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

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

* First Middle * Last Suffix

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* City/State/ Zip Code:

Phone #:

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

Process Server Filer Role

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

The screenshot shows the 'Account Registration' form. At the top, the title 'Account Registration' is on the left, and there are icons for a document, a video camera, and a question mark on the right. The form contains the following fields and sections:

- * Role:** A dropdown menu with 'Process Server' selected. A red rectangle highlights this dropdown. To its right is a blue 'Select' button.
- * User Name:** A text input field with 'User Name' as a placeholder.
- * Password:** A text input field with 'Password' as a placeholder. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field with 'Re-type Password' as a placeholder.
- * Security Question:** A dropdown menu with 'Select Security Question' as the placeholder.
- * Security Answer:** A text input field with 'Security Answer' as a placeholder.
- Name:** A section with four input fields:
 - * First:** 'First Name'
 - Middle:** 'Middle Name'
 - * Last:** 'Last Name'
 - Suffix:** 'Suffi'
- * Primary Email:** A text input field with 'Primary Email' as a placeholder.
- Alternate Email1/Email2:** Two text input fields, 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields, 'Address 1' and 'Address 2'.
- * City/State/ Zip Code:** Three input fields: 'City', 'Select State' (a dropdown menu), and 'Zip Code'.
- Phone #:** A text input field with the placeholder 'Phone Number Format ###-###-####'.
- Register:** A blue button at the bottom center of the form.

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

Self-Represented Litigant Filer Role

For the self-represented litigant filer role, you will complete the following registration page. Your email address will be your username. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top, there's a navigation bar with 'Account Registration' on the left and 'Help', a green icon, a purple icon, and a question mark on the right. The form fields are as follows:

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

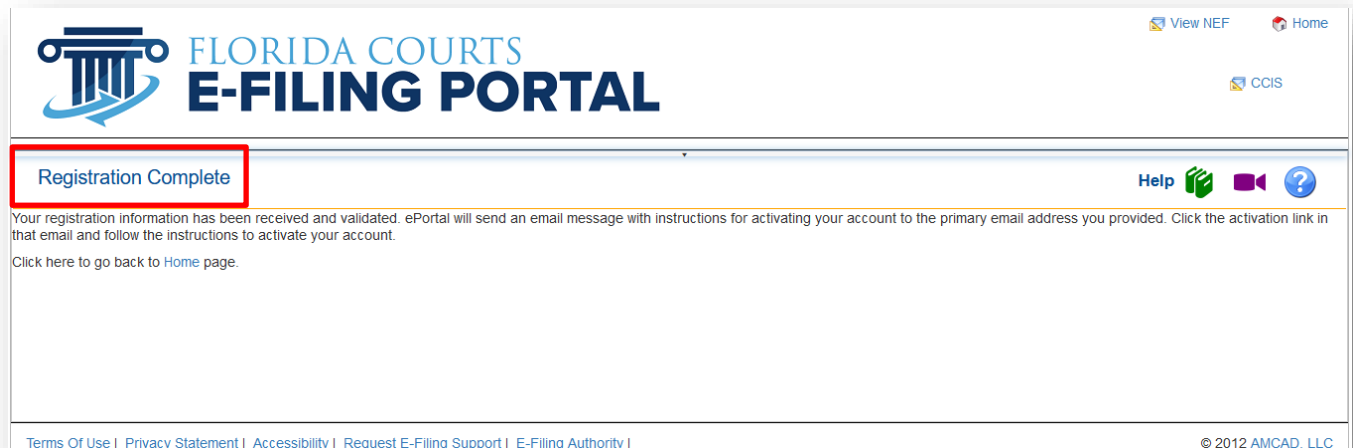
CONSENT TO EMAIL SERVICE By electronically filing through the portal I understand and agree that I will receive all future court documents submitted on my case(s) via email at the address(es) I provide.

This section contains a CAPTCHA challenge with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below the CAPTCHA is a blue 'Register' button.

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

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

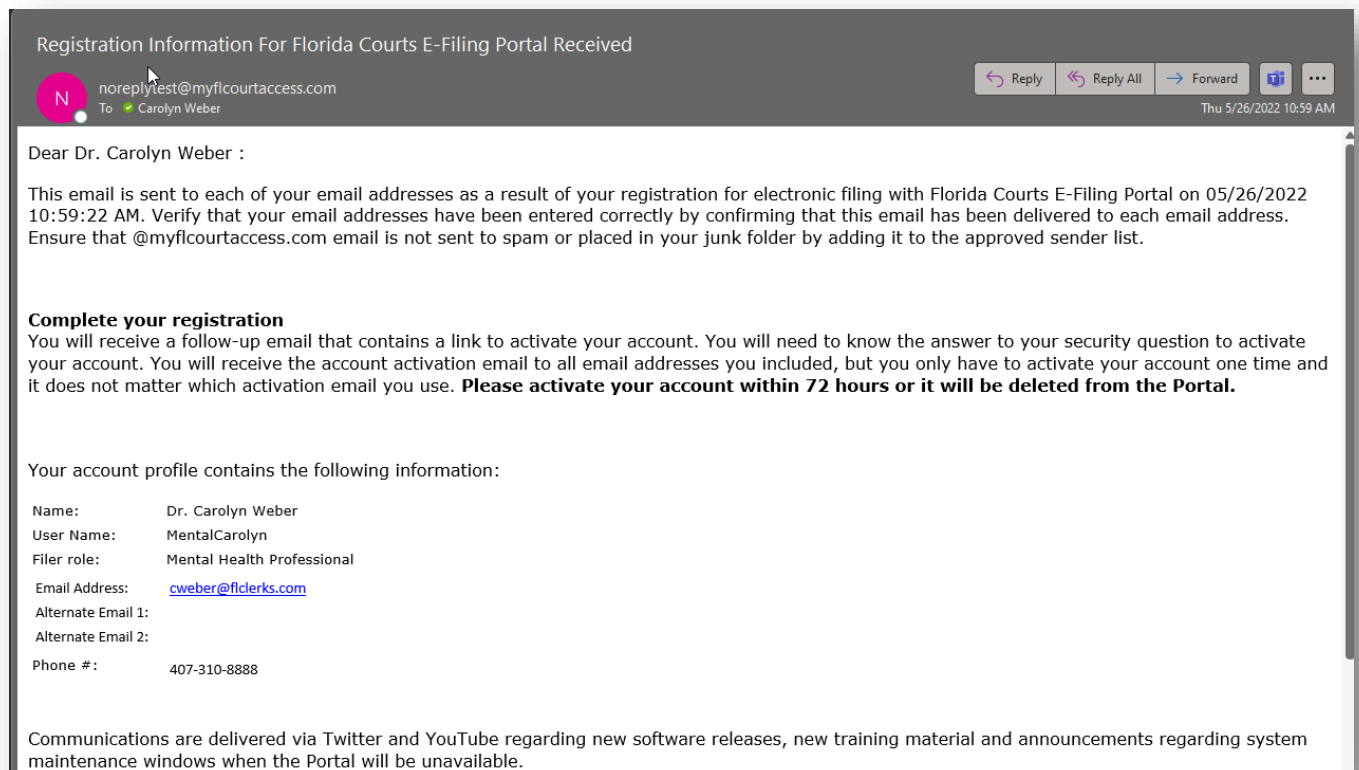
Upon successful registration filers will be taken to the **Registration Complete** page.



Email Notifications:

Filers will receive two (2) separate email notifications.

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



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

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

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

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

Your account profile contains the following information:

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

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

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

View the Training Manuals <https://www.myflcourtaccess.com/authority/trainingmanuals.html>


Thank You.

Florida Courts E-Filing Portal

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

The screenshot shows the 'Account Activation' page of the Florida Courts E-Filing Portal. The page header includes the Florida Courts logo and the text 'FLORIDA COURTS E-FILING PORTAL'. Navigation links for 'View NEF', 'Home', and 'CCIS' are in the top right. The 'Account Activation' tab is highlighted with a red box. Below the header, there are two input fields: 'Security Question' with a dropdown menu showing 'Mothers Maiden Name', and 'Security Answer' with a text box. A blue 'Activate' button is highlighted with a red box. In the top right corner, there are links for 'Help', a green cube icon, a purple video icon, and a question mark icon.

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






FLORIDA COURTS
E-FILING PORTAL

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

CCIS

Account Activation Complete

[Help](#)   

Account has been successfully activated.

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:

Select Role

Register

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

Your IP Address is .

#####WARNING#####

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

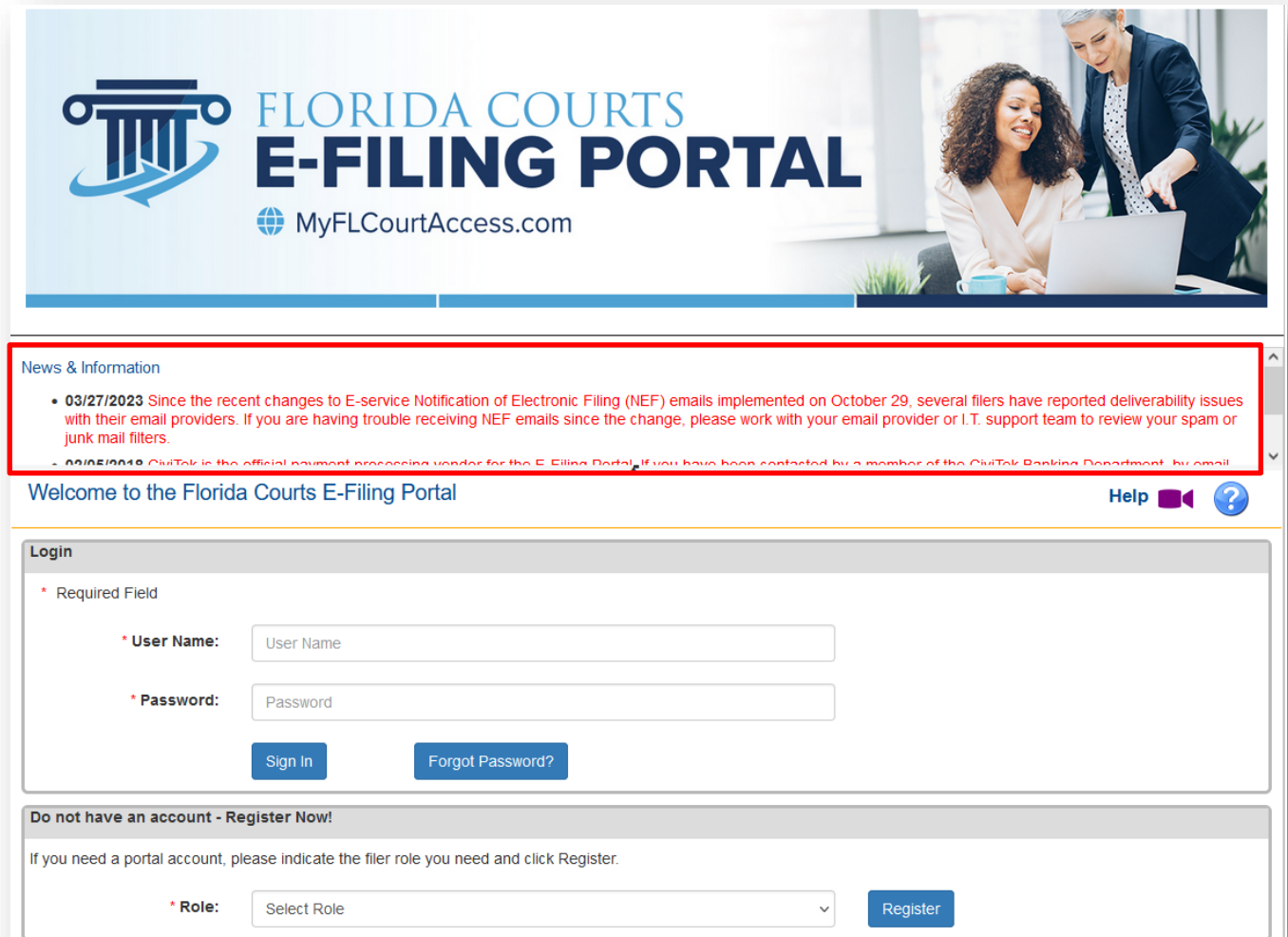
#####ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING#####

Portal Filer User Manual August 2023

Page 20

Portal Navigation

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



FLORIDA COURTS E-FILING PORTAL
MyFLCourtAccess.com

News & Information

- **03/27/2023** Since the recent changes to E-service Notification of Electronic Filing (NEF) emails implemented on October 29, several filers have reported deliverability issues with their email providers. If you are having trouble receiving NEF emails since the change, please work with your email provider or I.T. support team to review your spam or junk mail filters.
- **02/05/2019** Civitax is the official document processing vendor for the E-Filing Portal. If you have been contacted by a member of the Civitax Banking Department, by email,

Welcome to the Florida Courts E-Filing Portal

Login

* Required Field

* **User Name:**

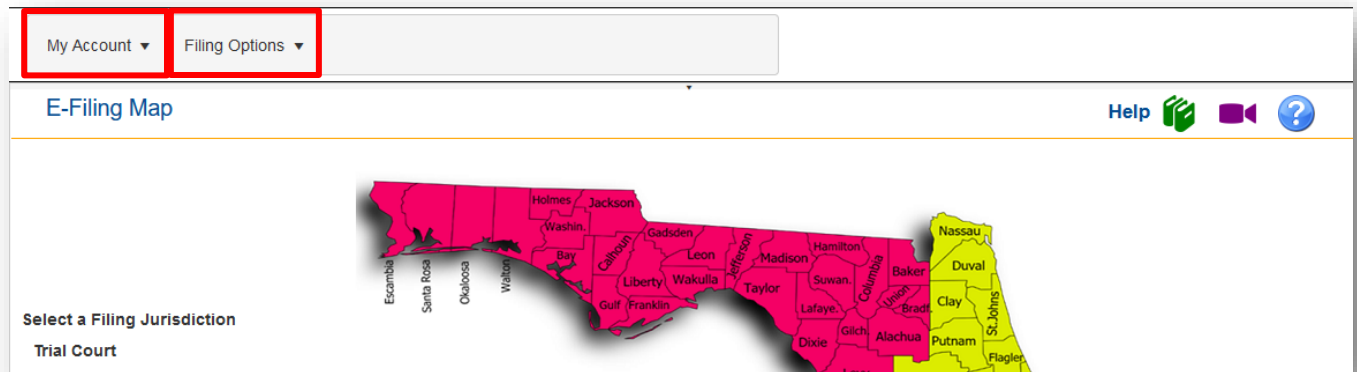
* **Password:**

Do not have an account - Register Now!

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

* **Role:**

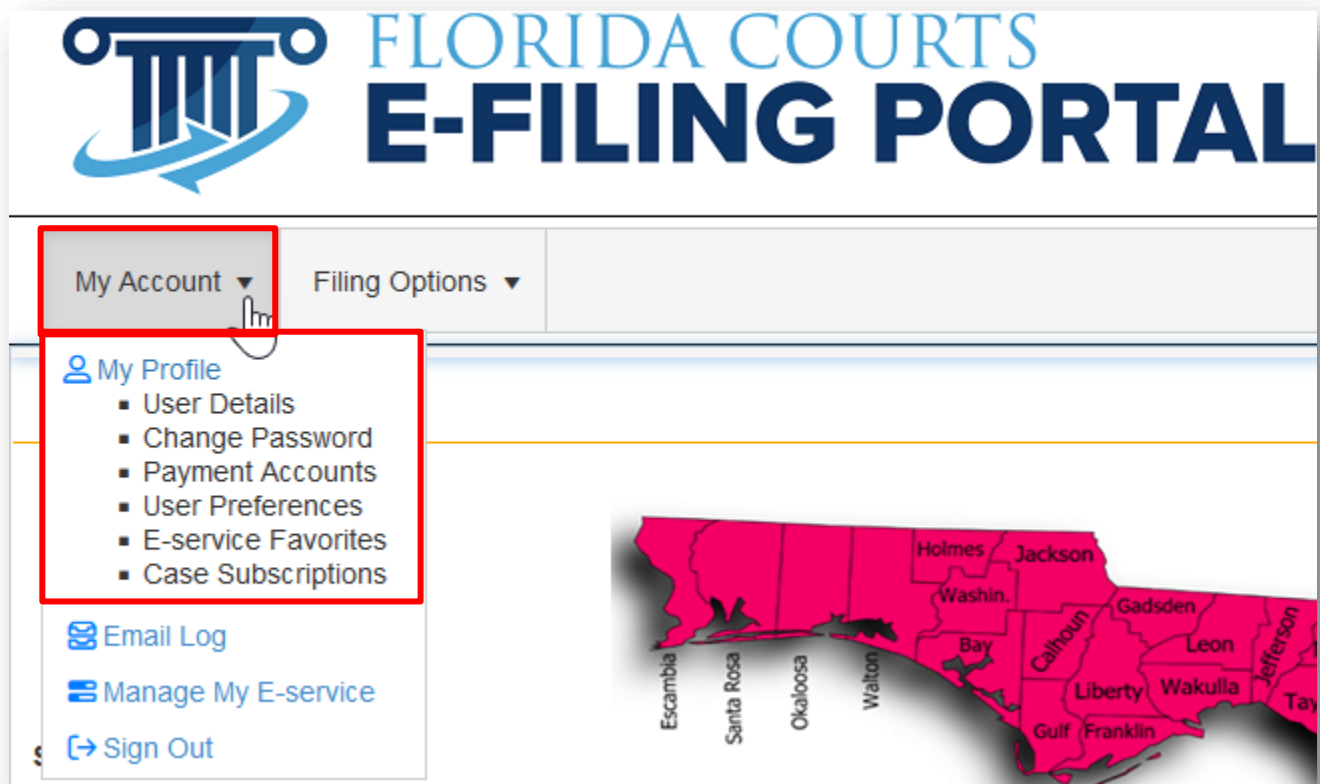
Once the filer is logged in, they are immediately taken to the Home Page selected by you the filer. The home page also has a menu bar that has two menu tabs: (1) the **My Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these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



My Account Menu

My Profile

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



User Details

The User Details option provides filers with the ability to update their profile information. Filers can update any of their profile information present except for **Organization** (if you are a part of an organization) and **Role**. When finished updating click on **Update** button at the bottom of the page to save changes.

My Profile Help

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

User Details

Organization: Unaffiliated Users

Role: Attorney – Florida Bar

* User Name: HalleH

* Security Question: Mothers Maiden Name

* Security Answer: Blue

* First Middle * Last Suffix

Name: Carolyn M Weber Suffix

* Primary Email: cweber@flclerks.com

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: 1 Liberty Lane Address 2

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

Change Password

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

My Profile Help

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

Change Password

* Current Password: Current Password

* New Password: New Password

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

* Re-enter Password: Re-enter Password

Change

Portal Filer User Manual

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

Payment Accounts

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

My Profile Help

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

Saved Payments

Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
	amex ****0002 Expiring 3 /2030	ec5d4a90-db36-485d-9c61-eea089f8edab

1 - 1 of 1 items

Saved Accounts

Delete All	Account	Payment Token
No Saved Accounts		

No items to display

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

My Profile Help

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

Saved Payments

Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
	amex ****0002 Expiring 3 /2030	ec5d4a90-db36-485d-9c61-eea089f8edab

1 - 1 of 1 items

Saved Accounts

Delete All	Account	Payment Token
No Saved Accounts		

No items to display

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

Add Credit Card/Bank AccountHelp

New Payment

Card number

4444 4444 4444 4312 VISA

Expiry date

04/26 ✓

CVC / CVV

123 ✓

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

Allison

Last Name

Smith

Business Name

Business Name on Credit Card or Bank Account

* Address1

1 Liberty Lane

Address2

Payor Street Address 2

* Country

United States of America ▼

* City

Orlando

* State

Florida ▼

* Zip/Postal Code

32432

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.

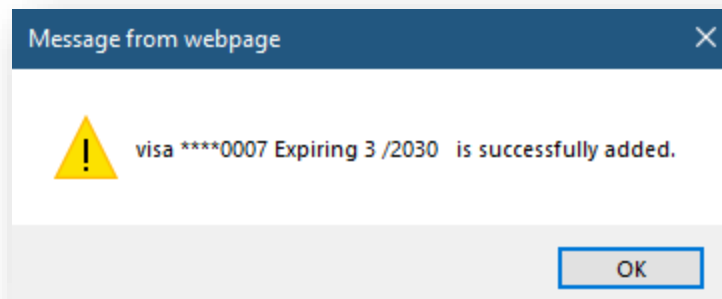
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "1900626822 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Confirm and Add

Cancel

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

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



Preferences

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

My Profile Help

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

User Preferences

Home Page: E-Filing Map

Filing Path: Pleading on Existing Case

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid: 5

New Case filing path as a Preference: Clear

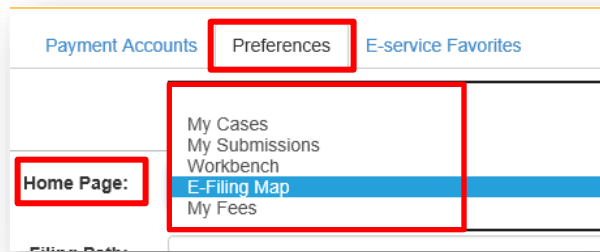
Email Preferences

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

Update

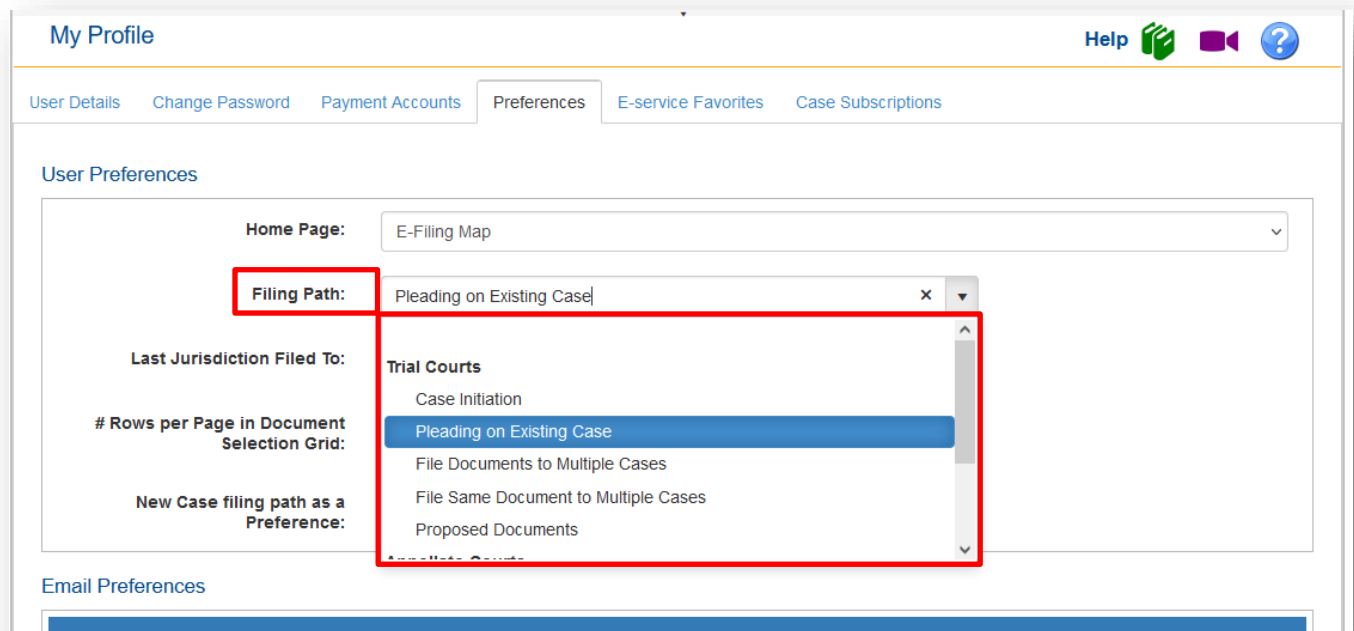
Home Page

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



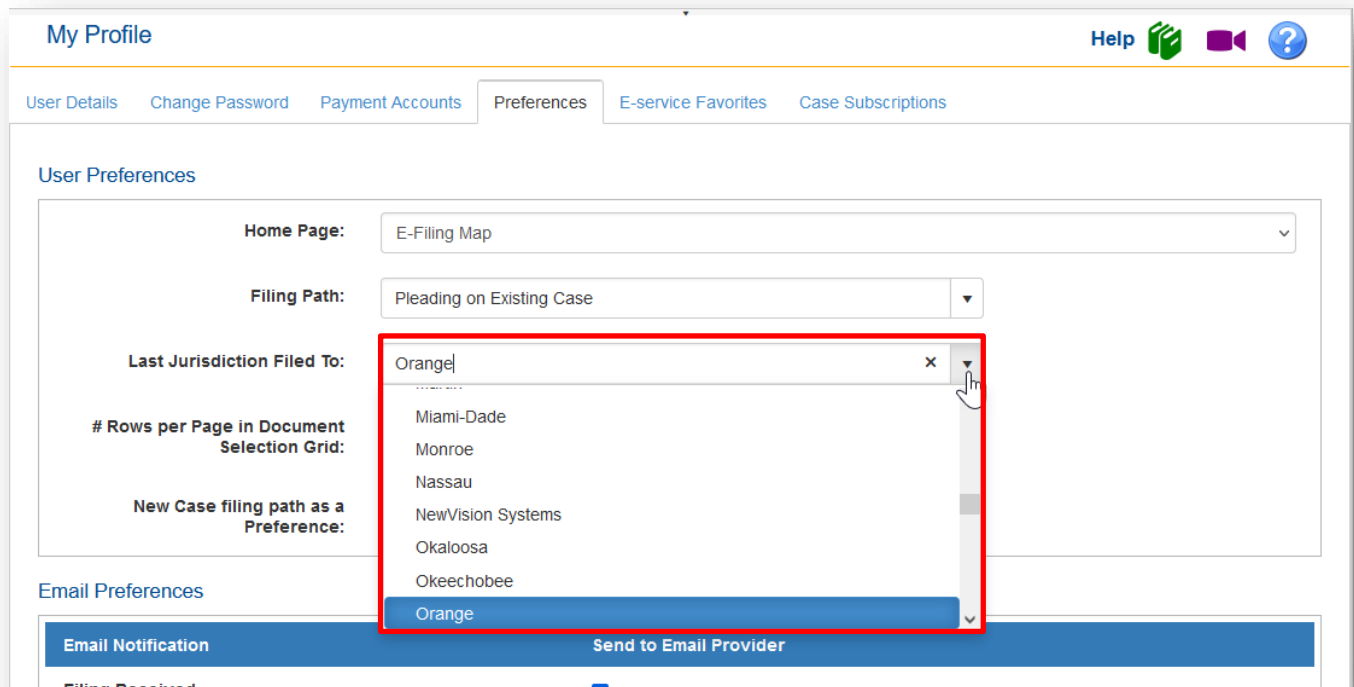
Filing Path

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






Last Jurisdiction Filed To

From the drop-down, select the Jurisdiction you wish to default to in the Portal. By default, the jurisdiction will show the last jurisdiction you filed to.



My Profile

Help   

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

User Preferences

Home Page: E-Filing Map

Filing Path: Pleading on Existing Case

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid:

New Case filing path as a Preference:

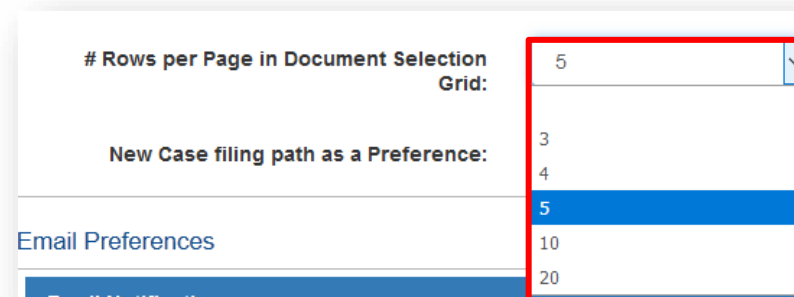
Email Preferences

Email Notification Send to Email Provider

Filing Received

Rows per Page in Document Selection Grid

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



Rows per Page in Document Selection Grid:

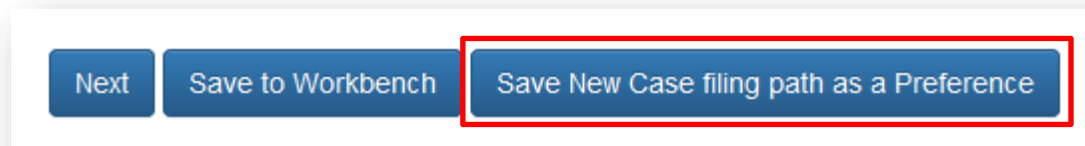
New Case filing path as a Preference:

Email Preferences

Email Notification

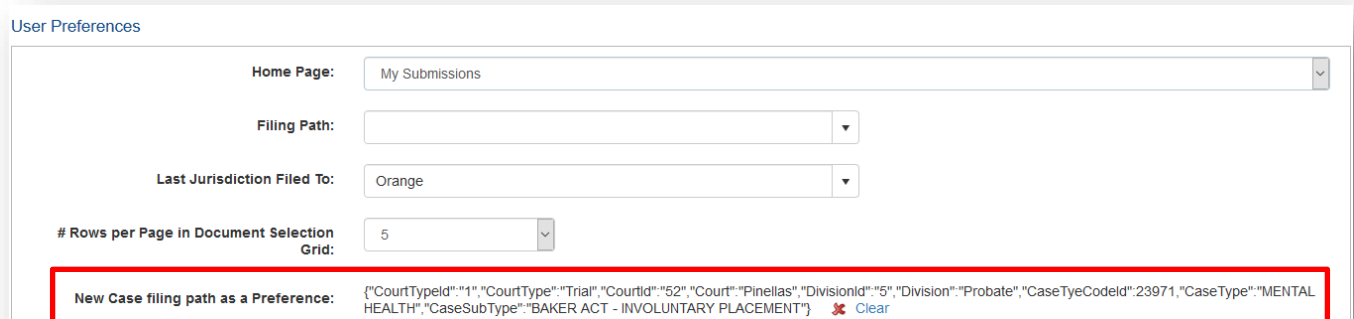
New Case Filing Path as a Preference

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



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

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



User Preferences

Home Page: My Submissions

Filing Path:

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid: 5

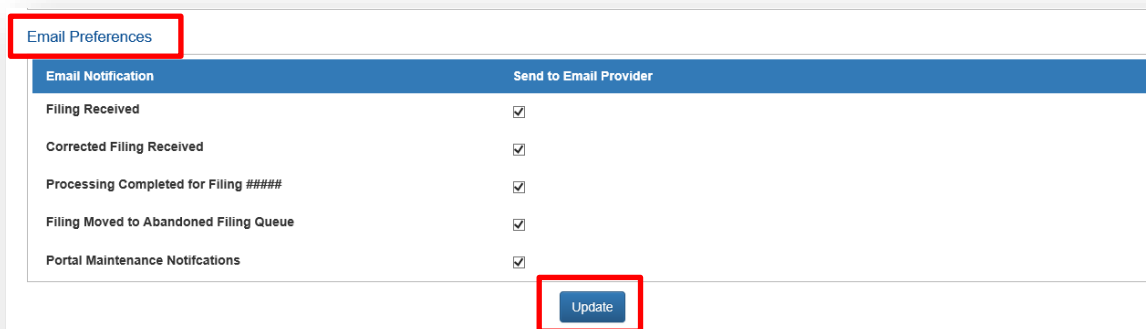
New Case filing path as a Preference: {"CourtTypeId": "1", "CourtType": "Trial", "CourtId": "52", "Court": "Pinellas", "DivisionId": "5", "Division": "Probate", "CaseTypeCodeId": "23971", "CaseType": "MENTAL HEALTH", "CaseSubType": "BAKER ACT - INVOLUNTARY PLACEMENT"} [Clear](#)

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

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

Email Preferences

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



Email Preferences

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

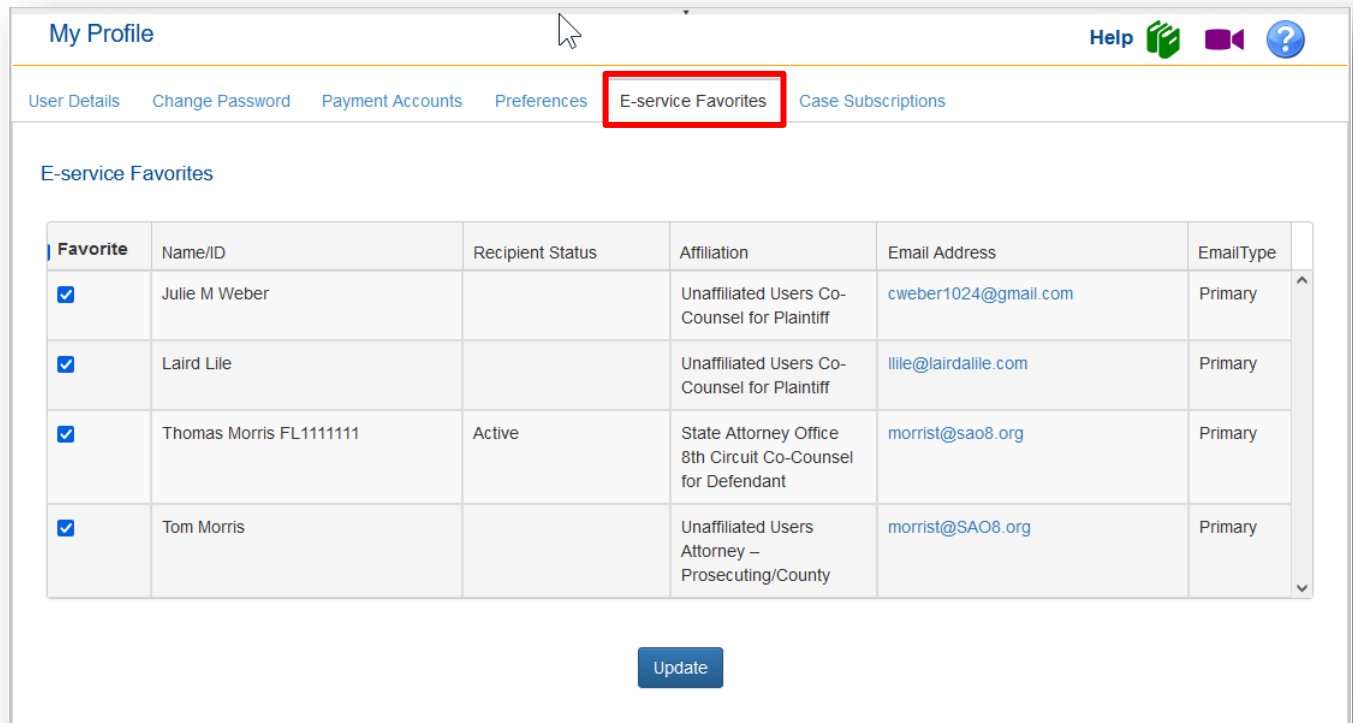
Update

E-service Favorites




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

Portal Filer User Manual August 2023

E-service list you can use the E-service favorites link and quickly select them from your list of E-service favorites 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"/>	Julie M Weber		Unaffiliated Users Co-Counsel for Plaintiff	cweber1024@gmail.com	Primary
<input checked="" type="checkbox"/>	Laird Lile		Unaffiliated Users Co-Counsel for Plaintiff	llile@lairdallie.com	Primary
<input checked="" type="checkbox"/>	Thomas Morris FL1111111	Active	State Attorney Office 8th Circuit Co-Counsel for Defendant	morrist@sao8.org	Primary
<input checked="" type="checkbox"/>	Tom Morris		Unaffiliated Users Attorney – Prosecuting/County	morrist@SAO8.org	Primary

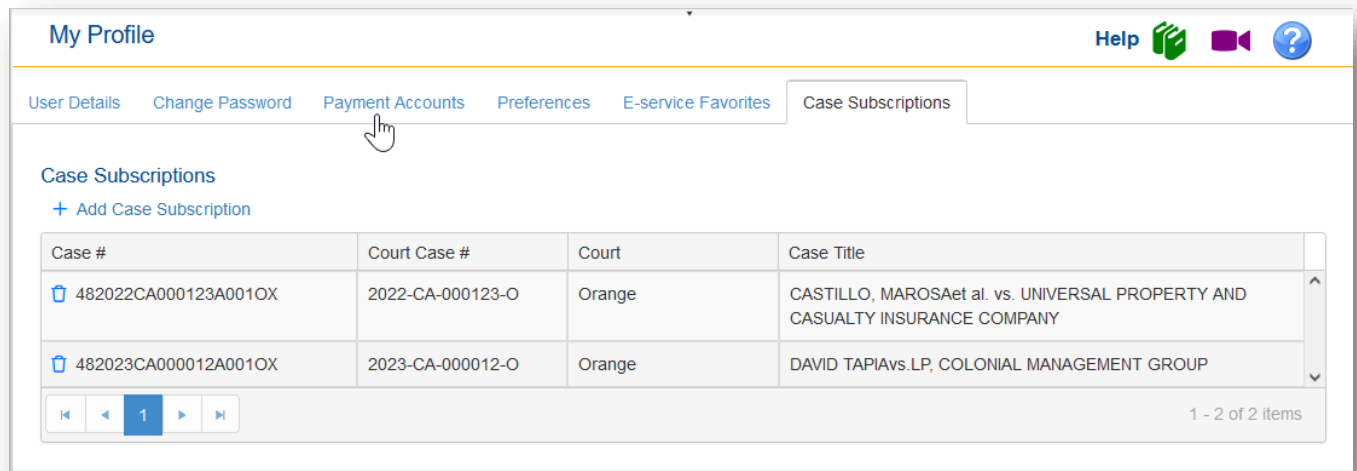
Update




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

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

Case Subscriptions



Filers now have the ability to be notified of case activity in circuit and county civil cases. When activity occurs in any case you have listed, you will receive an email notification. To add cases to your list, click on the +Add Case Subscription link.



My Profile Help   

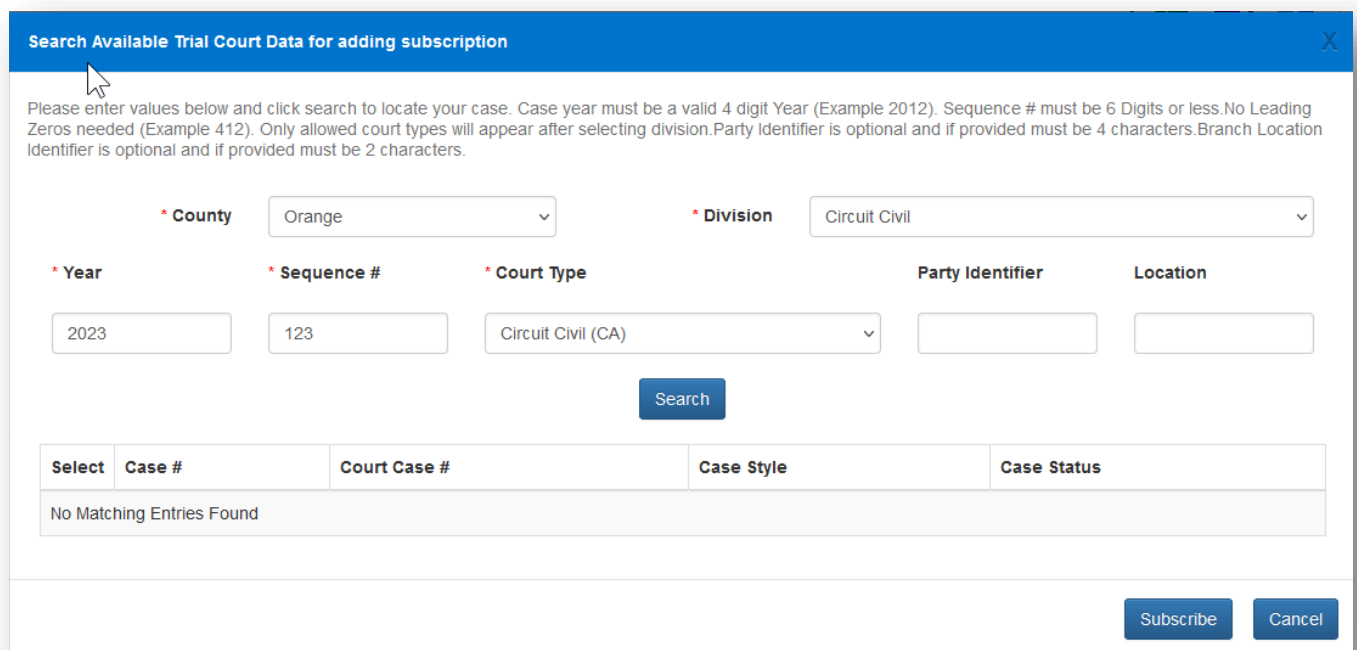
[User Details](#) [Change Password](#) [Payment Accounts](#) [Preferences](#) [E-service Favorites](#) **Case Subscriptions**

Case Subscriptions
[+ Add Case Subscription](#)

Case #	Court Case #	Court	Case Title
 482022CA000123A001OX	2022-CA-000123-O	Orange	CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
 482023CA000012A001OX	2023-CA-000012-O	Orange	DAVID TAPIA vs. LP, COLONIAL MANAGEMENT GROUP

1 - 2 of 2 items

Fill in the information on the “Search Available Trial Court Data for adding subscription” message box and then 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**

Search

Select	Case #	Court Case #	Case Style	Case Status
No Matching Entries Found				

Subscribe **Cancel**

The Portal will pull back the case information to allow you to select the case 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.

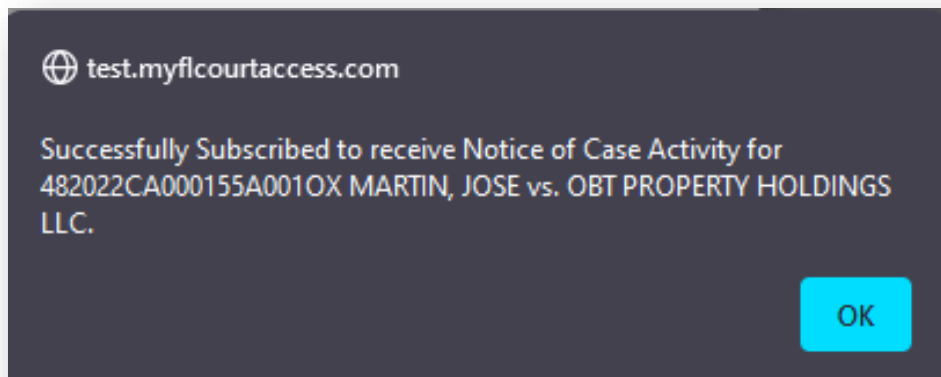
* **County** * **Division**

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

Select	Case #	Court Case #	Case Style	Case Status
<input checked="" type="checkbox"/>	482023CA000012A001OX	2023-CA-000012-O	DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP	




1 - 1 of 1 items

You will receive confirmation that you have successfully subscribed to receive Notice of Case Activity for the specified case.





Click **OK** and your selected case will be added to your Case Subscriptions page.





My Profile

Help

User DetailsChange PasswordPayment AccountsPreferencesE-service FavoritesCase 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
 482023CA000012A001OX	2023-CA-000012-O	Orange	DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP



**1**

1 - 2 of 2 items

Whenever there is activity in any case on your My Subscriptions list, you will receive an email like the one shown below. The subject line will be “Notice of Case Activity via the Portal – Case Number 482023CA000012A001OX David A. Johnson vs. Walgreens

Notice of Case Activity via the Portal – Case Number 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP

 noreplytest@myflcourtagency.com



Tue 4/25/2023 8:54 AM

Notice of Case Activity via the Portal

Filing Information
Filing #: 100468883
Filing Time: 04/25/2023 08:54:21 AM ET
Filer: Todd V Newberry 850-577-1234
Court: Judicial Circuit in and for Orange County, Florida
Case #: 482023CA000012A001OX
Court Case #: 2023-CA-000012-O
Case Style: DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP



Documents

Title	File
Affidavit	_PDF_A_1b.pdf

To access the document(s), please go to the County Clerk’s website and view the official court file.

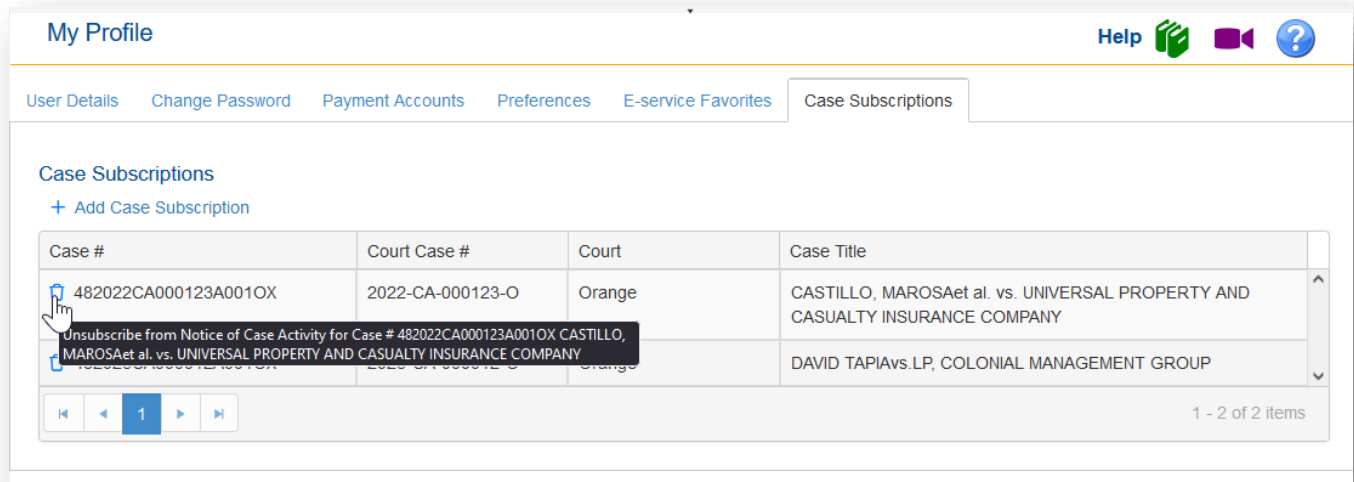
This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

Thank you,
The Florida Courts E-Filing Portal

 Reply Reply all Forward

To view the documents filed, you will have to go to the County Clerk’s web site.

To remove a case from the Case Subscriptions list, click on the garbage can icon to the left of the Case #.



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
482022CA000123A001OX	2022-CA-000123-O	Orange	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY
			DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP

1 - 2 of 2 items

Email Log

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



FLORIDA CO E-FILING

My Account Filing Options ▼

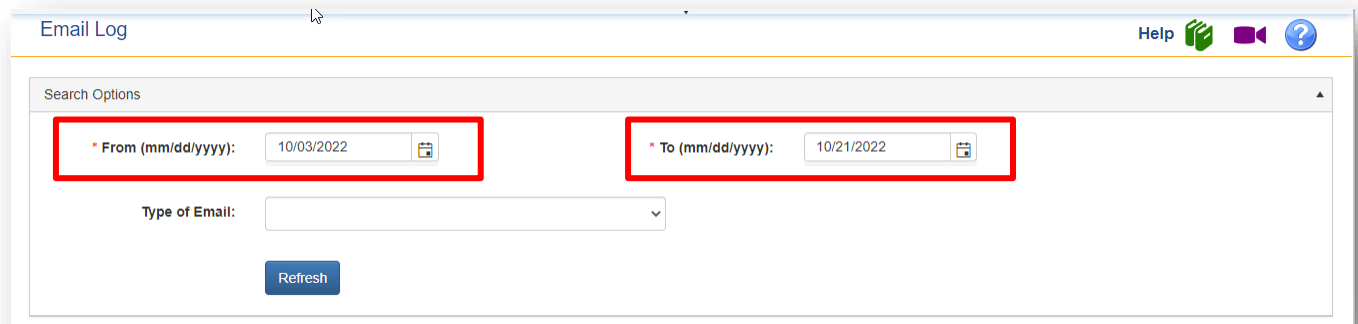
Account Options

- My Profile
 - User Details
 - Change Password
 - Payment Accounts
 - User Preferences
 - E-service Favorites
 - Case Subscriptions
- Email Log**
- Manage My E-service
- Sign Out

Trial Court

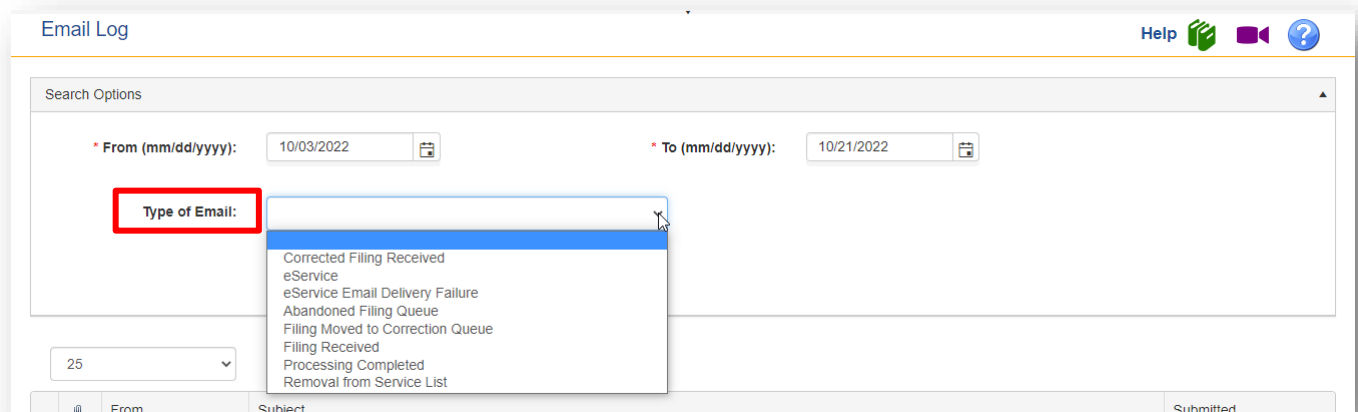
Portal Filer User Manual

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



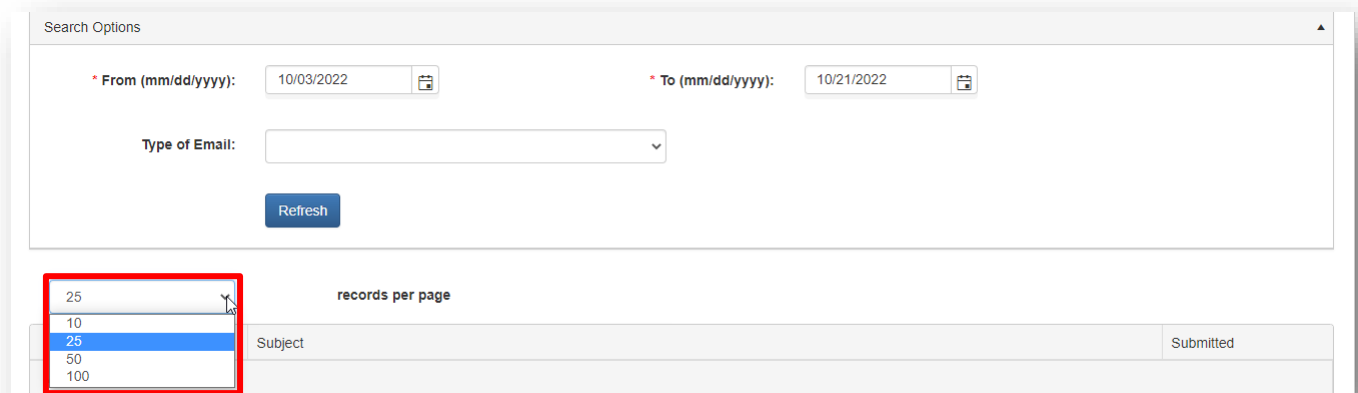
The screenshot shows the 'Email Log' search interface. The 'Search Options' section contains two date input fields: 'From (mm/dd/yyyy): 10/03/2022' and 'To (mm/dd/yyyy): 10/21/2022'. Both fields are highlighted with red rectangles. Below these fields is a 'Type of Email:' dropdown menu and a 'Refresh' button.

You can also search for the type of email by selecting your search criteria from the drop-down.



The screenshot shows the 'Email Log' search interface with the 'Type of Email:' dropdown menu open. The dropdown menu is highlighted with a red rectangle and lists the following 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'. The 'From' and 'To' date fields are also visible.




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



The screenshot shows the 'Email Log' search interface with the 'records per page' dropdown menu open. The dropdown menu is highlighted with a red rectangle and lists the following options: '25', '10', '25', '50', and '100'. The 'From' and 'To' date fields are also visible.

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

Email Log

[Help](#)




Search Options

From (mm/dd/yyyy):

04/18/2023

To (mm/dd/yyyy):

04/25/2023

Type of Email:

Refresh

25

records per page

	From	Subject	Submitted
Submitted: 04/25/2023			
	Florida E-Portal	Notice of Case Activity via the Portal – Case Number 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP	04/25/2023 08:56:02 AM
	Kyle Reichert	SERVICE OF COURT DOCUMENT CASE NUMBER 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP	04/25/2023 08:56:02 AM
	Florida E-Portal	Notice of Case Activity via the Portal – Case Number 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP	04/25/2023 08:54:32 AM
	Todd V Newberry	SERVICE OF COURT DOCUMENT CASE NUMBER 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP	04/25/2023 08:54:32 AM
Submitted: 04/24/2023			

Scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.*, yahoo, Gmail, outlook, etc.]. **NOTE: The link to the document will be available in the Service of Court Document email or the Notification of Electronic Filing (NEF) in the Email Log for 18 days.** You may only search up to 90 days at any given time.

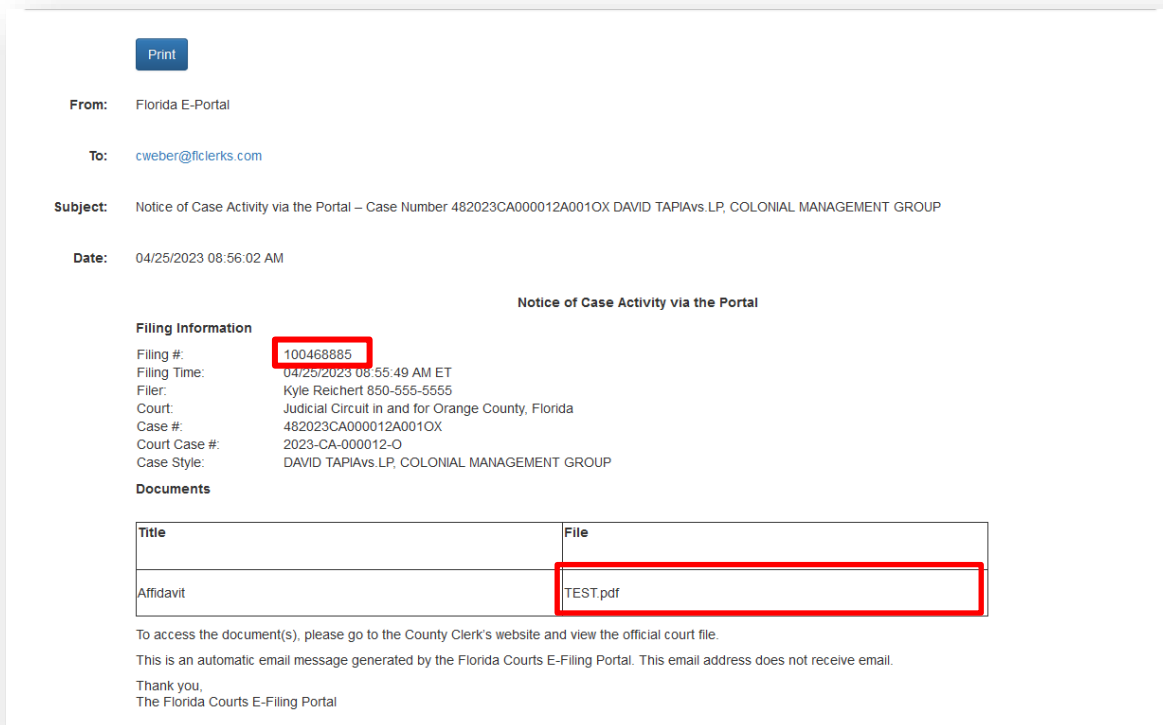
test.myflcourtaccess.com says

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

You can only search upto 90 days at any given time.

OK

The Notice of Electronic Filing (NEF) as provided in your email provider is shown below. The name of the document listed in the File column is the link to the document submitted. The Filing # link will give you the option to download all document in the submission as a zip file if you filed the document. If you were not the filer, there will be no link available to the document.



Manage My E-service

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



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

The screenshot shows the 'Manage My E-service' interface. At the top, there's a 'Search Options' section with fields for 'Court', 'Case Style', 'Service lists containing case-specific email address', 'Service lists using my profile email addresses', 'I have removed myself from the Service List', 'Cases per page' (set to 100), 'Service lists using case-specific email addresses', 'Bounce backs received on my email addresses', and 'Include' (radio buttons for Active, Inactive, All). Below this is the 'Service List Maintenance Actions' section, which is highlighted with a red box. It contains several options: 'Remove me from the E-Service list.', 'Update designated email Address' (with 'Change From' and 'Change To' fields), 'Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.' (with 'Primary', 'Alternate Email 1', and 'Alternate Email 2' fields), and 'Use these case-specific email addresses for E-service.' (with 'Primary', 'Alternate Email 1', and 'Alternate Email 2' fields). An 'Update' button is at the bottom right of the 'Service List Maintenance Actions' section.

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

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

1 - 10 of 18 items

Update and Go To Next Page

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

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

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

Primary

Alternate Email 1

Alternate Email 2

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

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

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

Manage My E-service
Help

Search Options

Court:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☒

Cases per page:

Include: ☐ Active ☐ Inactive ☐ All

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

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

Primary

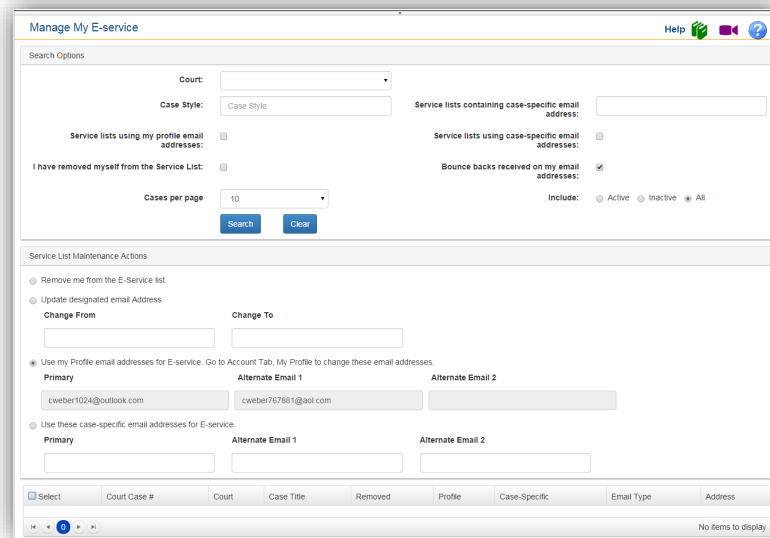
Alternate Email 1

Alternate Email 2

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

Portal Filer User Manual

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

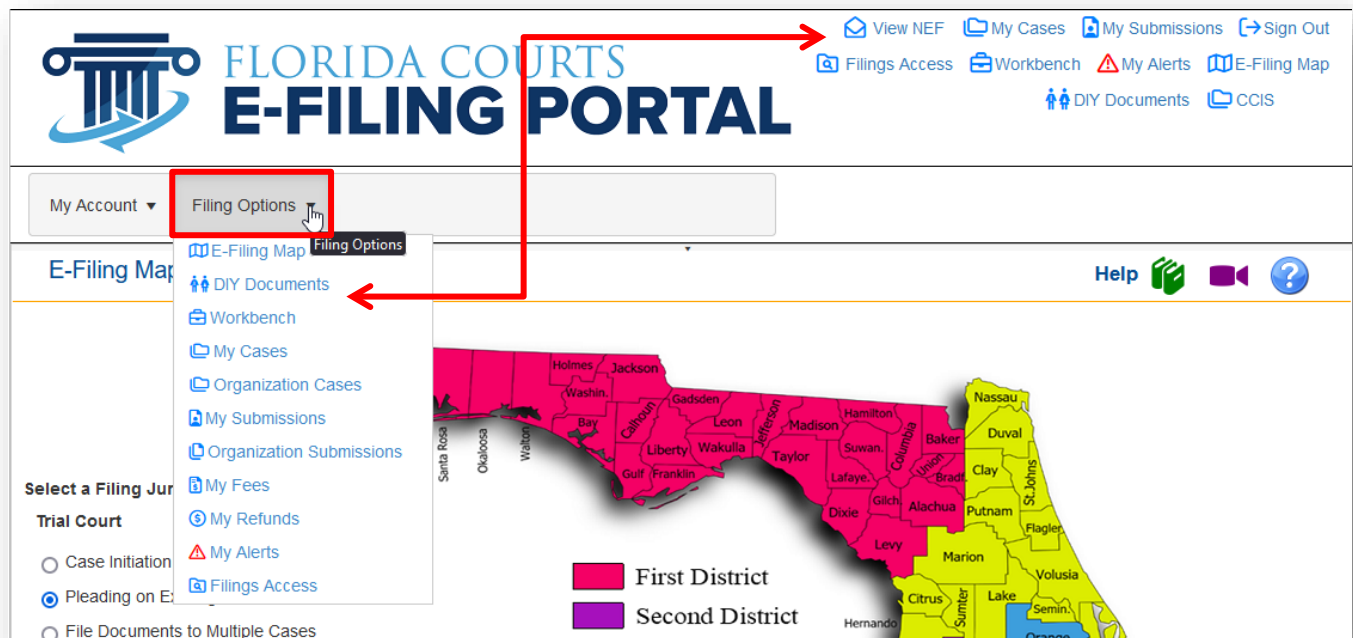


The case that was on the list before has now had the E-service list changed to use **My Profile** email addresses for E-service.

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

Filing Options/Quick Links

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



Portal Filer User Manual

Each Quick Link option link is discussed below.

Quick Links

View NEF (Notice of Electronic Filing)

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

FLORIDA COURTS
E-FILING PORTAL

My Account ▾ Filing Options ▾

Notice of Electronic Filing

Submission #: 100327482

View NEF

Help

View NEF My Cases My Submissions Sign Out
Filings Access Workbench My Alerts E-Filing Map
DIY Documents CCIS

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

Notice of Electronic Filing - Submission # 100327482

Submission #: 100327482 View NEF

Notice of Service of Court Documents

Filing Information

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

Documents

Title

Affidavit

E-service recipients selected for service:

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

E-service recipients not selected for service:

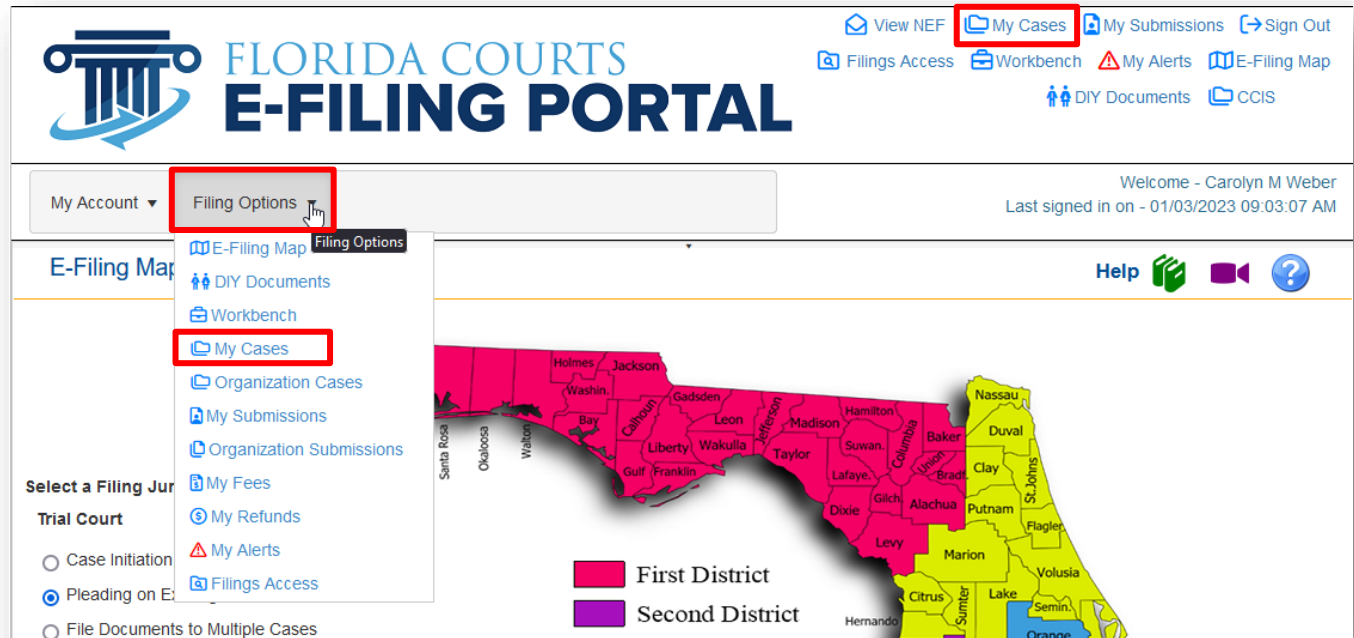
Name	Email Address
No Matching Entries	

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

Portal Filer User Manual

My Cases

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



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

My Cases
Help

Search Options

Court:
Court Case #:
Case Style:
Service lists containing case-specific email address:
Service lists using my profile email addresses:
Service lists using case-specific email addresses:
I have removed myself from the Service List:
Bounce backs received on my email addresses:
Cases per page:
Include:
Added as Other Attorney/Interested Party:

Search
Clear

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit		132018CF0000120001XX	F18000012	Miami-Dade	State of Florida vs KRYSTLE HANKS	Yes	Active
		NEW CASE_100376728	NEW CASE	Orange	Herman G White VS Martha M Lieberman	Yes	Active
		NEW CASE_100376726	NEW CASE	Orange	Myma Jean Jones VS Vitas	Yes	Active
		NEW CASE_100376631	NEW CASE	Orange	Susan Lee Jackson VS Stephen J Howell	Yes	Active
Submit	Submit	482022CA006502A001OX	2022-CA-006502-O	Orange	KING, MARY ESTHERvs.VITAS HOME OF THE NEEDY	Yes	Active
Submit	Submit	482022CA000133A001OX	2022-CA-000133-O	Orange	BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY	Yes	Active

You will also see the Case #, Court Case #, Court submitted to, Case Title, whether you are receiving E-service in the case and the status of the case. This page is customizable in that you may select specific search items that will control the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases that you have filed electronically to. Once you set these preferences, they will be retained until you change them.

My Cases
Help

Search Options

Court:
Court Case #:
Case Style:
Service lists containing case-specific email address:
Service lists using my profile email addresses:
Service lists using case-specific email addresses:
I have removed myself from the Service List:
Bounce backs received on my email addresses:
Cases per page:
Include:
Added as Other Attorney/Interested Party:

Search
Clear




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

- Court
- Court Case #
- Case Style
- Service lists containing case-specific email address
- Service lists using my profile email addresses
- Service lists using case-specific email addresses
- I have removed myself from the Service List
- Bounce backs received on my email addresses
- Added as Other Attorney/Interested Party

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

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

My Account ▾ Filing Options ▾

My Cases Help   

Search Options

Court:

Court Case #:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☐

Cases per page:

Include: ☐ Active ☐ Inactive ☒ All

Added as Other Attorney/Interested Party: ☒

Search

Clear





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

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

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My Account ▾ Filing Options ▾

Update your information as Other Attorney/Interested Party Help     My Cases

482016CA000200A0010X GORMAN COMPANY vs. LEVYA, JORGES Set al Orange

Electronic Service Recipients

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

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

Submit Pleading from My Cases

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

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

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

My Submissions

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

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

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

My Submissions

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

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

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

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks	
<div>▶</div>	<div>Submit</div>	<div>Submit</div>	100376893	BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY	2022-CA-000133-O	Abandoned Filing Queue	Orange	10/17/2022 03:00:00 PM	10/18/2022 08:14:42 AM
<div>▶</div>	<div>Submit</div>	<div>Submit</div>	100376892	KING, MARY ESTHERvs.VITAS HOME OF THE NEEDY	2022-CA-006502-O	Abandoned Filing Queue	Orange	10/17/2022 02:58:23 PM	10/17/2022 03:53:01 PM
<div>◀</div>	<div>Submit</div>	<div>Submit</div>	100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	2022-CA-006503-O	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM

Filing Information

Documents

Service List

Fee Payment

UCN:

482022CA006503A001OX

Division:

Circuit Civil

Case Style:

WHITE, HERMAN G vs. LIEBERMAN, MARTHA M

Matter:

Filed By:

Carolyn M Weber

Portal Filer User Manual

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

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

Submit	Submit	100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	2022-CA-006503-O	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM
Filing Information Documents Service List Fee Payment								
UCN:		482022CA006503A001OX						
Division:		Circuit Civil						
Case Style:		WHITE, HERMAN G vs. LIEBERMAN, MARTHA M						
Matter:								
Filed By:		Carolyn M Weber						

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

Submit	Submit	100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	2022-CA-006503-O	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM
Filing Information Documents Service List Fee Payment								
#	Status	Document Group	Document Type	Document Received Time	File Name			
1	Filed	Other	Civil Cover Sheet	10/14/2022 11:18:13 AM	CivilCoverSheet.pdf			
2	Filed	Affidavits and Oaths	Affidavit	10/14/2022 11:18:13 AM	1 Affidavit.pdf			

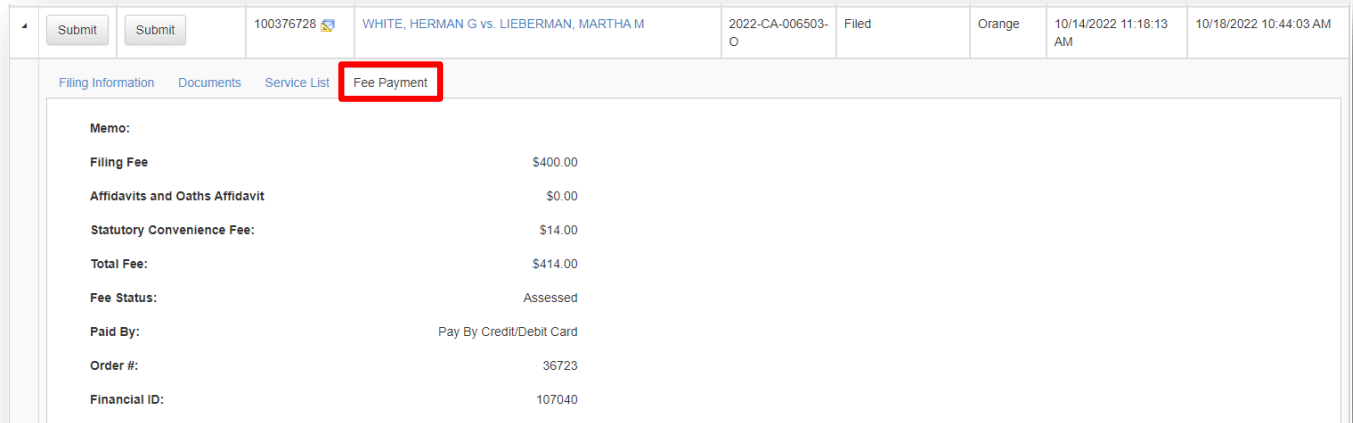
The **Service List** displays those selected for E-service and those de-selected for E-service on this submission.

Submit	Submit	100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	2022-CA-006503-O	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM
Filing Information Documents Service List Fee Payment								
Documents were electronically mailed to:								
Name		Email Address				Status		
Carolyn M Weber		cweber@flclerks.com				On eService List		
Documents were not be electronically mailed to:								
Name		Email Address				Status		
No Matching Entries Found								

The **Fee Payment** tab shows you the status of the fee and a breakdown as to how the fee was calculated, the payment method used, the Order #, and the Financial ID.

Portal Filer User Manual

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

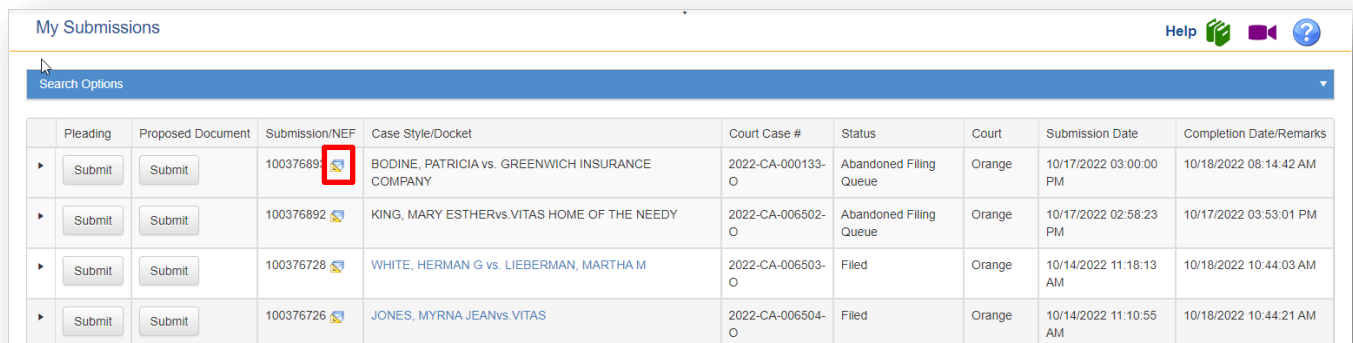






Memo:	
Filing Fee	\$400.00
Affidavits and Oaths Affidavit	\$0.00
Statutory Convenience Fee:	\$14.00
Total Fee:	\$414.00
Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
Order #:	36723
Financial ID:	107040

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

Notification of Electronic Filing

Upon submission of documents, a **Notification of Electronic Filing [NEF]** will be sent to the selected E-service recipients on the E-service list. Within the NEF, there will be a link to the documents filed in that submission. To view the NEF, file envelope which is next to the Submission number and shown below.



Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100376892 	BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY	2022-CA-000133-O	Abandoned Filing Queue	Orange	10/17/2022 03:00:00 PM	10/18/2022 08:14:42 AM
Submit	Submit	100376892 	KING, MARY ESTHER vs. VITAS HOME OF THE NEEDY	2022-CA-006502-O	Abandoned Filing Queue	Orange	10/17/2022 02:58:23 PM	10/17/2022 03:53:01 PM
Submit	Submit	100376728 	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	2022-CA-006503-O	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM
Submit	Submit	100376726 	JONES, MYRNA JEAN vs. VITAS	2022-CA-006504-O	Filed	Orange	10/14/2022 11:10:55 AM	10/18/2022 10:44:21 AM

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

SERVICE OF COURT DOCUMENT CASE NUMBER 482023CA000012A001OX DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP

E

eservicetest@myflcourtaaccess.com

Tue 4/25/2023 8:56 AM

Notice of Service of Court Documents

Filing Information

Filing #:

100468885

Filing Time:

04/25/2023 08:55:49 AM ET

Filer:

Kyle Reichert 850-555-5555

Court:

Ninth Judicial Circuit in and for Orange County, Florida

Case #:

482023CA000012A001OX

Court Case #:

2023-CA-000012-O

Case Style:

DAVID TAPIAvs.LP, COLONIAL MANAGEMENT GROUP

Documents

Title	File
Affidavit	TEST.pdf

E-service recipients selected for service:

Name	Email Address
Carolyn M Weber	cweber@flclerks.com
Todd V Newberry	tnewberry@flclerks.com
	tvndoak@gmail.com
Kyle Reichert	kreichert@flclerks.com

E-service recipients not selected for service:

Name	Email Address
Jason Scott Dragutsky	devfile@abcllegal.com
	devfleservice@abcllegal.com
ABC Legal LLC	abcfleservice@abcllegal.com

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

Document Access Link(s) will be active for 14 days (excluding weekends) after the Clerk accepts the submission or it is abandoned. In addition to access to the link for 14 days (excluding weekends), the documents will also be available, after acceptance by the Clerk, to counsel of record in the portal on the My Cases page, by clicking on the case number and then the document name, or by accessing the Clerk's website.

If you are not associated with this case and wish to be removed, please click [here](#) to request to be removed from the E-service list.

Thank you,
The Florida Courts E-Filing Portal

Reply

Reply all

Forward

The contents of the NEF are also found in your **Email Log**. The link to the document(s) filed is also available in the Email Log. The **My Submissions** list defaults to filings within the last seven days. The filer may expand or narrow the list by using the **From** and **To** dates. This date range will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Portal Filer User Manual August 2023

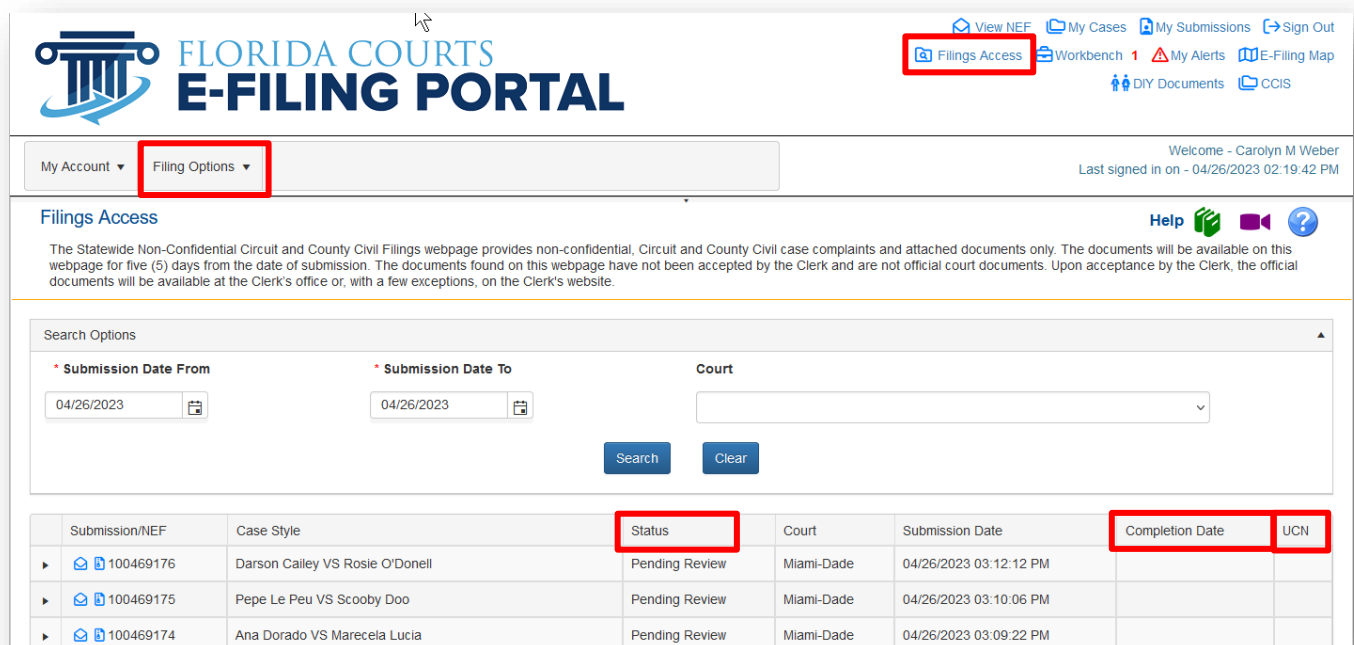
Page 50

Portal Filer User Manual

Organization Cases and Organization Submissions are only visible if you are an organization administrator. For more information on creating an organization, please see the Portal Organization Administrator User Manual found on www.myflcourtagency.com under How To, Training Material and User Manuals.

Filings Access

The Filings Access page is available to everyone who has a Portal account. This page is available from the Quick Links as shown below and from the Filing Options drop-down. This page will give you access to statewide, non-confidential, Circuit and County Civil, case initiation submissions and the documents therein before they have been accepted by the Clerk. These are not official court documents and will contain an Unofficial Court Document watermark. The submissions will be in reverse chronological order. The documents will be available for five (5) calendar days from the date of submission. Upon acceptance by the Clerk the official court document will be available in the Portal on your My Cases page, the Clerk's website or at the Clerk's office. As the submissions are reviewed and accepted by the Clerk, the status will update, the Completion Date will be available as will the UCN (Uniform Case Number).



FLORIDA COURTS E-FILING PORTAL

Quick Links: View NEF, My Cases, My Submissions, Sign Out, Filings Access, Workbench, My Alerts, E-Filing Map, DIY Documents, CCIS

Welcome - Carolyn M Weber
Last signed in on - 04/26/2023 02:19:42 PM

Filings Access

The Statewide Non-Confidential Circuit and County Civil Filings webpage provides non-confidential, Circuit and County 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: 04/26/2023
* Submission Date To: 04/26/2023
Court: [Dropdown Menu]

Search Clear

Submission/NEF	Case Style	Status	Court	Submission Date	Completion Date	UCN
▶ 100469176	Darson Cailey VS Rosie O'Donnell	Pending Review	Miami-Dade	04/26/2023 03:12:12 PM		
▶ 100469175	Pepe Le Peu VS Scooby Doo	Pending Review	Miami-Dade	04/26/2023 03:10:06 PM		
▶ 100469174	Ana Dorado VS Marecela Lucia	Pending Review	Miami-Dade	04/26/2023 03:09:22 PM		

You will be able to search using the following **Search Options**. Submission Date From, Submission Date To and Court (county submitted to).

Portal Filer User Manual

Filings Access

The Statewide Non-Confidential Circuit and County Civil Filings webpage provides non-confidential, Circuit and County 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 04/26/2023 **Submission Date To** 04/26/2023 **Court** [Dropdown Menu] **Search**

Submission/NEF	Case Style	Status	Court	UCN
100469176	Darson Calley VS Rosie O'Donnell	Pending Re	Bay	
100469175	Pepe Le Peu VS Scooby Doo	Pending Re	Bradford	
100469174	Ana Dorado VS Marecela Lucia	Pending Re	Brevard	
100469173	Credit Acceptance Corporation v. Jacob Kopta	Pending Re	Broward	
100469172	Minnie Mouse VS Donald Duck	Pending Re	Calhoun	
100469171	Jason Hell VS Henrietta Hawkins	Pending Re	Charlotte	
			Citrus	
			Clay	
			Collier	
			Columbia	

From this page you can view the Notice of Electronic Filing (NEF), download all documents for this submission as a zip file, view the case style (if available), status, court submitted to, submission date, completion date and the UCN assigned to the new case once accepted by the Clerk. To view the NEF, click on the envelope link. To download all documents for this submission as a zip file, click on the page icon next to the submission number.

100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM	482022CA006503A001OX
100376726	JONES, MYRNA JEANvs.VITAS	Filed	Orange	10/14/2022 11:10:55 AM	10/18/2022 10:44:21 AM	482022CA006504A001OX

1 - 10 of 24 items

To view more information about the submission, click on the carat (>) next to the Submission/NEF column. You will see three tabs: Documents, Filing Information and Service List. Click each tab for more information.

100376728

WHITE, HERMAN G vs. LIEBERMAN, MARTHA M

Filed

Orange

10/14/2022 11:18:13 AM

10/18/2022 10:44:03 AM

482022CA006503A001OX

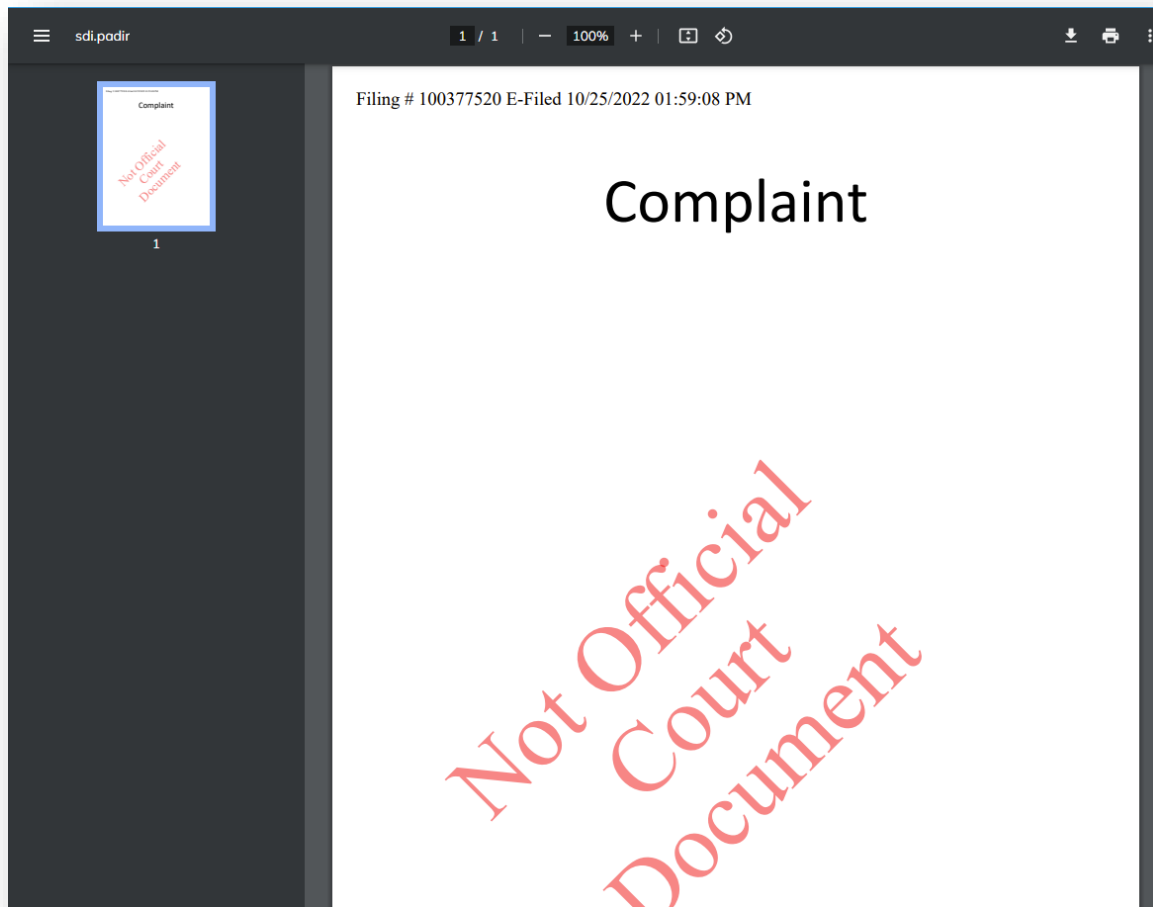
Documents

Filing Information

Service List

#	Status	Document
1	Filed	Other Civil Cover Sheet
2	Filed	Affidavits and Oaths Affidavit

The documents tab will give you access to the documents submitted. The name of the document in the Document column will open the document so you can view, save, or print the document. The document will carry a watermark on every page of the document as shown below.



You may view each document individually by selecting the name of the document or you may download all documents using the Download all documents as a zip file as shown above.

The Filing Information tab gives you the Division submitted to, Case Style (if available), the UCN (Uniform Case Number when accepted by the Clerk), Court Case # (after acceptance by the Clerk) and the filer.

100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM	482022CA006503A001OX
<div>Documents</div> <div>Filing Information</div> <div>Service List</div>						
<div>Division:</div> <div>Circuit Civil</div> <div>Case Style:</div> <div>WHITE, HERMAN G vs. LIEBERMAN, MARTHA M</div> <div>UCN:</div> <div>482022CA006503A001OX</div> <div>Court Case #:</div> <div>2022-CA-006503-O</div> <div>Filed By:</div> <div>Carolyn M Weber</div>						


The Service List tab shows who was selected for E-service and who was not. Not all new case submissions will utilize the Service List.

Portal Filer User Manual

100376728	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M	Filed	Orange	10/14/2022 11:18:13 AM	10/18/2022 10:44:03 AM	482022CA006503A0010X
Documents Filing Information Service List						
Documents were electronically mailed to:						
Name	Email Address	Status				
Carolyn M Weber	cweber@flclerks.com	On eService List				
Documents were not be electronically mailed to:						
Name	Email Address	Status				
No Matching Entries Found						

Workbench

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

**FLORIDA COURTS
E-FILING PORTAL**

View NEF My Cases My Submissions Sign Out
Filings Access **Workbench 2** My Alerts E-Filing Map
DIY Documents CCIS

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 10/18/2022 10:43:43 AM

Workbench

Help Refresh

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

Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Orange	2022-CA-006502-O	KING, MARY ESTHER vs. VITAS HOME OF THE NEEDY Other Negligence / Nursing Home Negligence		1034233		10/20/2022 09:38:47 AM
Orange	2022-CA-006503-O	WHITE, HERMAN G vs. LIEBERMAN, MARTHA M Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC		1034231		10/20/2022 09:37:49 AM

1 - 2 of 2 items

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

My Alerts

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

FLORIDA COURTS E-FILING PORTAL

View NEF | My Cases | My Submissions | Sign Out | Filings Access | Workbench | **My Alerts** | E-Filing Map | DIY Documents | CCIS

Welcome - Carolyn M Weber
Last signed in on - 10/20/2022 09:46:59 AM

My Alerts

Search Options

Enter Search Criteria

Alert Date From: Alert Created From To: Alert Created To

Type of Alert: Filing ID: Filing #

Search Clear Search Criteria

Clear Selected Alert(s)

Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100376703	PARTIDA, VICKIEvs.JPMORGAN CHASE BANK NA DBA CHASE BANK et al.	2022-CA-000020-O	Orange	10/20/2022 09:48:35 AM	Filing Moved to Correction Queue	Please sign you document and resubmit.

1 - 1 of 1 items

An Alert will be created for the following events:

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

My Alerts

Search Options

Enter Search Criteria

Alert Date From: Alert Created From To: Alert Created To

Type of Alert: Filing ID: Filing #

Filer: Alerts per page: 10

Search Clear Search Criteria

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



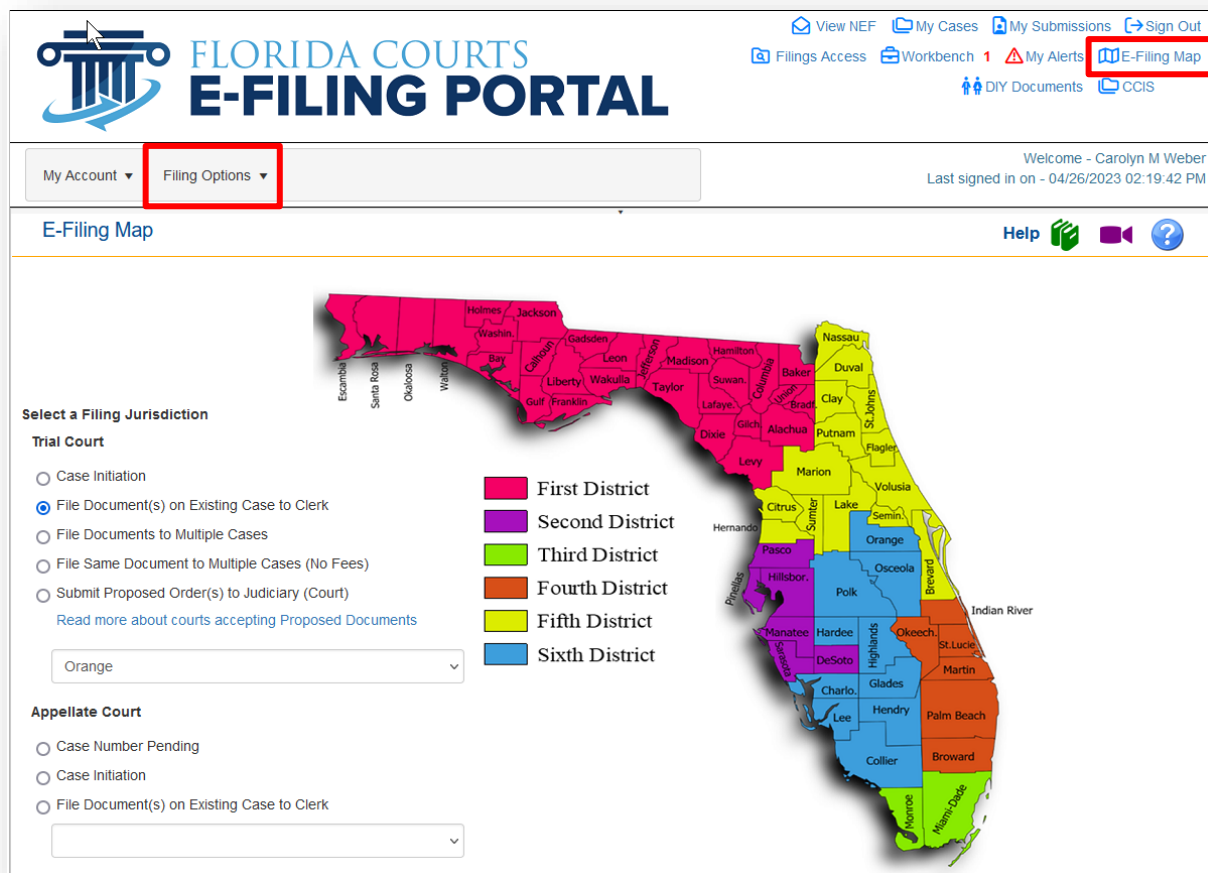
<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUIS vs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted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

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

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

E-Filing Map

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



FLORIDA COURTS E-FILING PORTAL

View NEF | My Cases | My Submissions | Sign Out | Filings Access | Workbench | 1 My Alerts | **E-Filing Map** | DIY Documents | CCIS

Welcome - Carolyn M Weber
Last signed in on - 04/26/2023 02:19:42 PM

My Account | **Filing Options**

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☒ File Document(s) on Existing Case to Clerk
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☐ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Orange

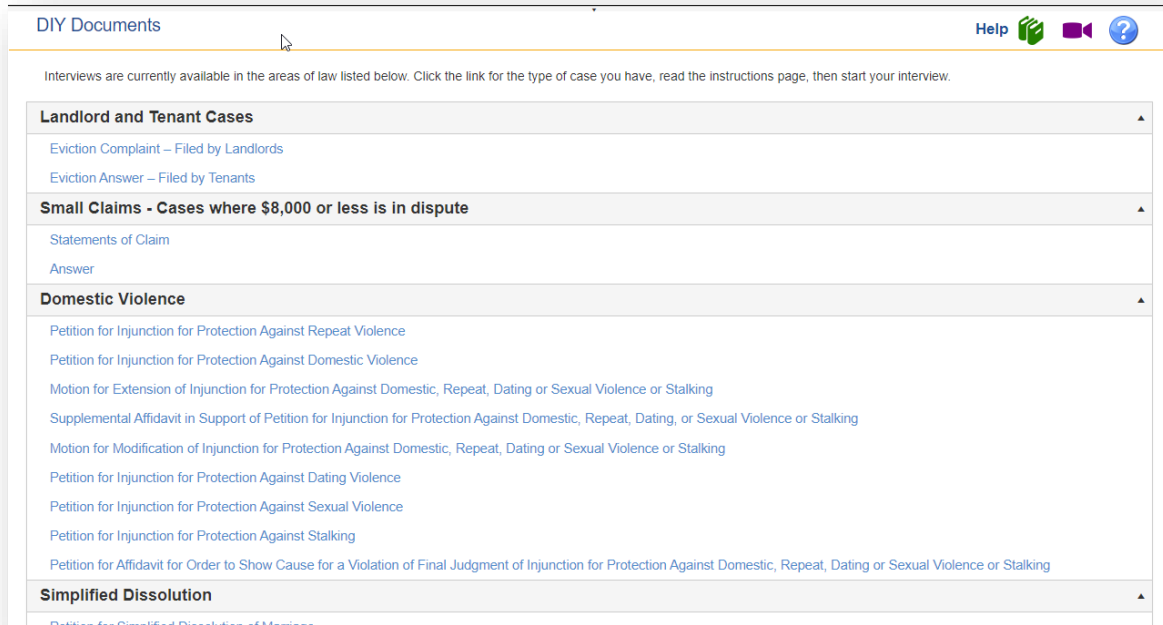
Appellate Court

- ☐ Case Number Pending
- ☐ Case Initiation
- ☐ File Document(s) on Existing Case to Clerk

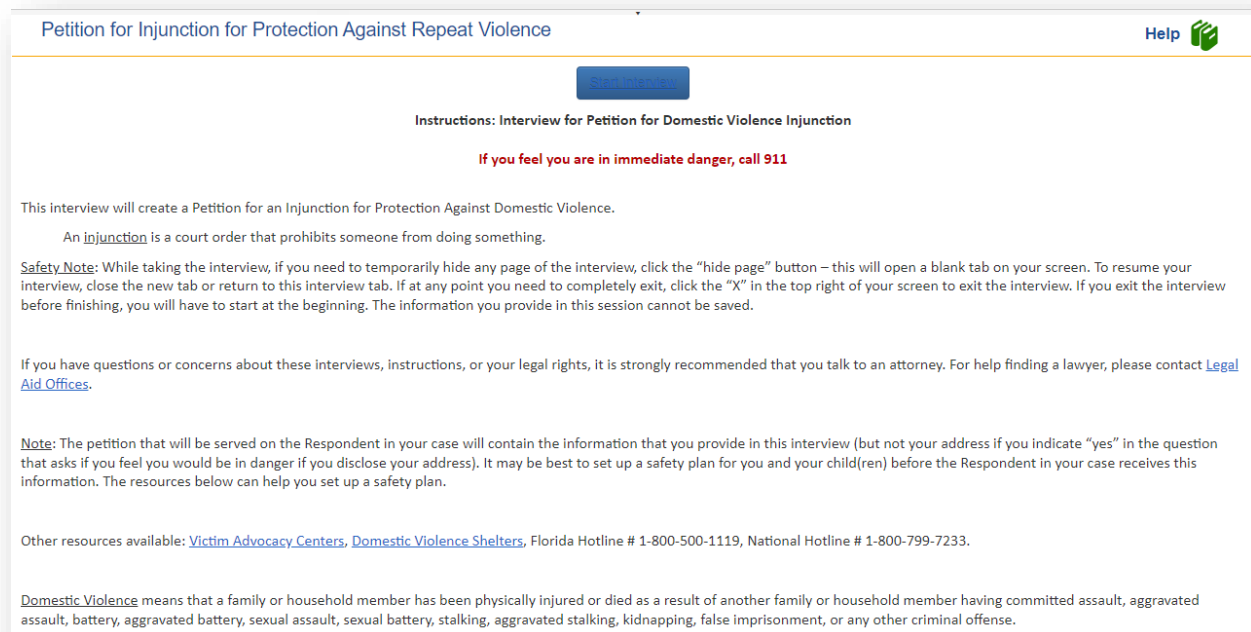
First District
Second District
Third District
Fourth District
Fifth District
Sixth District

DIY Documents

The DIY (Do It Yourself) Documents link will take you to the list of interviews that are available for the Portal users. Each link will open an interview process that will ask questions, allow you to answer questions and populate a document that will then drop you into the filing path in the Portal so that you can submit it to the county.



By selecting the name of the document you wish to create, you will be taken to the Instructions page for the interview process.



Portal Filer User Manual

When you have read the instructions and are ready to begin the interview process, click on the blue Start Interview button in the middle of the page and it is shown below.

This will take you into the interview process where you will answer the questions presented. After all questions have been answered, your document will be created.

You may print your document to file later or if you are ready to file your document you will go through the Portal tabs and submit your document to the county.

CCIS (Comprehensive Case Information System)

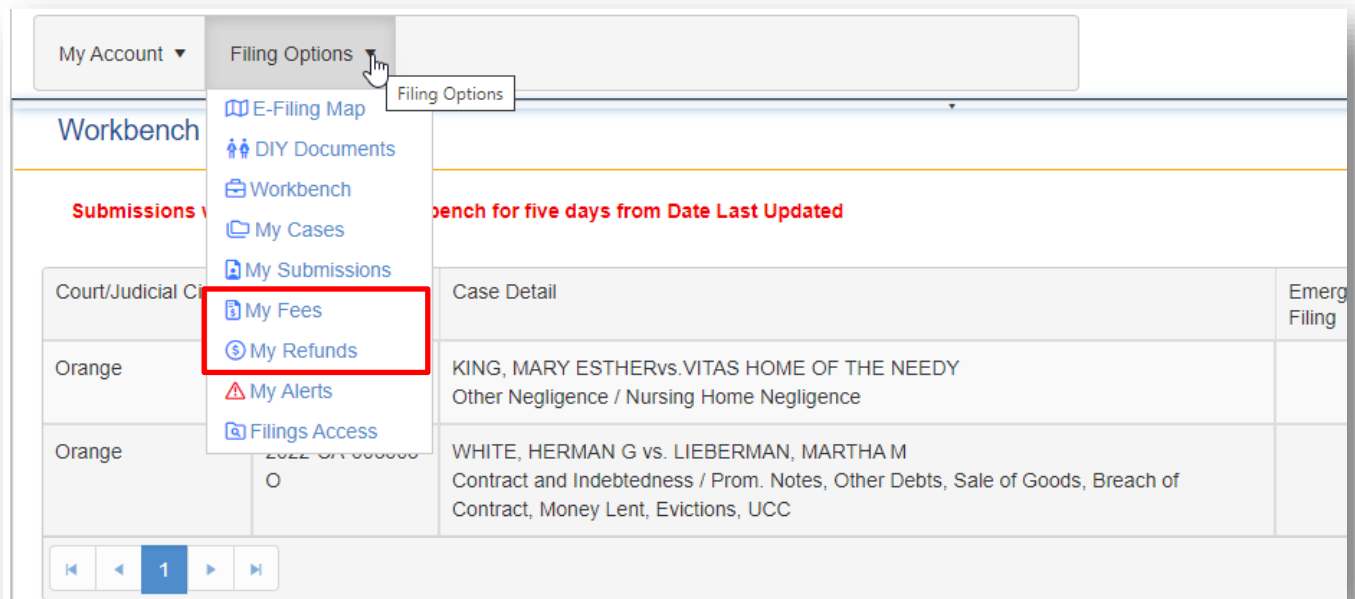
This tab will take you out of the Portal to the Comprehensive Case Information System.



Currently, users of CCIS include the judicial community, state and local law enforcement, state agencies, and the Florida Legislature. It is anticipated that CCIS will be available to the public at some time in the future.

Filing Options

The **Filing Options** tab will take you to the same page as the Quick Links. There are two options available from the Filing Options tab that are not included in the Quick Links, they are **My Fees** and **My Refunds**.



My Fees

The **My Fees** page will give you access to the fees you have paid for a specified period. The **Search Options** will help you to define your search.

Portal Filer User Manual

My Fees

Search Options

Enter Search Criteria

Submission Date From: 10/01/2022
Submission Date To: 10/20/2022
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

Search Clear

Print Save

Once you have defined your search, the results will be shown. You will be able to see the Amount, Account #, Submission #, Clerk Case #, Order #, Financial ID, Matter #, Memo (if any) and the Case Style. You can search daily, weekly, or monthly to help you reconcile your payments to the Portal. You can print this screen or save the information for future use.

My Fees

Search Options

Print Save

Submission Date	Completed Date	Fee Status	Amount	Account #	Submission #	Clerk Case #	Order #	Financial ID	Matter #	Memo	Case Style
10/12/2022		Assessed	\$414.00	Card - not saved	100376631	NEW CASE	36677	107012			Susan Lee Jackson VS Stephen J Howell
10/13/2022	10/13/2022	Assessed	\$414.00	amex ****0002 Expiring 3 /2030	100376653	2022-CA-006502-O	36686	107021			KING, MARY ESTHERvs.VITAS HOME OF THE NEEDY
10/14/2022	10/18/2022	Assessed	\$414.00	amex ****0002 Expiring 3 /2030	100376726	2022-CA-006504-O	36721	107038			JONES, MYRNA JEANvs.VITAS
10/14/2022	10/18/2022	Assessed	\$414.00	amex ****0002 Expiring 3 /2030	100376728	2022-CA-006503-O	36723	107040			WHITE, HERMAN G vs. LIEBERMAN, MARTHA M
10/17/2022	10/17/2022		\$103.50	Card - not saved	100376892	2022-CA-006502-O	36791	107070			KING, MARY ESTHERvs.VITAS HOME OF THE NEEDY
10/17/2022	10/18/2022		\$20.70	Card - not saved	100376893	2022-CA-000133-O	36792	107071			BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY
10/20/2022		Assessed	\$414.00	amex ****0002 Expiring 3 /2030	100377079	NEW CASE	36888	107142			Helen G Young VS Hospice Home of the Comforter
			\$2194.20								

1 - 7 of 7 items

By selecting the Submission # hyperlink, you will be taken to the My Submissions page for that submission where you will find additional information about the submission.

My Refunds

This page will show the refunds you have received when a submission is sent to the Correction Queue or the Abandoned Filing queue. The **Search Options** will allow you to better define the time frame you are searching. The **Search Options** are shown below.

My Refunds Help

Search Options

Enter Search Criteria

Refund Date From: 10/01/2022 📅 Refund Date To: 10/20/2022 📅

Payment Method: ▼ Memo: Matter #:

Submission #: Order #: Financial ID:

Court Case #: Case Style:

Search Clear

Print Save

Once you define your options, the result set will be shown. You will see the Refund Date, Refund Reason, Amount, Submission #, Submission Date, Clerk Case #, Order #, Financial ID, Matter # (if provided by the filer) Memo (if provided by the filer) and Case Style.

My Refunds Help

Search Options Print Save

Refund Date	Refund Reason	Amount	Submission #	Submission Date	Clerk Case #	Order #	Financial ID	Matter #	Memo	Case Style
10/17/2022 03:53:02 PM	Filing is moved to abandoned filing Queue	\$103.50	100376892	10/17/2022 02:58:23 PM	2022-CA-006502-O	36791	107070			KING, MARY ESTHERvs. VITAS HOME OF THE NEEDY
10/18/2022 08:14:44 AM	Filing is moved to abandoned filing Queue	\$20.70	100376893	10/17/2022 03:00:00 PM	2022-CA-000133-O	36792	107071			BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY
		\$124.20								

1 1 - 2 of 2 items

By selecting the Submission #, you will be taken to your My Submission page where you will find more information regarding your Submission. You may print or save this page for future use.

File Document(s) on Existing Case to Clerk

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

Process

Trial Court:

Select County from the drop-down or click on the County name in the map.

Appellate Court:

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

E-Filing Map

Help [Icons]

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☒ File Document(s) on Existing Case to Clerk
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☐ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Orange

Appellate Court

- ☐ Case Number Pending
- ☐ Case Initiation
- ☐ File Document(s) on Existing Case to Clerk

File Now

Legend:

- First District
- Second District
- Third District
- Fourth District
- Fifth District
- Sixth District




Then select **File Document(s) on Existing Case to Clerk** if the case already exists and then click on **File Now**.

Case Information – Trial Court

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

- If the county's case management system is not linked to the Portal, the search for case information will not be initiated and no case information will be displayed to the filer.
 - If the case record is located the case type and title are displayed. Please verify that you have the case for your filing before proceeding.
 - If the case record is not located a message will be presented. Please verify your case number entry.
 - If entered incorrectly click the Cancel button on the message to reenter the case number.
 - If entered correctly click the OK button on the message to continue processing.
 - If the case privacy is confidential, case information may not be returned from the county's Case Management System.
1. Select Division
 2. Type in Year
 3. Sequence number
 4. Select Court Type
 5. Search

File Document(s) on Existing Case to Clerk

Help   

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

Case #: Type: Status:

Case Title:

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

* County * Division

Orange Circuit Civil

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

2022 123 Circuit Civil (CA)

Search Clear

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

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

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

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

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

* County * Division

Orange Circuit Civil

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

2022 123 Circuit Civil (CA)

Search Clear

Case Information – Appellate Court

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

File Document(s) on Existing Case to Clerk

Help [Icons]

Case Information | Documents | Service List | Review and Submit

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

* Appellate court: Second District Court of Appeal

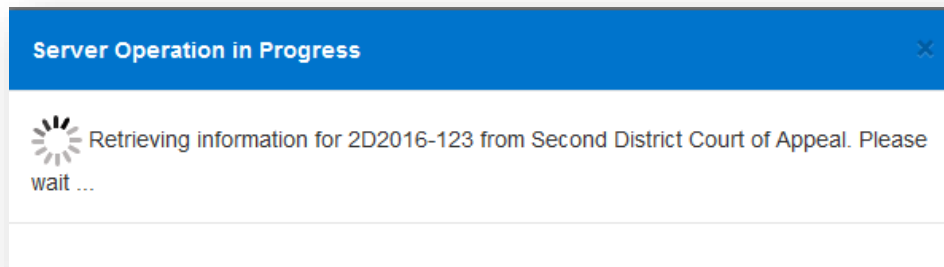
* Case Year: 2016

* Case #: 123

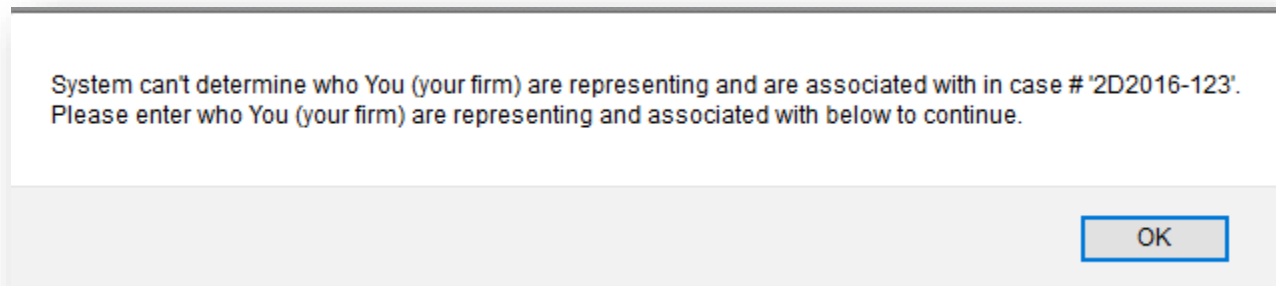
Search

Case Title

The Portal will retrieve the Case Information from the Florida Supreme Court or the District Courts of Appeal.



A message will present that asks you to choose who you represent and who you are associated with to continue.



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

File Document(s) on Existing Case to Clerk

Help

Case Information

Documents

Service List

Review and Submit

PC

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

* Appellate court

Second District Court of Appeal

* Case Year

2016

* Case #

123

Search

Case Title

STEVE M. HAYWOOD vs STATE OF FLORIDA

Proceeding Type

APPEAL

Case Type

Regarding Criminal Matters

Case Category

3.850

Case Nature

FINAL

* You (your firm) are representing:

☒ Other ☐ Yourself

* You (your firm) are associated with:

Appellant

Next

Save to Workbench

Case Parties – Trial Court

NOTE: Brevard and Volusia County will not allow you to add case parties so this screen will not be available to the filer. All other counties will enter the case party information for their new case.

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

File Document(s) on Existing Case to Clerk

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$0.00

Case #: 482022CA000123A0010X

Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC

Status: Open

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

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Current Parties

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

MAROSA CASTILLO [Plaintiff]

WANDA URENA DEXTER [Plaintiff]

UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY [Defendant]

MARVIN J STOCKHOLM [Third Party Defendant]

New Parties

If your party does not appear above, add the parties here. Confidential parties will not be shown and do not need to be re-added.

Add Party

	#	Type	Name	Contact Information
No Parties associated with current filing				

Back

Next

Save to Workbench

When adding a party, you have 2 options:

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

Add/Edit Party

Party #: **New Party**

Role: ☐ Primary Party ☐ Filed On Behalf of

ID State/License #:

[Copy From Current Filer](#)

You must enter either person or organization name.

First Middle Last Suffix Gender Race

* Person Name:

OR Organization:

Alias(AKA): [Remove](#) [Alias Type](#) [Alias](#)

[Add Alias](#)

Copy Contact Information From:

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

* Address:

*Country/ City/State/Zip:

Primary Ext. Home Work Ext. Mobile Fax

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

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

File Document(s) on Existing Case to Clerk

Help

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

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

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

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

Current Parties

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

MAROSA CASTILLO [Plaintiff]
WANDA URENA DEXTER [Plaintiff]
UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY [Defendant]
MARVIN J STOCKHOLM [Third Party Defendant]

New Parties

If your party does not appear above, add the parties here. Confidential parties will not be shown and do not need to be re-added.

Add Party

		#	Type	Name	Contact Information
		1	Crossclaim Defendant	Marossa Castilla	1 Liberty Lane Orlando FL 32132
		2	Crossclaim Defendant	Wanda Dexterall	2 Ivy Lane Orlando FL 34234

Back
Next
Save to Workbench

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

Case Parties – Appellate Court

For the Florida Supreme Court and the District Courts of Appeal, the **Case Parties** tab will not be available. This may change in the future but for now the **Case Parties** tab will not be available.

Documents – Trial Court

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

File Document(s) on Existing Case to Clerk

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$0.00

Case #: 482022CA000123A001OX

Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC

Status: Open

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

Case Information

Case Parties

Documents

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Fees and Payments

Review and Submit

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

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

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

Your failure to comply with these rules may subject you to sanctions.

Back

Next

Save to Workbench

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

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

The screenshot shows the 'Add/Edit Document' interface. At the top, there's a blue header bar. Below it, the 'Document #' is 'New Document' and the 'Filing Fee' is '\$0.00'. A 'Clear' button is on the right. A search bar contains the text 'summary'. To the right of the search bar is a warning message: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' Below the search bar is a red box containing a pagination control with arrows and the number '1'. The 'Motions' section is expanded, showing a table with two rows: 'Motion for Summary Final Judgment' and 'Motion for Summary Judgment'. At the bottom, there's a '# Pages:' field, an '*Upload:' button with a 'Browse...' link, and 'Save' and 'Cancel' buttons.

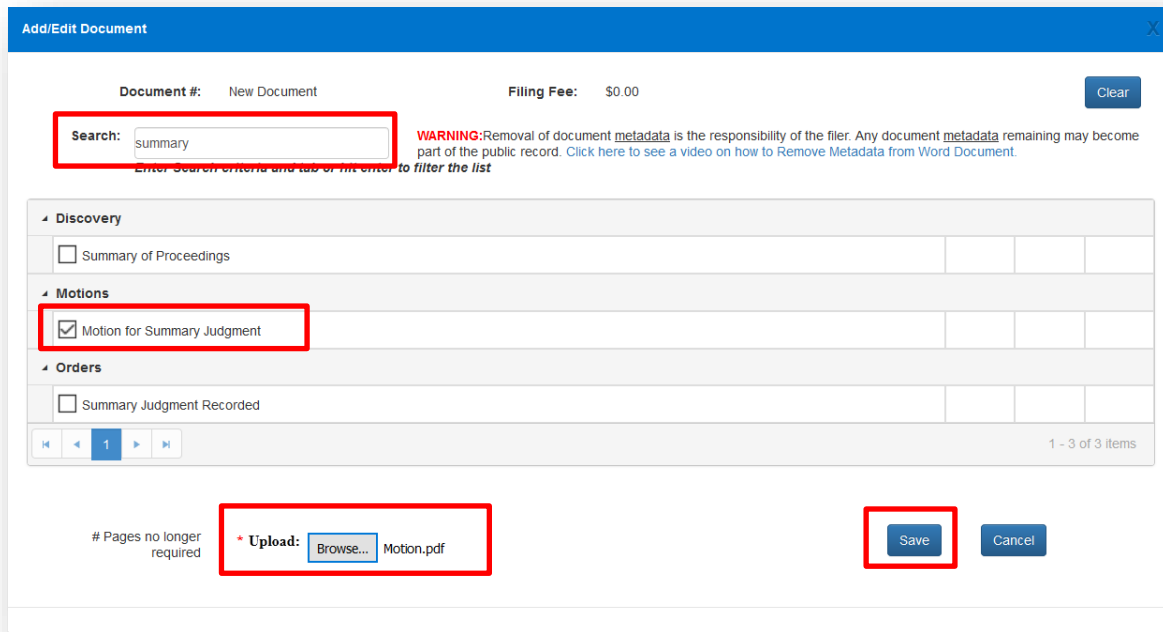
Frequently Filed Documents

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

This screenshot shows the 'Add/Edit Document' page with the 'Frequently Filed Documents' section highlighted by a red box. The search bar is empty. The 'Frequently Filed Documents' section is expanded, showing a table with two rows: 'Affidavit' and 'Complaint'. Below this, the 'Affidavits and Oaths' section is expanded, showing a table with two rows: 'Affidavit' and 'Affidavit in Opposition'. At the bottom, the 'Agreements Stips and Acceptances' section is expanded, showing a table with two rows: 'Acceptance' and 'Acceptance of Service'. A pagination control at the bottom shows '1 - 10 of 113 items'.

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

Portal Filer User Manual



Document #: New Document Filing Fee: \$0.00 Clear

Search: summary

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.

Enter search criteria and tab or hit enter to filter the list

Discovery

☐ Summary of Proceedings

Motions

☒ Motion for Summary Judgment

Orders

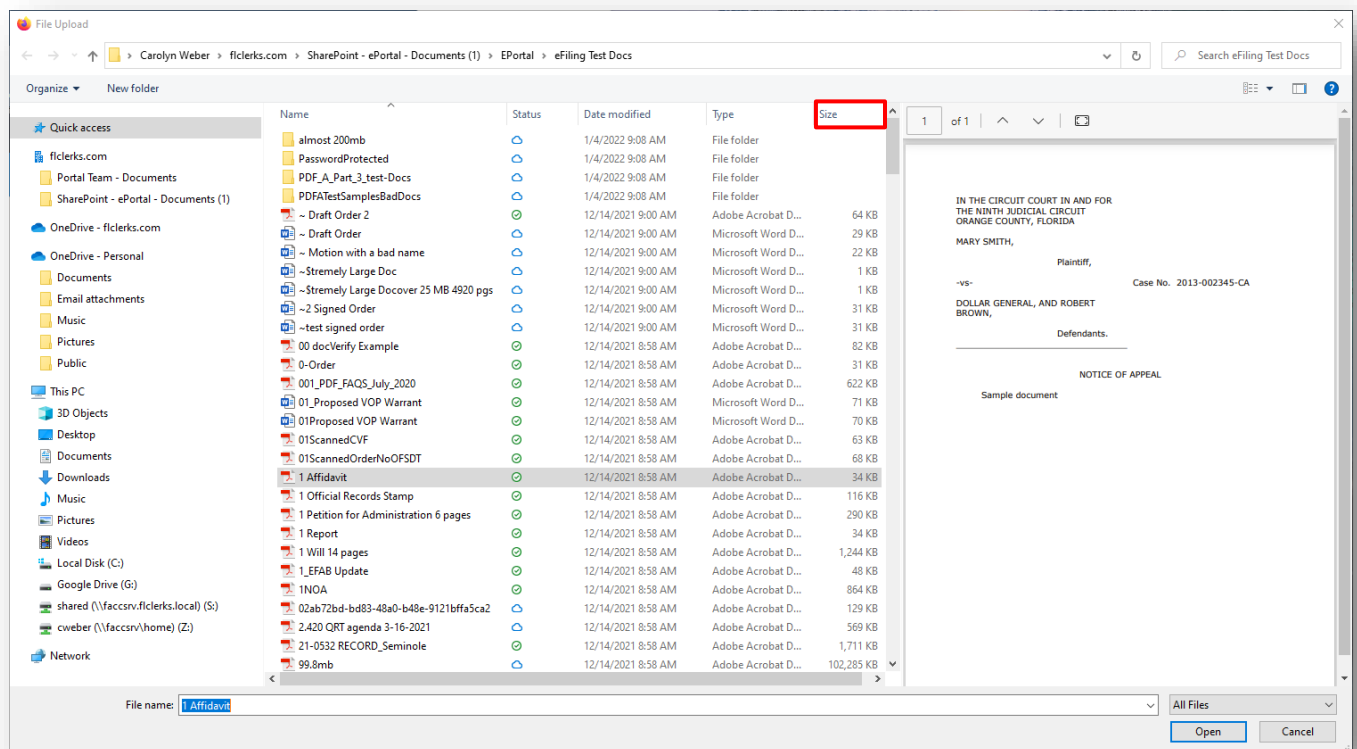
☐ Summary Judgment Recorded

Pages no longer required

* Upload: Browse... Motion.pdf

Save Cancel

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



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

File Document(s) on Existing Case to Clerk

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$0.00

Case #: 482016CA000012A0010X

Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC

Status: Closed

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

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

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

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

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

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

Back

Next

Save to Workbench

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

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

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

Add/Edit Document

Document #:

New Document

Filing Fee:

\$0.00

Clear

Search:

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

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

1

2

3

1 - 10 of 27 items

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

The documents will be displayed in the list.

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

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

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

Back

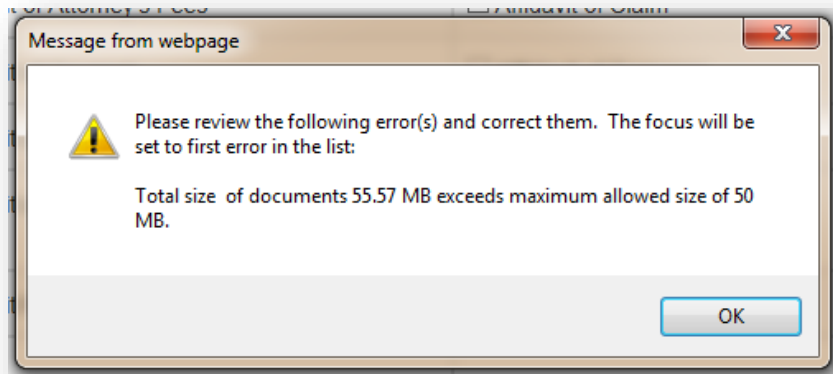
Next

Save to Workbench

Portal Filer User Manual

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

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



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

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

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

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

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

Portal Filer User Manual

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

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

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

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Affidavits and Oaths Affidavit	\$0.00	1	View C:\fakepath\PDFa Doc.pdf	0.04
Remove	Replace Affidavits and Oaths Affidavit of Lost/Destroyed Instrument	\$0.00	1	View C:\fakepath\PDFa Doc.pdf	0.04
Remove	Replace Responses and Objections Response to Request for Admissions	\$0.00	1	View C:\fakepath\TEST PDFa1b.pdf	0.04
<div>Add</div>					
Total		\$0.00	3	3 Documents	0.11

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

Your failure to comply with these rules may subject you to sanctions.

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

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

Back




Next

Save to Workbench

Documents – Appellate Court

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

File Document(s) on Existing Case to Clerk

Help   

Case Information Documents Service List Review and Submit

PC

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

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

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

Your failure to comply with these rules may subject you to sanctions.

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

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

Add/Edit Document

Document #: New Document Filing Fee: \$0.00 **Clear**

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

Enter Search criteria and tab or hit enter to filter the list

BRIEF

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

BRIEF/RECORD

<input type="checkbox"/> EXHIBITS	<input type="checkbox"/> RECORD	<input type="checkbox"/> SUPPLEMENTAL RECORD/TRANSCRIPTS	<input type="checkbox"/> TRANSCRIPT
-----------------------------------	---------------------------------	--	-------------------------------------

1 2 3 4 5 6 7 8 9 10 1 - 5 of 46 items

* Upload: **Browse...** Volume: **Save** **Cancel**

Portal Filer User Manual

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

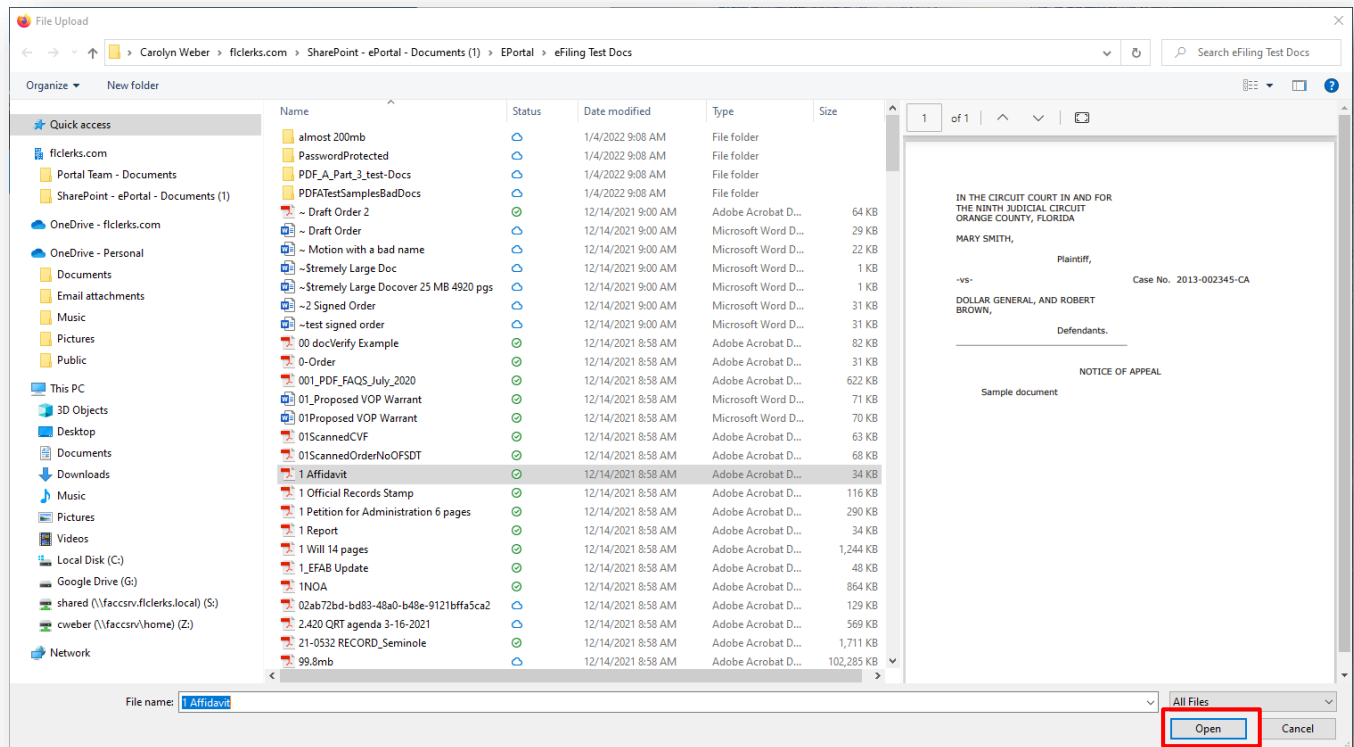
The screenshot shows the 'Add/Edit Document' form. At the top, 'Document #' is 'New Document' and 'Filing Fee' is '\$0.00'. A 'Clear' button is on the right. Below this, a 'Search:' field contains the text 'amicus'. To the right of the search field is a warning: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' Below the warning is the instruction 'Enter Search criteria and tab or hit enter to filter the list'. A red box highlights the search field and the warning. Below the search field, a table lists search results. The first result is under the 'BRIEF' category and is 'AMICUS CURIAE BRIEF'. A red box highlights this row. At the bottom of the table, it says '1 - 1 of 1 items'. At the bottom of the form, there is a section for '# Pages no longer required', an 'Upload:' button with a 'Browse...' link and the text 'No file selected.', a 'Volume:' field, and 'Save' and 'Cancel' buttons.

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

The screenshot shows the 'Add/Edit Document' form with the search results expanded. The 'Search:' field still contains 'amicus'. The 'BRIEF' category is expanded, and the 'AMICUS CURIAE BRIEF' row is now checked with a checkbox. A red box highlights this row. Below it, the 'MOTION' category is also expanded, showing 'MOTION TO FILE AMICUS CURIAE BRIEF' with an unchecked checkbox. At the bottom of the table, it says '1 - 2 of 2 items'. At the bottom of the form, the 'Upload:' field now shows the file path 'S:\COMMON\Portal\E_Filing_Test_Docs\A_F' followed by a 'Browse...' button. A red box highlights this field. The 'Volume:' field now contains 'Vol 1 of 2'. The 'Save' and 'Cancel' buttons are still present.

Portal Filer User Manual

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



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

File Document(s) on Existing Case to Clerk

Case Information Documents Service List Review and Submit

PC

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace BRIEF ANDERS BRIEF	\$0.00	41	View C:\fakepath\A Computer Generated Document 41 pages in PDFa.pdf	0.19	Volume 1 of 2
Remove	Replace BRIEF ANDERS BRIEF	\$0.00	21	View C:\fakepath\A Computer Generated Document.pdf	0.07	Volume 2 of 2
Add						
Total		\$0.00	62	2 Documents	0.26	




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

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

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







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

File Document(s) on Existing Case to Clerk

Help   

Case Information Documents Service List Review and Submit

PC

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
 Remove	Replace  BRIEF ANDERS BRIEF	\$0.00	41	View  C:\fakepath\A Computer Generated Document 41 pages in PDFa.pdf	0.19	Volume 1 of 2
 Remove	Replace  BRIEF ANDERS BRIEF	\$0.00	21	View  C:\fakepath\A Computer Generated Document.pdf	0.07	Volume 2 of 2
Add						
Total		\$0.00	62	2 Documents		0.26

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

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

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

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

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

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

[OK](#)

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

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

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

Then click the **Next** button to move on.

Frequently Filed Documents

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

Service List

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

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

File Document(s) on Existing Case to Clerk

Help

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

Case #: 482022CA000123A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Open

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

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

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

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

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

If you have a bounce back flag on your email address, click on the **Info** link. This will allow you to see how many bounce backs and when they were received at the email address in question. You will be able to reset that email address if you believe it to be a valid email address. The next time that email address receives a bounce back, the **Info** icon will reappear until the issue is resolved. If you have received more than five (5) bounce back emails, the icon will turn red, and a warning will be presented. **If that email address is selected for E-service, a message to the filer will appear advising them that the selected email address has received more than five (5) bounce backs. That email address will not be included in E-service and will appear on the Notification of Electronic Filing (NEF) as “Not selected for E-service.”** Be sure you correct the bad email address or check with your email provider to add the Portal’s E-service email address to the white page of your provider.

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

Back Next Save to Workbench

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

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

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

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

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

Back Next Save to Workbench

Adding Parties to the E-service List

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

Add Other Attorney/Interested Party

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

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

Other Attorneys/Interested Party

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

Search Active E-Filing Portal Users
Search Florida Bar

Enter Information:

Filer #
☐ Use Portal Filer Profile Information for Service

☐ Add to E-service Favorites

* Name:
Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:
Other:

☐ Save and Add Another Other Attorney/Interested Party

Save
Cancel

Search Active Portal Users

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

Search Registered Filers

* Last Name:
First Name:

* Bar Number:

Search

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

1 - 6 of 6 items

Select
Cancel

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

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

* Name: Bryan Neal Hetrick Jr Status: Active

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

Alternate Email 1:

Alternate Email 2:

* Case Role:

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

Other:

Save

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

Other Attorneys/Interested Party

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

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

-or-
Enter Information:

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

* Name: Bryan hetrick Status: Active

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

Alternate Email 1:

Alternate Email 2:

* Case Role: Co-Counsel for Defendant

Other:

☒ Save and Add Another Other Attorney/Interested Party

Save Cancel

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

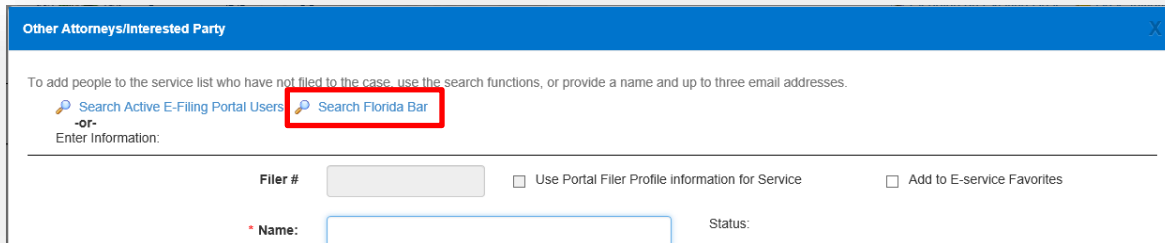
Portal Filer User Manual

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

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

Search Florida Bar

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



Other Attorneys/Interested Party

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

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

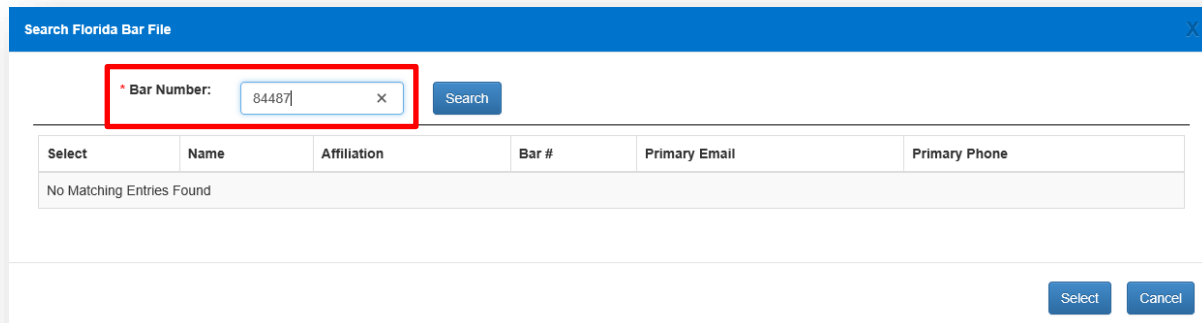
-or-

Enter Information:

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

* Name: Status:

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

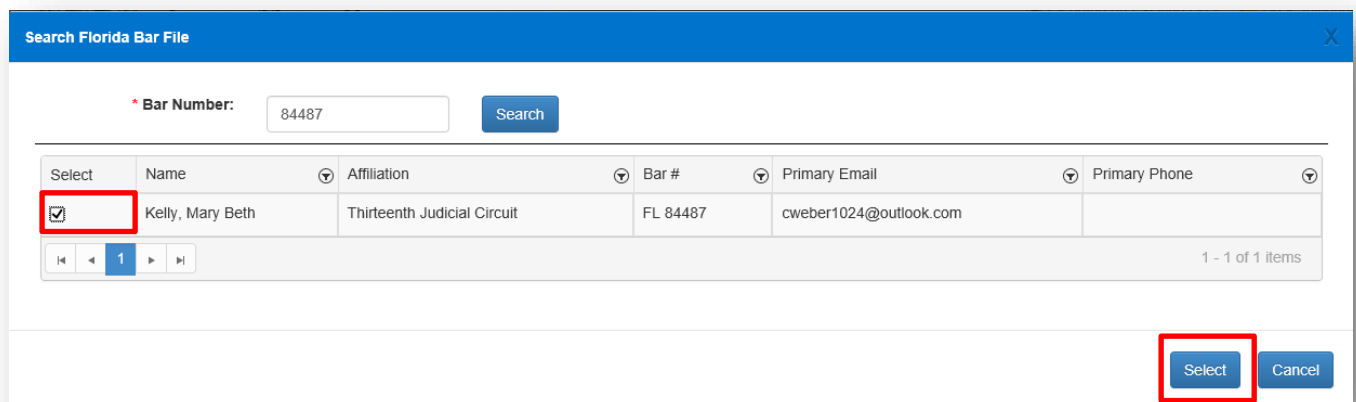


Search Florida Bar File

* Bar Number:

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
No Matching Entries Found					

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



Search Florida Bar File

* Bar Number:

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
<input checked="" type="checkbox"/>	Kelly, Mary Beth	Thirteenth Judicial Circuit	FL 84487	cweber1024@outlook.com	

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

The screenshot shows the 'Other Attorneys/Interested Party' form. At the top, there are search links: 'Search Active E-Filing Portal Users' and 'Search Florida Bar'. Below these, the instruction 'Enter Information:' is followed by a horizontal line. The form fields are as follows: 'Filer #' with the value '34085'; a checked box for 'Use Portal Filer Profile information for Service'; a checked box for 'Add to E-service Favorites' (highlighted with a red rectangle); '* Name:' with the value 'Mary Beth Kelly' and 'Status: Active'; '* Primary Email Address:' with the value 'cweber1024@outlook.com' and 'Status: Ok'; 'Alternate Email 1:' with the value 'cweber1024@gmail.com' and 'Status: Ok'; 'Alternate Email 2:' which is empty; '* Case Role:' with a dropdown menu showing 'Co-Counsel for Plaintiff'; and 'Other:' which is empty. At the bottom, there is an unchecked box for 'Save and Add Another Other Attorney/Interested Party' (highlighted with a red rectangle). The 'Save' and 'Cancel' buttons are at the bottom right.

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

Free Text the Information

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

The screenshot shows the 'Other Attorneys/Interested Party' form with a new entry for John Brown. The fields are: 'Filer #' (empty); an unchecked box for 'Use Portal Filer Profile information for Service'; an unchecked box for 'Add to E-service Favorites' (highlighted with a red rectangle); '* Name:' with the value 'John Brown' and 'Status:' (empty); '* Primary Email Address:' with the value 'jbrown@fakeemail.com' (highlighted with a red rectangle); 'Alternate Email 1:' (empty, highlighted with a red rectangle); 'Alternate Email 2:' (empty); '* Case Role:' with a dropdown menu showing 'Defendant' (highlighted with a red rectangle); and 'Other:' (empty). The 'Save' and 'Cancel' buttons are at the bottom right.

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

Add from E-service Favorites

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

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

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

1 - 4 of 4 items

Add Selected **Cancel**

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

My E-service Email Addresses for this Case

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

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

Designate your email addresses for eService on this case.

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

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

Primary Alternate Email 1 Alternate Email 2

Next **Save to Workbench**

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

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

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

Designate your email addresses for eService on this case.

☐ My profile eMail addresses should be used for eService on this case.
 ☒ The below listed eMail addresses should be used for eService on this case.

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

Back Next Save to Workbench

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

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

Electronic Service List

Electronic Service Recipients

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

Fees and Payments

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

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

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

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Back

Next

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

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

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

Back

Next

Save to Workbench

Review and Submit – Trial Court

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

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

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

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

Your failure to comply with these rules may subject you to sanctions.

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
****No E-service Recipients have been selected! ****		
Documents will not be electronically mailed to:		
Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	Not selected for eService
Carolyn M Weber	cweber1024@outlook.com	Not selected for eService
Mary Lewis	cweber1024@yahoo.com	Not selected for eService

Documents

#	Document	File
1		

Fees

Payments

Parties

Filer

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

No E-service Recipients

Alert

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

[Continue and Submit](#) [Cancel and Specify Service Recipients](#)

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

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

Documents		
#	Document	File
1		

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

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




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

Review and Submit – Appellate Court

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

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

File Document(s) on Existing Case to Clerk

Help   

Case Information

Documents

Service List

Review and Submit

PC

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

Service List

Documents will be electronically mailed to:

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

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

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

Revise

Case Filing Path Summary

Revise

#	Description	Data
1	Reviewing Tribunal	Second District Court of Appeal
2	Filing Type	Subsequent Filing
3	Case Number	2D2016-123
4	Case Name	STEVE M. HAYWOOD vs STATE OF FLORIDA
5	Case Type	REGARDING CRIMINAL MATTERS
6	Case Category	3.850
7	Case Nature	FINAL
8	Proceeding	APPEAL

Uploaded Documents Summary

Revise

#	Document	File
1	BRIEF, ANDERS BRIEF Volume Volume 1 of 2	A Computer Generated Document 41 pages in PDFa.pdf
2	BRIEF, ANDERS BRIEF Volume Volume 2 of 2	A Computer Generated Document.pdf

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

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

Payments
No Payment Required.

Case Parties Added

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

Revise

Request For Emergency Filing Status

Is this filing time sensitive?

☐ Yes ☒ No

Critical date: Format: MM/DD/YYYY

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

☐ Yes ☒ No

If yes, please select a reason justifying this declaration

Back

Save All and Submit Later

Confirm and Submit all Now

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

Filing Received Confirmation

Help

2 documents are successfully submitted for filing to Second District Court of Appeal
Court Case # you have provided is 2D2016-123
Reference # for this filing is 100377123

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

You may want to print this page for your records. Print

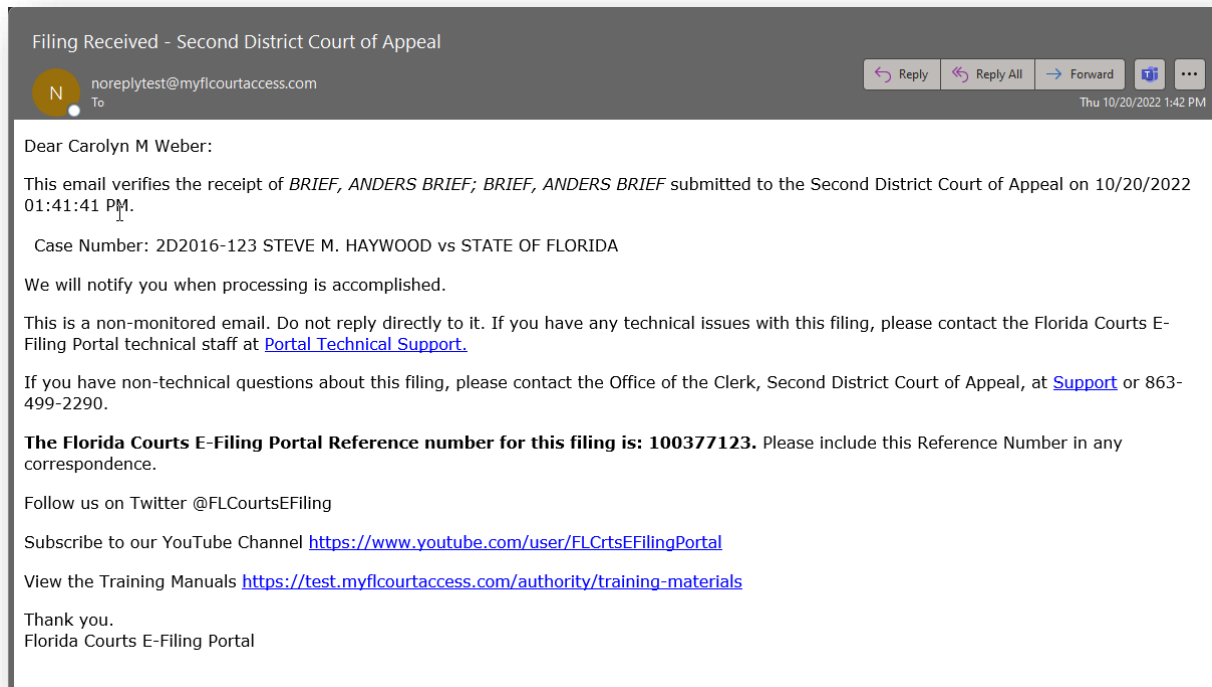
Recent Filings

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<div>Submit</div>		100377123	STEVE M. HAYWOOD vs STATE OF FLORIDA	2D2016-123	Pending Filing	Second District Court of Appeal	10/20/2022 01:41:41 PM	
	<div>Submit</div>	100377079	Helen G Young VS Hospice Home of the Comforter	NEW CASE	Pending Review	Orange	10/20/2022 08:48:54 AM	

1

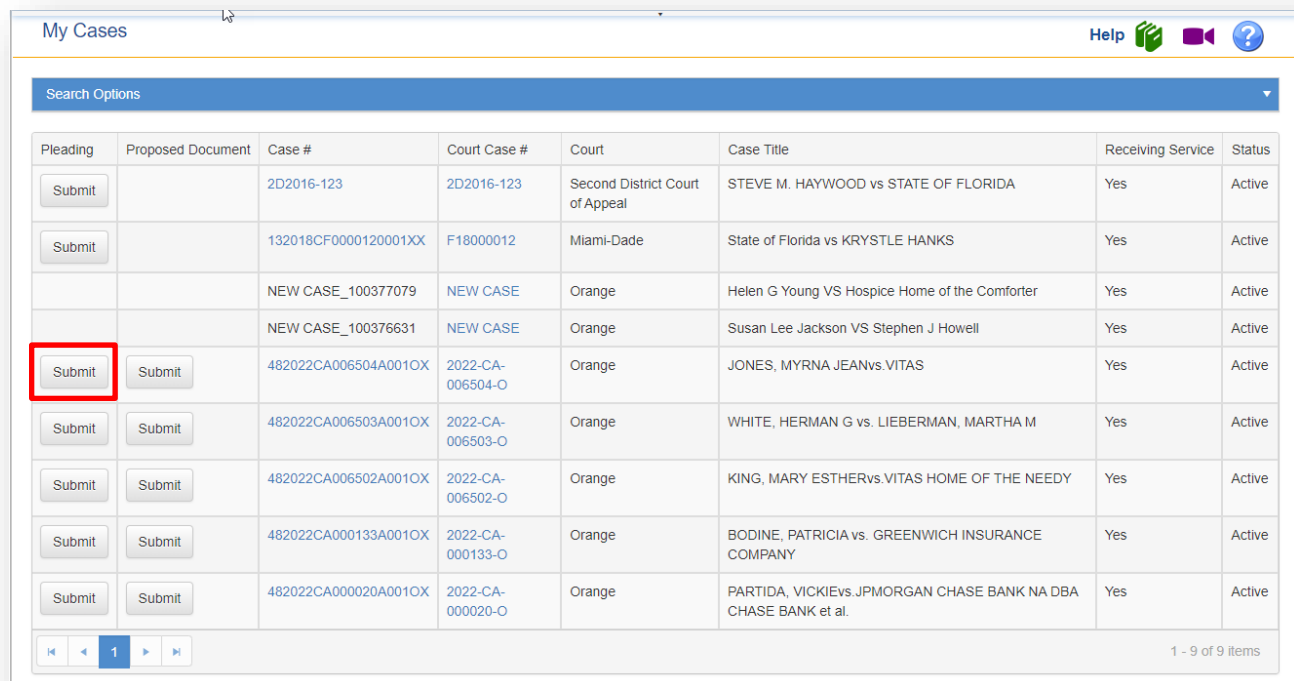
1 - 2 of 2 items

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

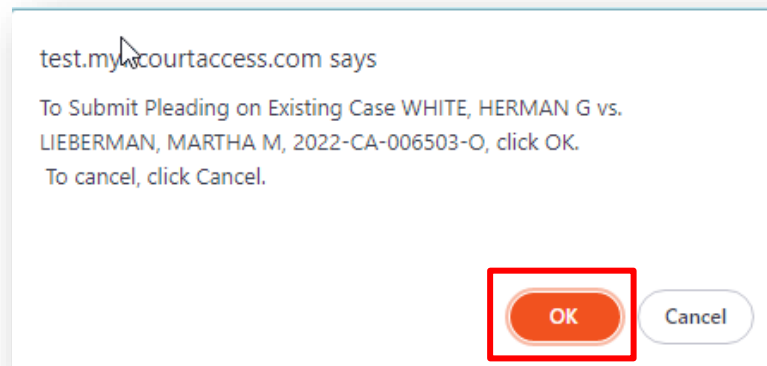


Filing to an Existing Case from the My Cases Page

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



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



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




A screenshot of the "File Document(s) on Existing Case to Clerk" page. The page has a header with "File Document(s) on Existing Case to Clerk" and "Help" icons. Below the header, case information is displayed: Type: Trial, County: Orange, Division: Circuit Criminal, Total Fee: \$0.00, Case #: 482017CF000012000AOX, Type: Circuit Criminal / Felony, Status: Closed, and Case Title: STATE OF FLORIDA - VS - JONES, RICKY JAMES. A navigation bar includes "Case Information", "Case Parties", "Documents", "ServiceList", "Fees and Payments", and "Review and Submit". The "Case Information" section contains dropdown menus for County (Orange) and Division (Circuit Criminal), and input fields for Year (2017), Sequence # (12), Court Type (Felony (CF)), Party Identifier, and Branch Location. There are "Search" and "Clear" buttons. Below this is a table with one row: # 1, Description Filing Fee, Amount \$0.00. At the bottom, there is a "Matter #" input field (highlighted with a red rectangle) and "Next" and "Save to Workbench" buttons (the latter is also highlighted with a red rectangle).

Portal Filer User Manual


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



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





Workbench

Help   

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

 Refresh

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

  1  

1 - 2 of 2 items

Case Initiation

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

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

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

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

E-Filing Map

Help [Video Icon] [Question Mark Icon]

Select a Filing Jurisdiction

Trial Court

☒ Case Initiation

☐ File Document(s) on Existing Case to Clerk

☐ File Documents to Multiple Cases

☐ File Same Document to Multiple Cases (No Fees)

☐ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Orange

Appellate Court

☐ Case Number Pending

☒ Case Initiation

☐ File Document(s) on Existing Case to Clerk

File Now

Legend:

- First District
- Second District
- Third District
- Fourth District
- Fifth District
- Sixth District

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

Case Information – Trial Court

Filers can enter new case information. After the new case submission is reviewed by the county staff and accepted for filing, a case number (Uniform Case Number (UCN)) will be assigned. The filer will receive a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the **My Submissions** page will be populated with the case number in place of the 'new case' text and the case will also be listed in the **My Cases** page.

From the available drop-down menus select the following:

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

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

Circuit/County Civil Information

The screenshot shows the 'Case Information' tab of the Portal Filer interface. The navigation bar includes links for Case Information, Case Parties, Documents, ServiceList, Fees and Payments, and Review and Submit. The form contains several dropdown menus, with red boxes highlighting the following required fields:

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

Other visible fields include 'Circuit Civil Information', '* Pr', and '*Complex Bu'.

Additional Fee Options

Additional Filing Fees

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

This section contains two sub-sections: 'Additional Fee Options' and 'Additional Filing Fees'. The 'Additional Filing Fees' section includes the following fields:

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

Circuit/County Civil Information

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

Circuit/County Civil Information

* Proceeding Type Of Case:

Nursing home negligence

* Complex Business Court Indicator:

No

* Remedies Sought:

☒ Monetary
 ☐ Non-monetary, declaratory or injunctive relief
 ☐ Punitive

* Amount of Claim:

☐ \$8,000 or less
 ☐ \$8,001 - \$30,000
 ☐ \$30,001- \$50,000
 ☐ \$50,001- \$75,000
 ☐ \$75,001 - \$100,000
 ☒ over \$100,000.00

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

* Number Of Causes of Action:

One

* Class Action:

No

* Related Cases Filed:

No

Known Related Cases:

* Jury Trial Demanded:

Yes

* Involve Allegations of Sexual Abuse:

No

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

Matter #:

Matter #

Next

Save to Workbench

Save New Case filing path as a Preference

Domestic Relations/Family

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

* County

Orange

* Division

Domestic Relations/Family

* Case Type:

Dissolution of Marriage

* Sub Type:

Select

Select

Dissolution

Dissolution of Marriage with Children

Simplified Dissolution

Family Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Juvenile Dependency

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

* County

Orange

* Division

Juvenile Dependency

* Case Type:

Juvenile Dependency

* Sub Type:

Select

Select

Adoption Arising out of Chapter 39

Child in Need of Service

Dependency

Dependency Non-Petition

Emergency Medical

Injunction

Motion for Access

Petition for Order to take into Custody

Shelter

Termination of Parental Rights

Truancy

Dependency Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Probate

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

* County: Orange

* Division: Probate

* Case Type: Select

* Sub Type: Guardianship, Involuntary Civil Commitment, Mental Health, Probate Estate, Probate Trust

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

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

Case Initiation

Help | [Icons]

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

Case #: New Case | Type: County Civil (Monetary Damages) / County Civil \$15,001 - \$30,000 | Status:

Case Title:

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

* County: Orange

* Division: County Civil

* Case Type: County Civil (Monetary Damages)

* Sub Type: County Civil \$15,001 - \$30,000

[Additional Fee Options](#)
[Additional Filing Fees](#)

Total number of Defendants

Summons to be issued. \$10 each.

Open Safe Deposit Box to Formal Administration

Circuit/County Civil Information

* Proceeding Type Of Case:

* Complex Business Court Indicator:

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

* Amount of Claim:

☐ \$8,000 or less
☒ \$8,001 - \$30,000
☐ \$30,001- \$50,000
☐ \$50,001- \$75,000
☐ \$75,001 - \$100,000
☐ over \$100,000.00

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

* Number Of Causes of Action:

* Class Action:

* Related Cases Filed:

Known Related Cases:

* Jury Trial Demanded:

* Involve Allegations of Sexual Abuse:

#	Description	Amount
1	Filing Fee	\$400.00
2	Additional Fee	\$20.00

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

You may also **Save to Workbench** if you desire to complete this new case later. You may also **Save New Case Filing Path as a Preference**. When you complete the Case Information page, you may select that Division, Type and Sub-Type as a preference in the Portal. If you file a certain type of case on a routine basis, this will help you lessen the keystrokes necessary to complete the Case Information page. When you log into the Portal if you have selected **Save New Case Filing Path as a Preference**

you will be immediately taken to the completed Case Information page provided you have no Alerts pending.

Case Information – Appellate Court

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

The screenshot shows the 'Case Initiation' page of the Florida Supreme Court E-Filing Portal. The header includes the court's logo and name, along with navigation links like 'View NEF', 'My Cases', 'My Submissions', 'Sign Out', 'Pleading on Existing Case', 'Case Initiation', 'Case Number Pending', 'Filings Access', 'Workbench 4', 'My Alerts', 'E-Filing Map', 'DIY Documents', and 'CCIS'. A user greeting 'Welcome - Carolyn M Weber' is visible. The 'Case Initiation' section has a sub-header with a 'Help' link and icons. Below this is a tabbed interface with 'Case Information' selected and highlighted with a red box. The 'Case Information' tab contains several required fields marked with a red asterisk (*): 'In this appellate case, you (your firm) are representing:' with radio buttons for 'Other' and 'Yourself'; 'You (your firm) are associated with:' with radio buttons for 'Appellant/Petitioner', 'Appellee/Respondent', and 'Other'; 'Intended reviewing appellate court:' with a dropdown menu showing 'The Supreme Court of Florida'; 'You want to file a NEW' with a dropdown menu; 'Case Type' with a dropdown menu; 'Case Category' with a dropdown menu; 'Case Nature' with a dropdown menu; and 'Confirm reviewing appellate court:' with a dropdown menu. A note states 'Lower tribunal information is not applicable for filing path selected above'. At the bottom are 'Next' and 'Save to Workbench' buttons.

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

Portal Filer User Manual

Case Initiation

[Help](#)

Case Information

Case Parties

Documents

Service List

Review and Submit

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

☐ Other☒ Yourself

* You (your firm) are associated with:

☐ Appellant/Petitioner☐ Appellee/Respondent☐ Other

* Intended reviewing appellate court:

The Supreme Court of Florida

* You want to file a NEW

Mandatory Review

Case Type

Petition For Review

Case Category

Joint Resolution Validity

Case Nature

Not Applicable

Please provide the following lower tribunal information specially associated with this appellate case as required by Fla. R. App. P. 9.110(d):

Add Associated Lower Tribunal Case

#	Lower Tribunal	Case #	Case Title
No lower tribunal cases associated with current filing			

* Confirm reviewing appellate court:

The Supreme Court of Florida

Next

Save to Workbench

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

Adding / Editing Party Information – Trial Court

Case Initiation

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$400.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

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

Add Party

#	Type	Name	Contact Information
No Parties associated with current filing			

Back

Next

Save to Workbench

Portal Filer User Manual

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

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

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

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

Add/Edit Party

Party #: New Party

Role: **Select**

- 3rd Party Defendant
- 3rd Party Plaintiff
- Affiliated Party
- Appellant
- Appellee
- Attorney
- Counter Defendant
- Counter Plaintiff
- Cross Appellant
- Cross Claimant
- Cross Defendant
- Defendant
- Foreclosure Depositor
- Garnishee
- Intervenor
- Judge
- Other Party Type
- Petitioner
- Plaintiff**
- Respondent

ID State/License #:

Person Name:

OR Organization:

Person Alias(AKA):

Email Address:

* Address:

*Country/ City/State/Zip:

Primary Ext. Home Work Ext. Mobile Fax

Phone # (Format: ###-###-####):

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

Suffix Gender Race

Primary Party Filed On Behalf of

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

When adding a party, you have 2 options:

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

Add all parties to your case.

Add/Edit Party

Party #:New Party

Role:Plaintiff

☒ Primary Party

☒ Filed On Behalf of

ID State/License #:Select State

Copy From Current Filer

You must enter either person or organization name.

FirstMiddleLastSuffixGenderRace

* Person Name:

Hubert

J

Smith

OR Organization:

Alias(AKA):

☐ Remove

Alias TypeAlias

Add Alias

Copy Contact Information From:

Email Address:

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

* Address:

1 Liberty Lane

*Country/ City/State/ Zip:

UNITED STATES

Oviedo

Florida

32435

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

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

Case InitiationHelp

Type: TrialCounty: OrangeDivision: Circuit CivilTotal Fee: \$410.00

Case #: New CaseType: Other Negligence / Nursing Home NegligenceStatus:

Case Title:

Case Information

Case Parties

Documents



ServiceList

Fees and Payments

Review and Submit

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

Add Party

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

Back

Next

Save to Workbench

The party page also allows the filer to **Remove** a party on a case. Click the red x to remove a party that you have added in error. Clicking **Add Party** allows the filer to add another party to the case until all parties have been added.

Case InitiationHelp

Type: TrialCounty: OrangeDivision: Circuit CivilTotal Fee: \$410.00

Case #: New CaseType: Other Negligence / Nursing Home NegligenceStatus:

Case Title:

Case Information

Case Parties

Documents





ServiceList

Fees and Payments

Review and Submit

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

Add Party

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

Back

Next

Save to Workbench

Portal Filer User Manual

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

Add/Edit Case Parties at the Appellate Court

To add parties to your case, use the drop down to select the **Role**.

The screenshot shows the 'Case Initiation' form. At the top, there is a navigation bar with links: 'Case Information', 'Case Parties' (active), 'Documents', 'Service List', and 'Review and Submit'. Below the navigation bar, a subtitle reads: 'Add/Edit a party (and any associated legal representation) with this Petition For Review Joint Resolution Validity Associated With Petitioner.' The main section is titled 'Capacity'. A label '* Role:' is followed by a dropdown menu. The dropdown menu is open, showing a list of roles: 'Select', 'Appellant', 'Appellee', 'Florida Attorney', 'Complainant', 'Interested Party', 'Other', 'Amicus', 'Opponent', 'Petitioner', and 'Respondent'. A mouse cursor is pointing at the dropdown menu. To the left of the dropdown menu, there is a section titled 'Name and Contact Information' with a label 'Bar Member State' and a 'Name' field.

Select the **Role** and then complete the name and contact information.

Case Initiation

Help

Case Information

Case Parties

Documents

Service List

Review and Submit

Add/Edit a party (and any associated legal representation) with this Petition For Review Joint Resolution Validity Associated With Petitioner.

Capacity

Role:

Petitioner

Copy From Current Filer

Search Registered Users

Search Florida Bar

Name and Contact Information

You must enter either person or firm name. You can enter Organization names (Example State of Florida) into Firm Name text box. Address, Phone # , Email address is required for attorneys and is optional for others.

Bar Member State

Bar Member State Identifier

First

Middle

Last

Suffix

Name

Harold

M

Bluegrass

Firm Name

Firm FEIN

Primary Address/ City

Address/ City

Once you have completed the party information, you may add additional parties, or you may opt to **Save and Show Parties**.

Case Initiation

Help

Case Information

Case Parties

Documents

Service List

Review and Submit

Please identify each known party (and any associated legal representation) with this Petition For Review Joint Resolution Validity Associated With Petitioner.

Add Party

#	Type	Name & Contact Information	Attorney
1	Petitioner	Harold M Bluegrass	

Back

Next

Save to Workbench

After you have added all parties, click on **Next** to move to the **Documents** tab.

Adding Documents – Trial Court

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

Case Initiation

Help

Type: Trial

County: Orange

Division: County Civil

Total Fee: \$420.00

Case #: New Case

Type: County Civil (Monetary Damages) / County Civil \$15,001 - \$30,000

Status:

Case Title: VS

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View CivilCoverSheet.pdf	0.09
Add					
Total		\$0.00	2	1 Documents	0.09

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

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

Your failure to comply with these rules may subject you to sanctions.

Confidentiality Option

☐ (a) the document(s) submitted contain no confidential information as defined by Rule [2.420](#)

☐ (b) the document(s) are accompanied in the same filing session by a Notice of Confidential Information within Court Filing as provided in Rule [2.420](#)

☐ (c) the document(s) are accompanied in the same filing session by a Motion to Determine Confidentiality of Court Records as provided in Rule [2.420](#)

Back

Next

Save to Workbench

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

Add/Edit Document X

Document #: New Document

Filing Fee: \$0.00

Clear

Search:

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

▾ Frequently Filed Documents

☐ Affidavit☐ Notice for Trial Non-Jury

▾ Affidavits and Oaths

☐ Affidavit☐ Affidavit in Opposition☐ Affidavit in Opposition to Claim of Exemption☐ Affidavit in Support

☐ Affidavit of Amount Due☐ Affidavit of Attorney's Fees☐ Affidavit of Claim☐ Affidavit of Compliance

☐ Affidavit of Costs☐ Affidavit of Counsel☐ Affidavit of Damages☐ Affidavit of Indebtedness

☐ Affidavit of Interest☐ Affidavit of Lost/Destroyed Instrument☐ Affidavit of Military Service☐ Affidavit of Non Military Service

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ... ⏪ ⏩

1 - 5 of 112 items

* Upload: Browse...

Save Cancel

Searching for a Document

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

Add/Edit Document X

Document #: New Document

Filing Fee: \$0.00

Clear

Search:

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

▾ Frequently Filed Documents

☐ Affidavit☐ Notice for Trial Non-Jury

▾ Affidavits and Oaths

Add/Edit Document

Document #:New Document

Filing Fee:\$0.00

Clear

Search:Complaint

WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

Answers and Replies

☐ Answer to Amended Complaint/Petition

Complaints and Statement of Claim

☐ Amended Complaint

☐ Amended Statement of Claim

☐ Complaint

☐ Fourth Party Complaint

☐ Statement

☐ Statement of Claim

☐ Supplemental Complaint

☐ Third Party Complaint

1

1 - 3 of 3 items

* Upload:

Browse...

Save

Cancel

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

Add/Edit Document

Document #:New Document

Filing Fee:\$0.00

Clear

Search:Complaint

WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

Answers and Replies

☐ Answer to Amended Complaint/Petition

Complaints and Statement of Claim

☐ Amended Complaint

☐ Amended Statement of Claim

☒ Complaint

☐ Fourth Party Complaint

☐ Statement

☐ Statement of Claim

☐ Supplemental Complaint

☐ Third Party Complaint

1

1 - 3 of 3 items

* Upload:

S:\COMMON\Portal\E_Filing_Test_Docs\A_F

Browse...

Save

Cancel

Portal Filer User Manual August 2023

Page 111

Portal Filer User Manual

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

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

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

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

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

PDF/A Conformance Check Results X

PDF File: A_Plain_PDF_Coversheet08132020.pdf

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

[Close](#)

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

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

Case Initiation

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

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

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

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

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

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

Your failure to comply with these rules may subject you to sanctions.

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

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

Portal Filer User Manual

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

Case InitiationHelp

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

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

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

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425.

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

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

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

Your failure to comply with these rules may subject you to sanctions.

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

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

Portal Filer User Manual

Finally on the **Documents** tab, select the Confidentiality Option that applies to your case initiation submission. This Confidentiality Option appears on Circuit and County Civil case types only. If you select Option (a), your case initiation submission will be immediately available in the Filings Access review queue. It will remain there for five (5) days.

Confidentiality Option

☒ (a) the document(s) submitted contain no confidential information as defined by Rule 2.420

☐ (b) the document(s) are accompanied in the same filing session by a Notice of Confidential Information within Court Filing as provided in Rule 2.420




☐ (c) the document(s) are accompanied in the same filing session by a Motion to Determine Confidentiality of Court Records as provided in Rule 2.420

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

If Option (b) or (c) is selected, the submission is deemed to contain confidential information and for (b) a Notice of Confidential Information within Court Filing must accompany the submission. If Option (c) is selected, a Motion to Determine Confidentiality of Court Record must accompany the submission. These case initiation submissions will not be available in the Filings Access review queue.

Adding Documents – Appellate Court

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

Case Initiation [Help](#)   

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

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

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

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

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

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

Add/Edit Document

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

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

Frequently Filed Documents

<input type="checkbox"/> AMICUS CURIAE ANSWER BRIEF	<input type="checkbox"/> AMICUS CURIAE INITIAL BRIEF	<input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	<input type="checkbox"/> MOTION TO FILE AMENDED BRIEF
<input type="checkbox"/> MOTION TO STAY PROCEEDINGS BELOW	<input type="checkbox"/> PETITION FOR ALL WRITS	<input type="checkbox"/> SUPREME COURT ORDER	

BRIEFS

<input type="checkbox"/> AMICUS CURIAE ANSWER BRIEF	<input type="checkbox"/> AMICUS CURIAE INITIAL BRIEF	<input type="checkbox"/> ANSWER BRIEF ON MERITS	<input type="checkbox"/> ANSWER/CROSS INITIAL BRIEF ON MERITS
<input type="checkbox"/> APPENDIX/ATTACHMENT TO BRIEF	<input type="checkbox"/> APPENDIX/ATTACHMENT TO JURISDICTIONAL BRIEF	<input type="checkbox"/> APPENDIX/ATTACHMENT TO MERIT BRIEF	<input type="checkbox"/> CROSS REPLY BRIEF ON MERITS
<input type="checkbox"/> INITIAL BRIEF ON MERITS	<input type="checkbox"/> OTHER BRIEF NOT LISTED	<input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	<input type="checkbox"/> REPLY BRIEF ON MERITS

1 2 3 4 5 6 7 8 9 10 1 - 5 of 41 items

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

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

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

Add/Edit Document

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

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

Frequently Filed Documents

<input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	<input type="checkbox"/> PETITION FOR ALL WRITS		
--	---	--	--

BRIEFS

<input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)			
--	--	--	--

LETTERS

<input type="checkbox"/> WILL FILE A PETITION FOR REVIEW	<input type="checkbox"/> WILL NOT FILE A PETITION FOR REVIEW		
--	--	--	--

MOTIONS

<input type="checkbox"/> MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION			
---	--	--	--

PETITIONS

<input type="checkbox"/> AMENDMENT/SUPPLEMENT TO PETITION	<input type="checkbox"/> APPENDIX - BAR	<input type="checkbox"/> APPENDIX - FLORIDA BOARD OF BAR EXAMINERS	<input type="checkbox"/> APPENDIX - RULES
---	---	--	---

1 2 1 - 5 of 10 items

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

Portal Filer User Manual

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

Add/Edit Document

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

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

Frequently Filed Documents

<input checked="" type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	<input type="checkbox"/> PETITION FOR ALL WRITS		
---	---	--	--

BRIEFS

<input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)			
--	--	--	--

LETTERS

<input type="checkbox"/> WILL FILE A PETITION FOR REVIEW	<input type="checkbox"/> WILL NOT FILE A PETITION FOR REVIEW		
--	--	--	--

MOTIONS

<input type="checkbox"/> MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION			
---	--	--	--

PETITIONS

<input type="checkbox"/> AMENDMENT/SUPPLEMENT TO PETITION	<input type="checkbox"/> APPENDIX - BAR	<input type="checkbox"/> APPENDIX - FLORIDA BOARD OF BAR EXAMINERS	<input type="checkbox"/> APPENDIX - RULES
---	---	--	---

1 - 5 of 10 items

Pages no longer required

*** Upload:** [Browse...](#) A Computer Generated Document 41 pages.pdf

Volume: Vol 1 of 2 [Save](#) [Cancel](#)

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

At least one document is required.

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

Portal Filer User Manual

The documents will be displayed in the list.

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

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

Welcome - Carolyn M Weber

My Account Filing Options

Case Initiation Help

Case Information Documents Service List Review and Submit

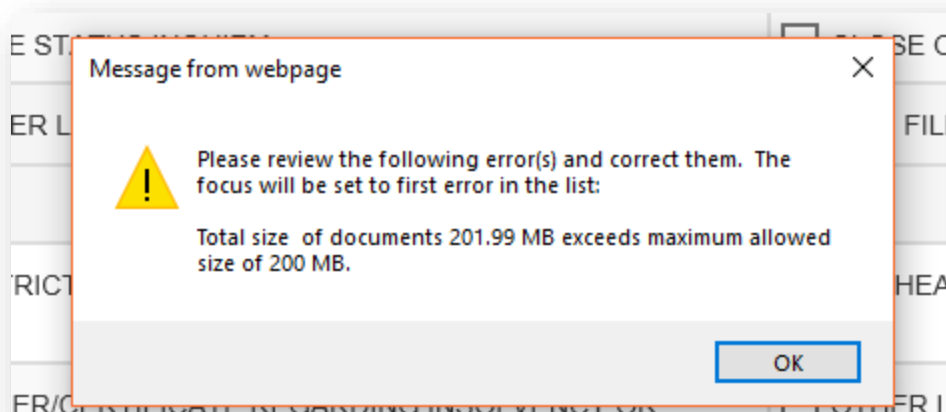
Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace BRIEFS PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04	Vol 1 of 2
Add						
Total		\$0.00	3	1 Documents	0.04	

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

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

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

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



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

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

ServiceList

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

Adding Parties to the E-service List

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

Add Other Attorney/Interested Party

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

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

Other Attorneys/Interested Party

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

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

Enter Information:

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

* Name: Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role: ☐ Other:

Save Cancel

Search Active Portal Users

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

Search Registered Filers

Last Name:

Hetrick

First Name:

Bar Number:

Search

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

1

1 - 6 of 6 items

Select

Cancel

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

Filer #

1003

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

Name:

Bryan Neal Hetrick Jr

Status:

Active

Primary Email Address:

bhetrick@flclerks.com

Status:

Ok

Alternate Email 1:

Alternate Email 2:

Case Role:

Clerk

Co-Counsel for Defendant

Co-Counsel for Plaintiff

Court Reporter

Counter Plaintiff

Counter Defendant

Creditor

Cross Plaintiff

Defendant

DCA Clerk

Guardian Ad Litem

Insurance Agent

Intervenor

Interested Party

Judge

Law Enforcement Officer

Local Agent

Mediator/Arbitrator

Mental Health Professional

Other

Plaintiff

Petitioner

Probation Officer

Pro Se Defendant

Pro Se Plaintiff

Respondent

State Agent

Other:

Save

If this person is someone that you frequently add to E-service lists, you may now select to add this person to your E-service favorites list. To do so, place a check in the box next to **Add to E-service**

Favorites in the upper right-hand corner of the screen. If you need to add another Attorney/Interested Party, click on the box at the bottom of the screen and then click on **Save**.

The screenshot shows the 'Other Attorneys/Interested Party' form. At the top, there is a blue header with the title and a close button. Below the header, a instruction line reads: 'To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.' Below this are two search links: 'Search Active E-Filing Portal Users' and 'Search Florida Bar'. A separator line with '-or-' follows. The 'Enter Information:' section contains several fields: 'Filer #' with the value '34085', a checkbox 'Use Portal Filer Profile information for Service' which is checked, and a checkbox 'Add to E-service Favorites' which is also checked and highlighted with a red box. Below these are fields for '* Name:' (Mary Beth Kelly), '* Primary Email Address:' (cweber1024@outlook.com), 'Alternate Email 1:' (cweber1024@gmail.com), and 'Alternate Email 2:'. To the right of these fields are status indicators: 'Status: Active', 'Status: Ok', and 'Status: Ok'. At the bottom of the form, there is a dropdown for '* Case Role:' (Co-Counsel for Plaintiff) and an 'Other:' field. A checkbox 'Save and Add Another Other Attorney/Interested Party' is highlighted with a red box. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

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

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

Search Florida Bar

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

This screenshot shows the same 'Other Attorneys/Interested Party' form, but with the 'Search Florida Bar' link highlighted by a red box. The 'Filer #' field is empty, and the 'Add to E-service Favorites' checkbox is unchecked. The 'Name' field is also empty, and the 'Status' field is empty.

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

Search Florida Bar File

* Bar Number: 84487 Search

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
No Matching Entries Found					

Select Cancel

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

Search Florida Bar File

* Bar Number: 84487 Search

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
<input checked="" type="checkbox"/>	Kelly, Mary Beth	Thirteenth Judicial Circuit	FL 84487	cweber1024@outlook.com	

1 - 1 of 1 items

Select Cancel

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

Other Attorneys/Interested Party

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

Search Active E-Filing Portal User -or- Search Florida Bar

Enter Information:

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

* Name: Mary Beth Kelly Status: Active

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

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

Alternate Email 2:

* Case Role: Co-Counsel for Plaintiff Other:

☐ Save and Add Another Other Attorney/Interested Party

Save Cancel

Portal Filer User Manual

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

Free Text the Information

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

Other Attorneys/Interested Party

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

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

-Or- Enter Information:

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

* Name: Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role: Other:

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

Add from E-service Favorites

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

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

Add from E-service Favorites

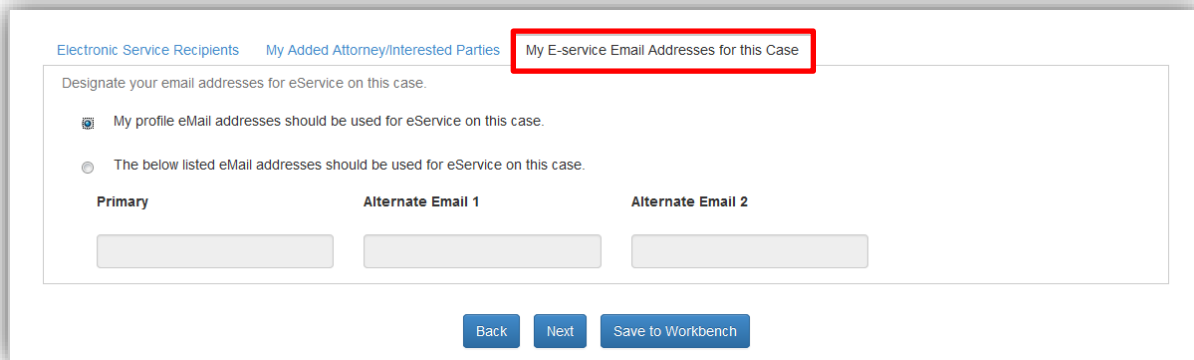
<input type="checkbox"/> Favorite	Name/ID	Recipient Status	Affiliation	Primary Email Address
<input type="checkbox"/>	Colin R Thacker mr FL71268	Active	Reichert & Newberry Law Office Interested Party	colinthacker@rocketmail.com
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel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

1 - 4 of 4 items

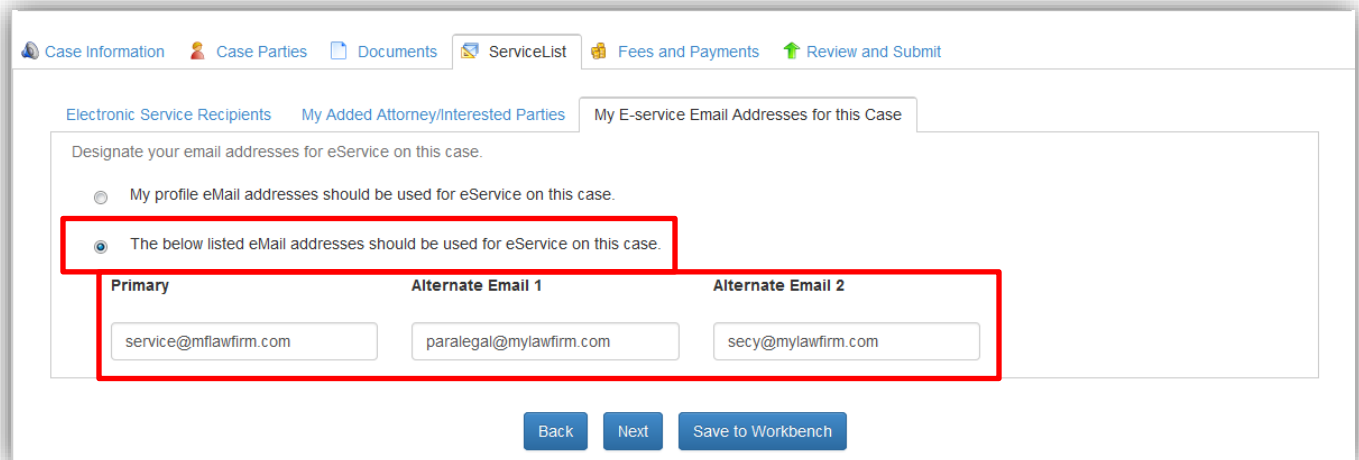
The person you selected from your E-service favorites list will be added to the E-service list for this case.

My E-service Email Addresses for this Case

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











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



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

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

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

Fees and Payments – Trial Court

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

Case Initiation

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title: Hubert J Smith VS Avila Nursing Home

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Filing Fee Summary

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

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

Payments

Select One to Continue

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

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

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

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

If you are entering a new payment method, complete the required fields under Credit Card Type and select **Save Payment Information for Reuse** to be able to select the newly added payment method from the drop-down menu.

Portal Filer User Manual

Payments

Select One to Continue

☒ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

Previously Saved Payments

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

Saved Credit Cards

Credit Card Type

Credit Card Number

CVV

Payment Zip

Expiration Date Month

Year

Memo

Saved Accounts

Check Routing Number

Checking Account Number

Name on Account

Account Type

☒ Checking

☐ Savings

* Name Printed on Credit Card or Bank Account Name:

* Address

Payor Street Address 1

Payor Street Address 2

Associated with Name on Credit Card or Bank Account:

* City/State/Zip:

Select State

☐ Save Payment Information for Reuse

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

Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Back

Next

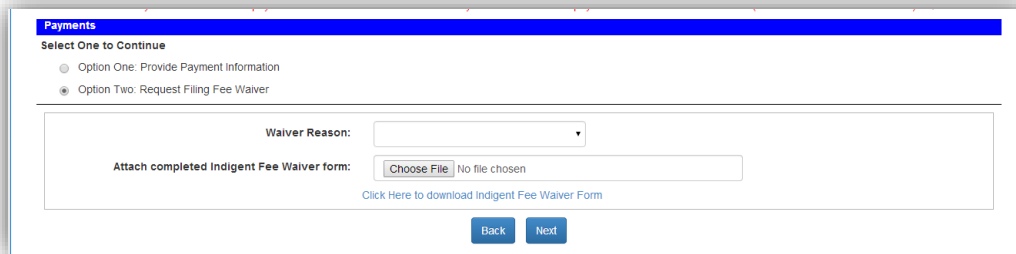
Save to Workbench

The Portal accepts the following credit cards for payment:

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

Portal Filer User Manual

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



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

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

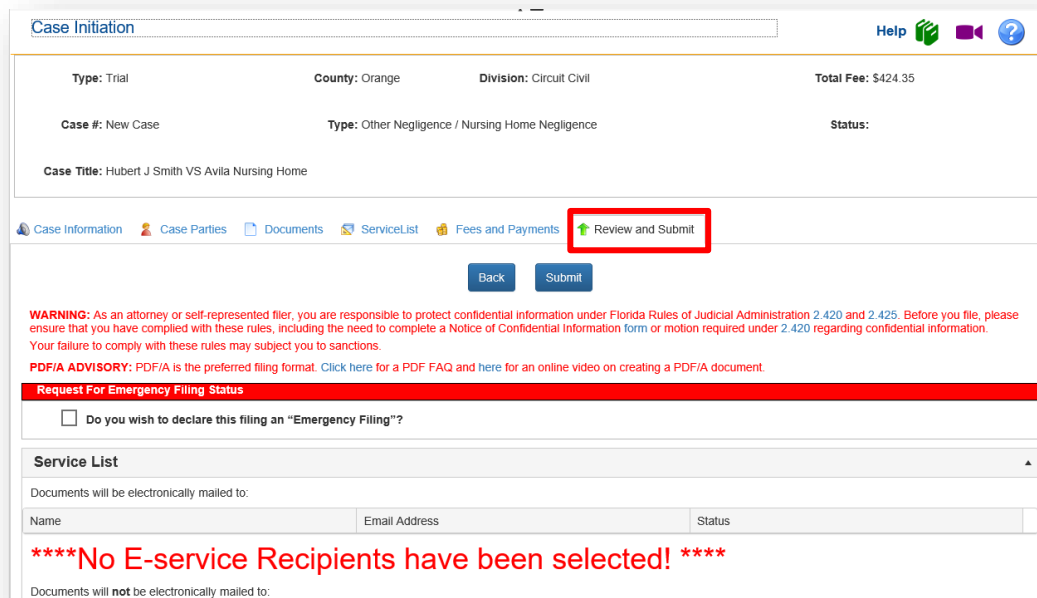


The Payment Zip Code is the zip code for the billing address of the credit card. When the filer has completed adding all necessary payment information, click the **Next** button.

When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated and completed by the appropriate institution. If the submission is returned to the Correction Queue, a refund is made back to the filer. Once the submission is corrected and resubmitted, another fee payment will be required.

Review and Submit – Trial Court

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



Portal Filer User Manual

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

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

Documents		
#	Document	File
1		

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

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

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

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

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

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


BackSubmit



Portal Filer User Manual

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

Review and Submit – Appellate Court

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

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

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber

Case Initiation

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

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

Service List

Documents will be electronically mailed to:

Revise

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

Case Filing Path Summary

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

Revise

Uploaded Documents Summary

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

Revise

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

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

Filing Fee Summary

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

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

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

☐ Option Three: Exempt from Fee

Request For Emergency Filing Status

Is this filing time sensitive? ☐ Yes ☒ No

Critical date: Format: MM/DD/YYYY

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

If yes, please select a reason justifying this declaration

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

Option One: Provide Payment Information

Payments

Select One to Continue

☒ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

☐ Option Three: Exempt from Fee

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

Saved Credit Card Information

Saved Credit Cards: Card 37***0005 Expiring 08/2023

Re-enter CVV

Card 37***0005 Expiring 08/2023
Card 55***4444 Expiring 07/2023

Saved Bank Account Information

Saved Accounts:

Saved Account type: ☐ Checking ☐ Saving

New Credit Card Information

Credit Card Type:

Credit Card Number:

CVV / Payment Zip:

Expiration Month, Year:

New Bank Account Information

Account type: ☐ Checking ☐ Saving

Routing Number:

Account Number:

Name on Account:

☐ Save Payment Information for Reuse

Clear

Option Two: Request Filing Fee Waiver

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☒ Option Two: Request Filing Fee Waiver

☐ Option Three: Exempt from Fee

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

Attach completed Fee Waiver form

Browse... No file selected.

OR

Attach Lower Tribunal Clerk's Certification of Insolvency

Browse... No file selected.

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

Option Three: Exempt from Fee

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

☒ Option Three: Exempt from Fee


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

Portal Filer User Manual

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

Request For Emergency Filing Status

Is this filing time sensitive? ☒ Yes ☐ No


Critical date: 10/26/2017  Format: MM/DD/YYYY



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

If yes, please select a reason justifying this declaration

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

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




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[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench](#) 4 [My Alerts](#) [E-Filing Map](#)

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

Welcome - Carolyn M Weber


Filing Received Confirmation [Help](#)   

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

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


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

[Recent Filings](#) [Refresh](#)



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

[1](#) 1 - 2 of 2 items

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



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[Case Number Pending](#)
[Workbench](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber

Filing Received Confirmation

[Help](#)   

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

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

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

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

[1](#) 1 - 2 of 2 items

Confirmations of Filing

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

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

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

2. An **Email**:

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


Filing received by the Portal for a Trial Court new case submission:

Filing Received

N

noreplytest@myflcourtagency.com

To

 Reply

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

Dear Carolyn M Weber:

This email verifies the receipt of 4 documents submitted by you to Orange Circuit Civil on 10/20/2022 08:48:54 AM.

UCN:

Clerk Case #:	NEW CASE
Case Style:	Helen G Young VS Hospice Home of the Comforter
Document Title:	Civil Cover Sheet Complaint Proposed Summons to be Issued by Clerk Proposed Summons to be Issued by Clerk
Matter #:	
Memo:	
Filing Fee:	\$400.00
Complaints and Statement of Claim Complaint:	\$0.00
Service Documents Proposed Summons to be Issued by Clerk:	\$0.00
Statutory Convenience Fee:	\$14.00
Total Fee:	\$414.00
Fee Status:	Assessed

Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
Order #:	36888
Financial ID:	107142

The E-Portal reference number of this filing is: 100377079. Please reference this Filing # in any correspondence.

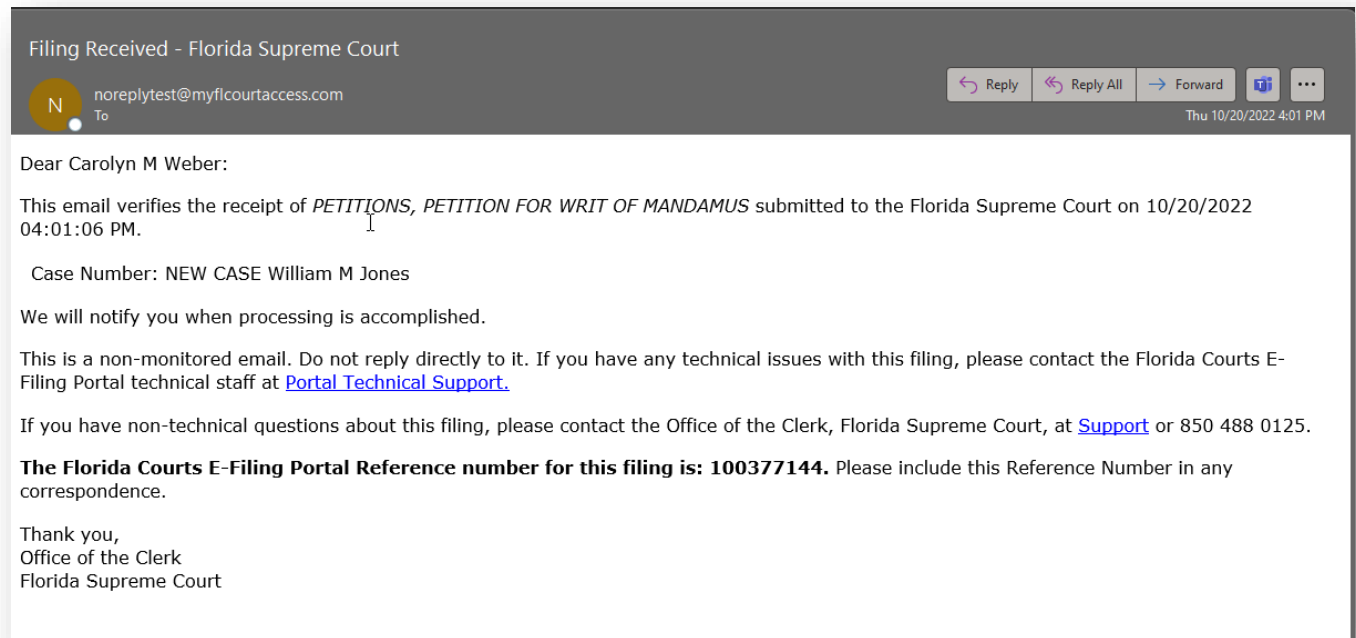
You will receive a follow-up email when your filing has been docketed with the Clerk. You, as the filer are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.

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

Thank you,
The Florida Courts E-Filing Portal

Portal Filer User Manual

From the Florida Supreme Court for a new case submission:



3. The new case submission is available in the **My Submissions** page and upon acceptance by the Clerk, the Court Case # will be available and the Completion Date will be populated.

The screenshot shows the "My Submissions" page with a search bar and a table of submissions. The first row is highlighted with a red border. The table has columns for Pleading, Proposed Document, Submission/NEF, Case Style/Docket, Court Case #, Status, Court, Submission Date, and Completion Date/Remarks.

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶		100377144	William M Jones	NEW CASE	Pending Filing	The Florida Supreme Court	10/20/2022 04:01:06 PM	
▶	Submit	100377123	STEVE M. HAYWOOD vs STATE OF FLORIDA	2D2016-123	Pending Filing	Second District Court of Appeal	10/20/2022 01:41:41 PM	
▶	Submit	100377079	Helen G Young VS Hospice Home of the Comforter	NEW CASE	Pending Review	Orange	10/20/2022 08:48:54 AM	
▶	Submit	100376893	BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY	2022-CA-000133-O	Abandoned Filing Queue	Orange	10/17/2022 03:00:00 PM	10/18/2022 08:14:42 AM

Processing Completed for Filing

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

Processing Completed for Filing # 100364051

N

noreplytest@myflcourtagency.com

To

Reply

Reply All

Forward

Fri 8/26/2022 3:31 PM

Dear Carolyn M Weber:

This email verifies the processing of your Filing # **100364051** with the Orange County, Florida County Civil Division.

Status: **Accepted**

Filing Date/Time: 08/26/2022 02:30:59 PM

UCN: 482022CC010919A0010X

Clerk Case #: 2022-CC-010919-O **[Note: Clerk Case # changed from NEW CASE]**

Case Style: HENRIETTA J SMITHvs.HOMER E FUDGE

Matter #:

Memo:

Filing Fee: \$400.00

Complaints and Statement of Claim Statement of Claim: \$0.00

Statutory Convenience Fee: \$14.00

Total Paid: \$414.00

Fee Status: Processing

Paid By: Pay By Credit/Debit Card

Order #: 35547

Financial ID: 105533

Documents

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	Other Civil Cover Sheet	Accepted	08/26/2022		CivilCoverSheet.pdf
2	Complaints and Statement of Claim Statement of Claim	Accepted	08/26/2022		1_EFAB Update.pdf

Fees

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

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

Thank you.

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

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

My Submissions

Search Options

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

1 - 6 of 6 items

File Documents to Multiple Cases

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

E-Filing Map

Select a Filing Jurisdiction

Trial Court

☐ Case Initiation
☐ File Document(s) on Existing Case to Clerk
☒ **File Documents to Multiple Cases**
☐ File Same Document to Multiple Cases (No Fees)
☐ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Appellate Court

☐ Case Number Pending
☐ Case Initiation
☐ File Document(s) on Existing Case to Clerk

Portal Filer User Manual

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

File Documents to Multiple Cases

Help

#	County	Division	Case #	Case Title	Case Status
LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Other Negligence Premises Liability - Residential Case #: 482020CA000012A001OX Court Case: # 2020-CA-000012-O Case Status: Open					

Case Information Case Parties Documents ServiceList Review

* County: Orange * Division: Circuit Civil

* Year: 2020 * Sequence #: 12 * Court Type: Circuit Civil (CA) Party Identifier: Branch Location:

Search Clear

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

File Documents to Multiple Cases

Help

#	County	Division	Case #	Case Title	Case Status
1	Orange	Circuit Civil	482020CA000012A001OX	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	Open

LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A001OX Court Case: # 2020-CA-000012-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

Back Add Case Review all and Submit

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

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

Request For Emergency Filing Status

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

This will take you back to the **Case Information** tab where you can add another case to file document to. You can file to any county you need to in this submission. You do not have to file to the same

Portal Filer User Manual August 2023

Portal Filer User Manual

county. When you enter the **Case Information** for the next case and click on **Search**, the Portal will populate the table at the top of the page with the first case you selected and display the case information of the next case you will be filing to as shown below.

The screenshot shows the 'File Documents to Multiple Cases' interface. At the top, there is a table with columns: #, County, Division, Case #, Case Title, and Case Status. The first row is highlighted with a red box and contains the following data: # 1, County Orange, Division Circuit Civil, Case # 482020CA000012A001OX, Case Title LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC, Case Status Open. Below the table, there is a red box containing the text: CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY Other Civil Other Civil - Insurance Claim Case #: 482019CA000025A001OX Court Case: # 2019-CA-000025-O Case Status: Closed. Below the table, there is a form with tabs: Case Information, Case Parties, Documents, ServiceList, and Review. The Case Information tab is selected. The form has fields for: * County (Orange), * Division (Circuit Civil), * Year (2019), * Sequence # (25), * Court Type (Circuit Civil (CA)), Party Identifier, and Branch Location. There are Search and Clear buttons at the bottom of the form.

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

The screenshot shows the 'Review' screen. At the top, there are two buttons: 'Save All and Submit Later' and 'Confirm and Submit all Now'. Below the buttons, there is a section titled 'Cases' with a red box around the 'Revise' button. The case information displayed is: County: Orange Division: Circuit Civil CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY Case #: 482020CA000012A001OX Court Case #: 2020-CA-000012-O Case Status: Open. Below the case information, there is a red box with the text: Request For Emergency Filing Status. Below the red box, there is a checkbox labeled: Do you wish to declare this filing an "Emergency Filing?". Below the checkbox, there is a table with the following data:

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

Once you are ready to send these submissions off, click on **Confirm and Submit all Now**. You can also save this entire submission to the Workbench by selecting **Save All and Submit Later**. The

Portal Filer User Manual

Filing Received Confirmation page will show all three submissions individually. If any corrections need to be made to documents submitted, only that submission will be returned to the **Correction Queue**. Each submission will be handled individually even though you sent them all into the Portal in one submission. See below.

Filing Received Confirmation

Help

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

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

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

Recent Filings

Refresh

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

1

1 - 3 of 3 items

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

My Submissions

Help

Search Options

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

File Same Document to Multiple Cases (No Fees)

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

E-Filing Map

Help

Select a Filing Jurisdiction

Trial Court

☐ Case Initiation

☐ File Document(s) on Existing Case to Clerk

☐ File Documents to Multiple Cases

☒ File Same Document to Multiple Cases (No Fees)

☐ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Appellate Court

☐ Case Number Pending

☐ Case Initiation

☐ File Document(s) on Existing Case to Clerk

File Now

First District

Second District

Third District

Fourth District

Fifth District




Sixth District

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

Portal Filer User Manual August 2023

Page 142

Portal Filer User Manual

File Same Document to Multiple Cases (No Fees) Help   

#	County	Division	Case #	Case Title	Case Status
ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Other Negligence Auto Negligence Case #: 482020CA000022A0010X Court Case: # 2020-CA-000022-O Case Status: Open					

Case Information Case Parties Documents ServiceList Review

* County * Division

Orange Circuit Civil

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

2020 22 Circuit Civil (CA)

Search Clear

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

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

Case Information Case Parties Documents ServiceList Review

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

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

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

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

Back Next Save to Workbench

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

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

Case Information Case Parties Documents ServiceList Review

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

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

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

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

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

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

Case Information Case Parties Documents ServiceList Review




[Back](#) [Add Case](#) [Review all and Submit](#)


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

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

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

Portal Filer User Manual

File Same Document to Multiple Cases (No Fees) Help   

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

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

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Review](#)

* County * Division

Orange Circuit Criminal

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

File Same Document to Multiple Cases (No Fees) Help   

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

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




[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Review](#)

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
 Remove	Replace  Notices Notice of Unavailability	\$0.00	3	View  A_Plain_PDF_Coversheet08132020.pdf	0.04
Add					
Total		\$0.00	3	1 Documents	0.04

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

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

File Same Document to Multiple Cases (No Fees) Help   

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

Cases

County: **Orange** Division: **Circuit Civil ETIENNE, ROSE vs. MUENKS, RANDAL LOUI**Set al. Case #: **482020CA000022A001OX** Court Case #: **2020-CA-000022-O** Case Status: **Open**

[Revise](#)




Request For Emergency Filing Status

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

Documents will be electronically mailed to:

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

Once you have verified that all information is correct, you click on **Confirm and Submit all Now** and that will take you to the **Filing Received Confirmation** page. Each submission will be listed individually.



Filing Received Confirmation Help   

Your documents are successfully submitted
Reference # for the filings are 100195706 - 100195707





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

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



Recent Filings [Refresh](#)

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100195707 	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
▶	Submit	Submit	100195706 	ETIENNE, ROSE vs. MUENKS, RANDAL LOUI	2020-CA-000022-O	Pending Filing	Orange	09/04/2020 10:18:40 AM	

It will appear on your **My Submissions** page individually as well.

My Submissions  Help   

Search Options

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100195707 	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
▶	Submit	Submit	100195706 	ETIENNE, ROSE vs. MUENKS, RANDAL LOUI	2020-CA-000022-O	Filed	Orange	09/04/2020 10:18:40 AM	09/04/2020 10:19:00 AM

Submit Proposed Order(s) to Judiciary (Court)

We have expanded this filing path to include documents other than proposed orders. Proposed orders will still be submitted using this filing path, but each circuit will now be able to add other documents they wish to receive using this filing path.

Documents for Judicial Review will bypass the Clerk and will go to the Judicial Circuit. They will not be filed into the official court file unless submitted to the Clerk.

To submit your proposed document, click on the **Proposed Documents to Judiciary** filing path, select the county and then **File Now**.

E-Filing Map

Help

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☐ File Document(s) on Existing Case to Clerk
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☒ Submit Proposed Order(s) to Judiciary (Court)

[Read more about courts accepting Proposed Documents](#)

Orange

First District

Second District

Third District

Fourth District

Fifth District

Sixth District

Enter the **Case Information** and then click on **Search**.

Submit Proposed Order(s) to Judiciary (Court)

Help

Circuit: Ninth Judicial Circuit County: Orange Division: Circuit Civil

Case #: 482020CA000023A0010X Type: Other Negligence / Auto Negligence Status: Open

Case Title: BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN

Case Information Documents ServiceList Review and Submit

* County: Orange

* Division: Circuit Civil

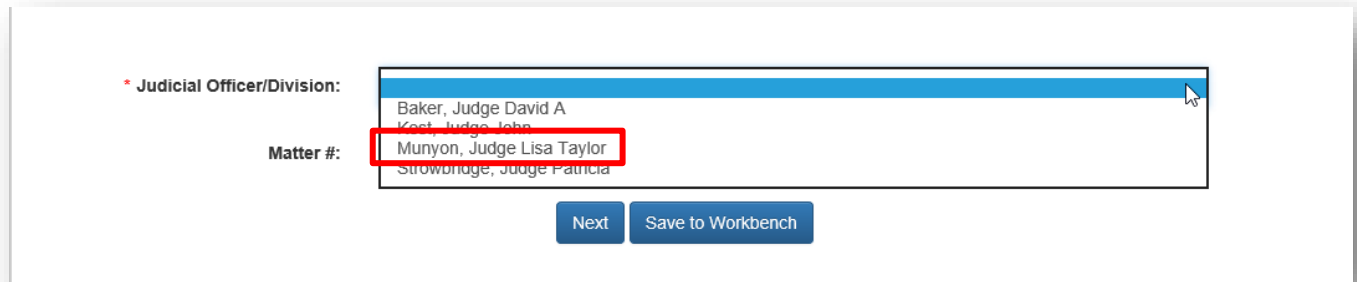
* Year: 2020 * Sequence #: 23 * Court Type: Circuit Civil (CA)

Party Identifier: Branch Location:

Search Clear

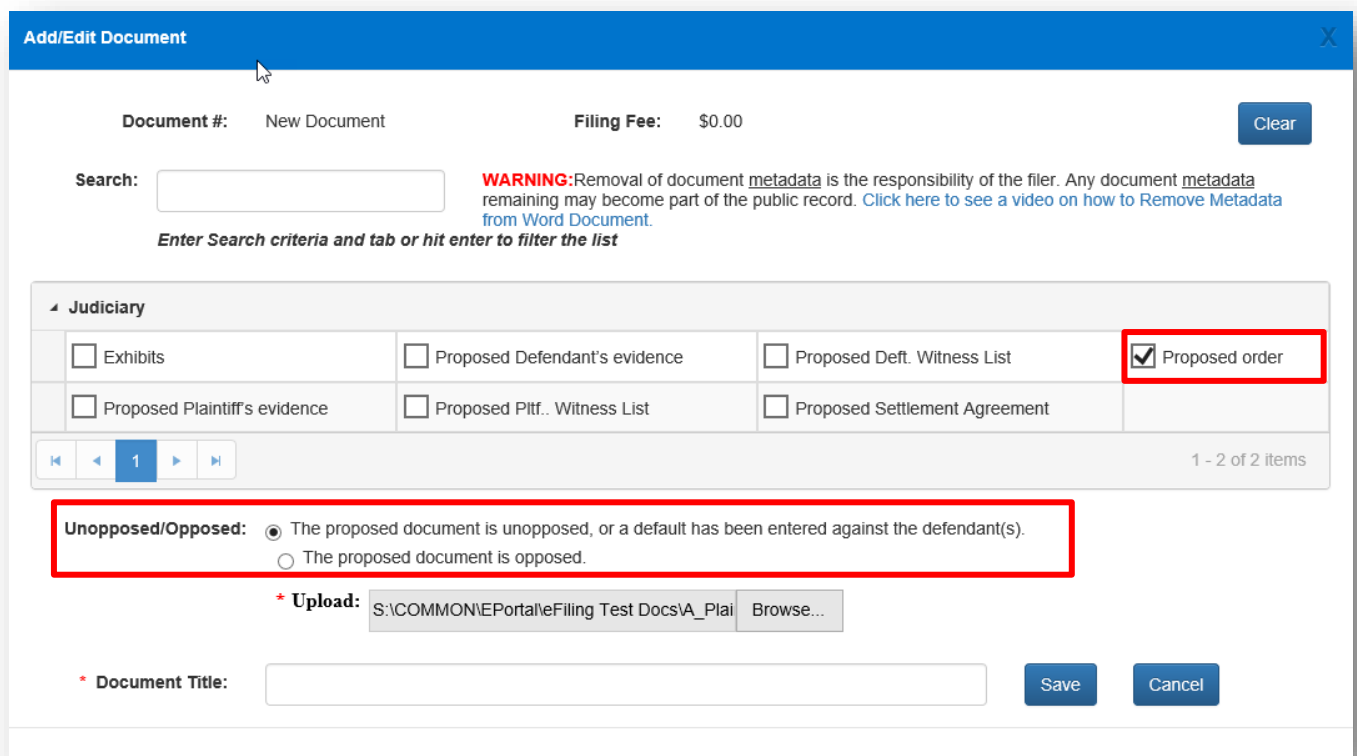
Portal Filer User Manual

Complete the case information screen click on **Search**. Then you need to click on the **Judicial Officer/Division** drop-down and select what applies.



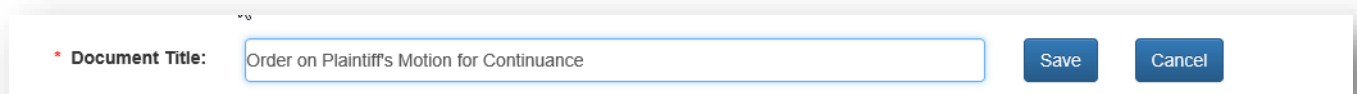
A screenshot of a web form. On the left, there are two labels: "* Judicial Officer/Division:" and "Matter #:". To the right of these labels is a dropdown menu. The dropdown menu is open, showing a list of names: "Baker, Judge David A", "Kest, Judge John", "Munyon, Judge Lisa Taylor", and "Strowbridge, Judge Patricia". The name "Munyon, Judge Lisa Taylor" is highlighted with a red rectangular box. Below the dropdown menu are two buttons: "Next" and "Save to Workbench".

Next, on the **Documents** tab click **Add**. This will bring up the **Add/Edit Document** page and the list of documents shown may vary circuit by circuit. An example is shown below. Proposed Order is an option and should be selected to submit a proposed order to the Judge. **Please Note: Not all circuits will allow the complete list of documents shown below. Each circuit may designate which proposed documents they wish to receive.**



A screenshot of the "Add/Edit Document" page. At the top, there is a blue header bar with the text "Add/Edit Document" and a close button (X). Below the header, there are several fields and buttons. On the left, there is a "Document #:" field with the text "New Document". To the right of this is a "Filing Fee:" field with the text "\$0.00". Further right is a "Clear" button. Below these fields is a "Search:" field. To the right of the search field is a warning message: "WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document." Below the warning message is a note: "Enter Search criteria and tab or hit enter to filter the list". Below the search field and warning message is a section titled "Judiciary". This section contains a table with checkboxes for various document types. The table has two rows and three columns. The first row contains: "Exhibits", "Proposed Defendant's evidence", "Proposed Deft. Witness List", and "Proposed order". The second row contains: "Proposed Plaintiff's evidence", "Proposed Pltff. Witness List", and "Proposed Settlement Agreement". The checkbox for "Proposed order" is checked and highlighted with a red rectangular box. Below the table is a pagination bar with the text "1 - 2 of 2 items". Below the pagination bar is a section titled "Unopposed/Opposed:". This section contains two radio buttons. The first radio button is selected and highlighted with a red rectangular box. The text next to the selected radio button is "The proposed document is unopposed, or a default has been entered against the defendant(s)". The second radio button is unselected and has the text "The proposed document is opposed." below it. Below the "Unopposed/Opposed:" section is an "Upload:" field. This field contains the text "S:\COMMON\Portal\Filing Test Docs\A_Plai" and a "Browse..." button. Below the "Upload:" field is a "Document Title:" field. This field is empty. To the right of the "Document Title:" field are two buttons: "Save" and "Cancel".

The **Document Title** field is a required field. Type in the name of the Order you are submitting as shown below. The click on **Save**.



A screenshot of the "Document Title" field. The field is labeled "* Document Title:" and contains the text "Order on Plaintiff's Motion for Continuance". To the right of the field are two buttons: "Save" and "Cancel".

Portal Filer User Manual

Next move on to the **Service List** tab and select your E-service recipients, if any. Then move to **Review and Submit** and click on **Submit** to send your proposed order to the Judicial Circuit for the judicial officer to review. The **Filing Received Confirmation** page will show this submission has been sent to the Court.

Filing Received Confirmation

1 document is successfully submitted to Ninth Judicial Circuit
Uniform Case # you have provided is 482022CA000013A001OX
Court Case # you have provided is 2022-CA-000013-O
Reference # for this filing is 100377258

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

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

Recent Filings [Refresh](#)

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100377258	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	2022-CA-000013-O	Validating Filing	Ninth Judicial Circuit	10/21/2022 11:28:20 AM	

1 - 1 of 1 items

Notifications

The **Email Log** stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the Portal without requiring the filer to access an email client.

Notifications sent by Portal include:

- Initial notification of registration
- Notification to activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review
- Notification that you have been added to an E-Service list

Email Log
Help

Search Options

* From (mm/dd/yyyy): 10/14/2022
* To (mm/dd/yyyy): 10/21/2022
Type of Email:
Refresh

25 records per page

@	From	Subject	Submitted
Submitted: 10/21/2022			
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A0010X	10/21/2022 11:29:37 AM
	Florida E-Portal	Proposed Order Received	10/21/2022 11:28:21 AM
	Florida E-Portal	Processing Completed for Filing # 100377079	10/21/2022 10:59:57 AM
Submitted: 10/20/2022			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE William M Jones	10/20/2022 04:01:18 PM
	Florida E-Portal	Filing Received - Florida Supreme Court	10/20/2022 04:01:06 PM
	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

Note: If a filer deletes an email from their email client, the email remains in the Email Log for 90 days and the link to the document filed is available.

Correction Queue

When filings require correction by the filer, they are moved to the **Correction Queue** by the Clerk's office. If a submission is returned to the Correction Queue, an **Alert** is automatically created in the Portal and when you log into the Portal, it will take you immediately to your **My Alerts** page. You may access the Correction Queue filing path by clicking on the **Filing #** link as shown below.

My Alerts

Search Options

Enter Search Criteria

Alert Date From: Alert Created From

To: Alert Created To

Type of Alert:

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

Filing ID: Filing #

Search

Clear Search Criteria

Clear Selected Alert(s)

<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100376703	PARTIDA, VICKIEvs.JPMORGAN CHASE BANK NA DBA CHASE BANK et al.	2022-CA-000020-O	Orange	10/20/2022 09:48:35 AM	Filing Moved to Correction Queue	Please sign you document and resubmit.

1 - 1 of 1 items

Remarks will be shown on **My Submissions** page and the filer is notified of the specific issue by email notification as well.

Email received:

Filing # 100376703 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue

N

noreplytest@myflcourtaccess.com

To

Reply

Reply All

Forward

Thu 10/20/2022 9:49 AM

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

Date: 10/20/2022 09:48:35 AM

Dear Carolyn M Weber:

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

Filing Reference Number #:	100376703
Status:	Correction Queue
Filing Date/Time:	10/14/2022 10:10:20 AM
UCN:	482022CA000020A0010X
Clerk Case #:	2022-CA-000020-O
Case Style:	PARTIDA, VICKIEvs.JPMORGAN CHASE BANK NA DBA CHASE BANK et al.
Matter #:	

Please be advised that Filing Reference Number 100376703 needs to be corrected and has been moved to the Correction Queue in accordance with the Florida Supreme Court Technology Standards adopted February 2021, Section 2.2.5, Review by Clerk of Court. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): Please sign you document and resubmit.

To make these corrections, go to the My Submissions page in the Portal and search by Status: Correction Queue and then select the Filing ID link. Then correct the error by either making the advised changes or replacing the deficient document with the corrected document and resubmit the Filing. You must click the Save button on any screen to which changes were made. **If a payment is required to file your document(s), you will be required to re-enter the payment information. Another payment will be charged to your credit card or ACH account if the total fee owed is different from the payment you made when you initially submitted your document(s). The payment you made when you initially submitted your document(s) will be refunded if another payment is charged to your credit card or ACH Account.** For further information on correcting filings sent to the Correction Queue, please consult the E-Filing User Manual on the Florida Courts E-Filing Portal web page under the Help Menu, Training Manuals or watch the YouTube video.

If you have questions concerning clarification on the corrections needed, **please contact the Orange County Clerk of Court, Circuit Civil Division .**

Follow us on Twitter @FLCourtsEFiling

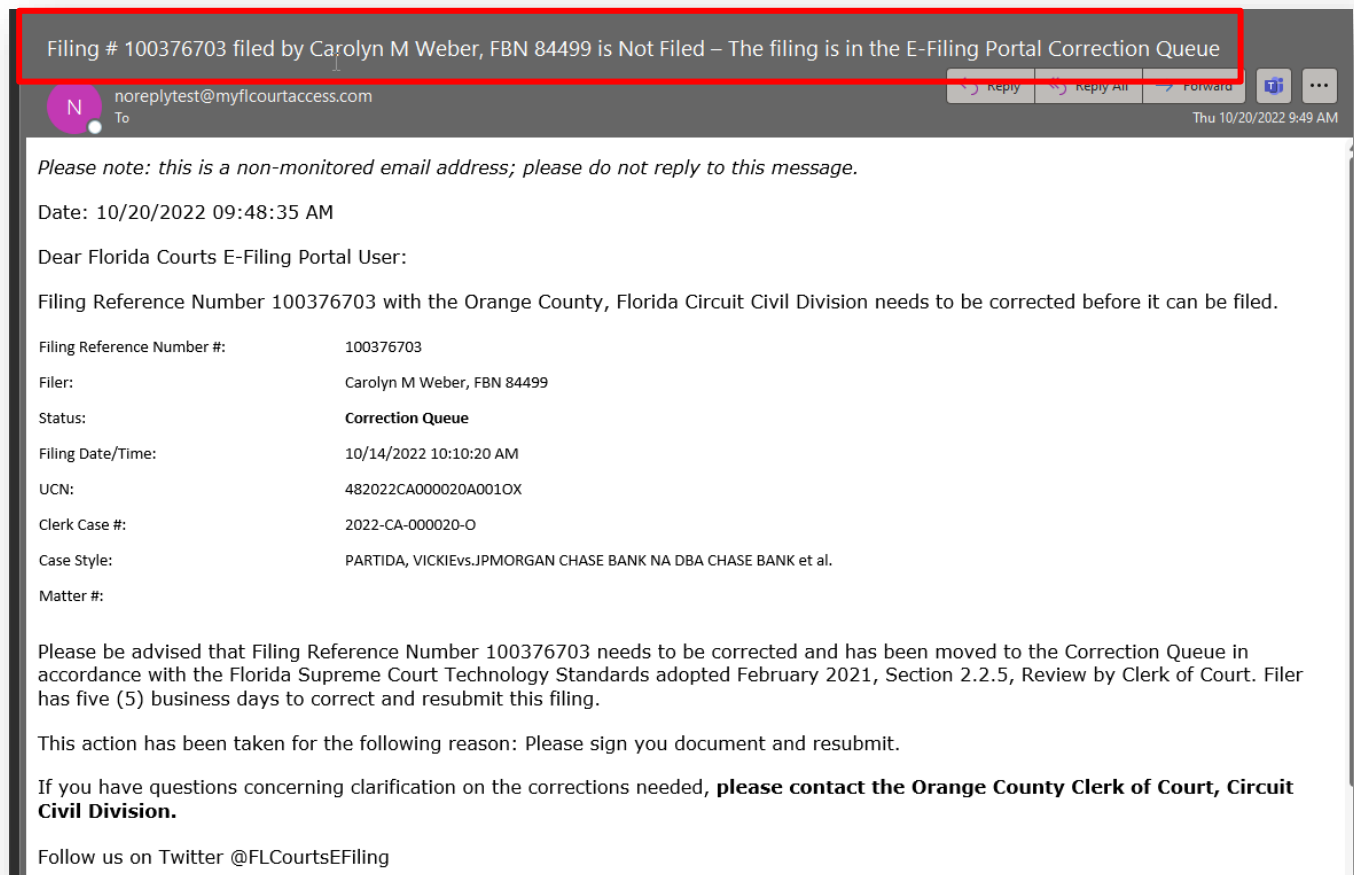
Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

View the Training Manuals<https://test.myflcourtaccess.com/authority/training-materials>

Thank you.
Florida Courts E-Filing Portal

The Correction Queue email is sent to all the recipients on the E-service list.


Email to the E-service recipient list:



When the submission is corrected and resubmitted, another Notification of Electronic Filing (NEF) goes out to the E-service recipient list with a link to the document filed.

The reason why the submission was returned to the **Correction Queue** will also be displayed on the **My Alerts** page and on the **My Submissions** page under the **Completion Date/Remarks** column. A submission can be returned to the **Correction Queue** for a variety of reasons: document is corrupt, document is unsigned, wrong case number was selected, for case initiation wrong case type was selected, reopen fee is required, etc. The Clerk will explain the problem so that you are aware of what needs to be corrected so that you can make those changes and resubmit the document.

Portal Filer User Manual



FLORIDA COURTS E-FILING PORTAL

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Filings Access](#) [Workbench](#) [My Alerts](#) [E-Filing Map](#)
[DIY Documents](#) [CCIS](#)

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

Welcome - Carolyn M Weber
 Last signed in on - 10/20/2022 09:46:59 AM

[My Alerts](#)

Search Options

Enter Search Criteria

Alert Date From:

To:

Type of Alert:

Filing ID:

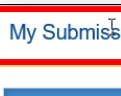
[Search](#)
[Clear Search Criteria](#)

[Clear Selected Alert\(s\)](#)

<input type="checkbox"/> Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100376703	PARTIDA, VICKIEvs.JPMORGAN CHASE BANK NA DBA CHASE BANK et al.	2022-CA-000020-O	Orange	10/20/2022 09:48:35 AM	Filing Moved to Correction Queue	Please sign you document and resubmit.

1 - 1 of 1 items

It will also be available in the **My submissions** page.



FLORIDA COURTS E-FILING PORTAL

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Filings Access](#) [Workbench](#) [My Alerts](#) [E-Filing Map](#)
[DIY Documents](#) [CCIS](#)

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

Welcome - Carolyn M Weber
 Last signed in on - 10/20/2022 09:46:59 AM

[My Submissions](#)

Search Options

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100195715	STATE OF FLORIDA VS KENNEDY, GREGORY LAMAR	17000023CFAXMX	Validating Filing	Fourteenth Judicial Circuit	09/04/2020 03:08:34 PM	
Submit	Submit	100195709	BEAUPLAN, GARRYet al. vs. WATTS, JEFFERY ALAN	2020-CA-000023-O	Validating Filing	Ninth Judicial Circuit	09/04/2020 11:09:12 AM	
Submit	Submit	100195707	STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO	2019-CF-000023-A-O	Pending Review	Orange	09/04/2020 10:18:40 AM	
Submit	Submit	100195706	ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.	2020-CA-000022-O	Filed	Orange	09/04/2020 10:18:40 AM	09/04/2020 10:19:00 AM
Submit	Submit	100195705	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	2020-SC-000013-O	Pending Review	Orange	09/04/2020 09:37:14 AM	
Submit	Submit	100195704	CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY	2019-CA-000025-O	Filed	Orange	09/04/2020 09:37:14 AM	09/04/2020 09:37:47 AM
Submit	Submit	100195703	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Correction Queue	Orange	09/04/2020 09:37:13 AM	Document was submitted to the incorrect case number.

Portal Filer User Manual

The filer will see the Filing # is hyperlinked as shown above. Click the Filing # link to open the filing and make corrections. All filings sent to the **Correction Queue** must be corrected by the filer and resubmitted to the Clerk's office within five (5) business days as specified in AO-09-30. The **Note From Clerk** is also displayed advising of the document deficiency.

Filing # 100195703 - Correction Queue Case Information

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents Service List Review and Submit

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

Case #: 482020CA000012A001OX Type: Other Negligence / Premises Liability - Residential Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

* County * Division

Orange Circuit Civil

Portal Time Stamp on Resubmitted Documents

If there is an issue with the document and you **delete** or **add** documents to the submission, you will receive a new file stamp date and time for the filing.

If you **replace** the document, the official file stamp date and time will **remain the same as when originally submitted**.

Filing # 100195703 - Correction Queue Documents

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents Service List Review and Submit

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

Case #: 482020CA000012A001OX Type: Other Negligence / Premises Liability - Residential Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC




Document	Document Group/Type	Fee	Pages	File	Size(MB)
Delete	Replace Motions Motion for Case Management Conference	\$0.00	3	View A_Plain_PDF_Coversheet08132020.pdf	0.04
Add					
Total		\$0.00	3	1 Documents	0.04

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure

Portal Filer User Manual

If you delete the document and add a new document, the official file stamp date and time will be the **current date**.

Filing # 100195703 - Correction Queue Documents

Help   

Note From Clerk: Document was submitted to the incorrect case number.

Case Information

Case Parties

Documents

Service List

Review and Submit

Type: Trial

County: Orange

Division: Circuit Civil



Total Fee: \$0.00

Case #: 482020CA000012A0010X

Type: Other Negligence / Premises Liability - Residential

Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<div>Delete</div>	<div>Replace</div>  Motions Motion for Case Management Conference	\$0.00	3	View  A_Plain_PDF_Coversheet08132020.pdf	0.04
<div>Add</div>					
Total		\$0.00	3	1 Documents	0.04

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure

E-service Page

Next you come to the **ServiceList** page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service recipient list. To provide service of the documents you are filing, select the names from the E-service list. If you do not wish to serve a person listed in the Electronic Service recipient list, do not check that name. To select the entire list, place a check in the box next to 'Serve All?' in the column header.

Filing # 100195703 - Correction Queue Service List
Help

Note From Clerk: Document was submitted to the incorrect case number.

Case Information
Case Parties
Documents
Service List
Review and Submit

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

Case #: 482020CA000012A001OX
Type: Other Negligence / Premises Liability - Residential
Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

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

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Carolyn Clerk Weber	Active	Orange Clerk of Court User		*****	Primary
					*****	Alternate 1
<input checked="" type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Defendant		cweber1024@outlook.com	Primary
					cweber1024@gmail.co	Alternate 1

Review and Submit

After the **ServiceList** page you will come to the **Review and Submit** page. If your filing is a new case, you will have to resubmit your payment. When your submission was sent to the **Correction Queue**, your payment was immediately refunded. When you resubmit the corrected new case, you will have to provide a new payment.

After the document has been updated and is ready to be resubmitted, check your filing on the review and submit page. To make any corrections, click on the **Revise** button which will take you to the corresponding page where you can make the necessary corrections.

Filing # 100195703 - Correction Queue Review and Submit
Help

Note From Clerk: Document was submitted to the incorrect case number.

Case Information
Case Parties
Documents
Service List
Review and Submit

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

Case #: 482020CA000012A001OX
Type: Other Negligence / Premises Liability - Residential
Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

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

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

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

Request For Emergency Filing Status

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

Service List

Documents will be electronically mailed to:

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

Revise

Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Kyle Reichert	kreichert@flclerks.com	On eService List
James Brown	jb@fakeemail.com	On eService List
Scott Iam MacDoNald	dv.rao@granicus.com	On eService List

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

Name	Email Address	Status
Judge Lisa Munyon	fake@noemail.com	Not selected for eService
Mary Jones	mjones@lawfirm.com	Bounce backs received
Bryan Hetrick	bhet@bhet.com	Bounce backs received
Mary Beth Kelly	cweber1024@outlook.com	Not selected for eService
Mary Beth Kelly	cweber1024@gmail.com	User Account is On eService List

Uploaded Documents Summary

#	Document	File
1	Motion for Case Management Conference	A_Plain_PDF_Coversheet08132020.pdf

Revise

Uploaded Documents Summary

#	Document	File
1	Motion for Case Management Conference	A_Plain_PDF_Coversheet08132020.pdf

Revise

Case Information

#	Description	Data
1	Filing Court	Trial Court for Orange County, Florida Circuit Civil Division
2	Case #	482020CA000012A001OX
3	Court Case #	2020-CA-000012-O
4	Case Type	Other Negligence / Premises Liability - Residential
5	Case Title	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC
6	Case Status	Open

Revise

Case Parties Summary

#	Type	Name	Contact Information
No Parties associated with current filing			

Revise

Filer Contact Information Summary

#	Description	Data
1	Name	Carolyn M Weber
2	Primary Email	cweber@flclerks.com
3	Primary Address	1 Liberty Lane P. O. Box 2300 Longwood FL 32890
4	Primary Phone #	407-461-2313
5	Bar Number	FL 1002747
6	Firm	Marquis 2

Filing Fee And Payment Summary
Note A New authorization will be acquired for payment. Any existing authorizations on original filing and/or corrections will remain in effect. The length of time required for the authorization to expire is dictated by the terms and conditions of the your credit card issuer or financial institution.

Filing Fee Summary

#	Description	Amount
1	Filing Fee	\$0.00
2	Motions Motion for Case Management Conference	\$0.00
	Total Filing Fees:	\$0.00
	Statutory Convenience Fee:	\$0.00
	Total:	\$0.00

Back

Save All and Submit Later

Confirm and Submit all Now

If there is a payment of statutory fees required, select a **Payment Option** as shown below.

Payments

Select One to Continue

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

Request For Emergency Filing Status

Is this filing time sensitive?
 ☐ Yes
 ☒ No
 Critical date:

 Format: MM/DD/YYYY

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

If yes, please select a reason justifying this declaration

You may save your work on your corrected filing by selecting **Select All and Submit Later**. When you are ready to submit, go to your My Submissions page and select the filing ID. The status will remain **Correction Queue** until it is resubmitted, or the Clerk moves it to the **Abandoned Filing Queue**.

Abandoned Filing Queue

If a document that has been moved to the **Correction Queue** has not been corrected within five (5) business days, the county can move the filing to the **Abandoned Filing Queue**. Once a document has been moved to **Abandon Filing** status, no updates/corrections can be made to that submission on the Portal by the filer. It is deemed to have been abandoned and unable to be filed into the official court record.

My Submissions									
Search Options									
Pleading	Proposed 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"/>	100377258	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKH et al.	2022-CA-000013-O	Validating Filing	Ninth Judicial Circuit	10/21/2022 11:28:20 AM		
		100377144	William M Jones	NEW CASE	Pending Filing	The Florida Supreme Court	10/20/2022 04:01:06 PM		
<input type="button" value="Submit"/>		100377123	STEVE M. HAYWOOD vs STATE OF FLORIDA	2D2016-123	Pending Filing	Second District Court of Appeal	10/20/2022 01:41:41 PM		
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100377079	YOUNG, HELEN Gvs.HOSPICE HOME OF THE COMFORTER	2022-CA-006505-O	Filed	Orange	10/20/2022 08:48:54 AM	10/21/2022 10:59:57 AM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100376893	BODINE, PATRICIA vs. GREENWICH INSURANCE COMPANY	2022-CA-000133-O	Abandoned Filing Queue	Orange	10/17/2022 03:00:00 PM	10/18/2022 08:14:42 AM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100376892	KING, MARY ESTHER vs VITAS HOME OF THE NEEDY	2022-CA-006502-O	Abandoned Filing Queue	Orange	10/17/2022 02:58:23 PM	10/17/2022 03:53:01 PM	

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session

Documents Standards

The following guidelines as defined in Rules of Judicial Administration 2.520 should be followed in preparing documents that will be attached to Portal filings:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one-inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is **prohibited**
- Documents shall be filed in a format capable of being electronically searched and printed
- PDF/A is the official and required format for documents submitted to the Portal
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, **non-color** documents should be filed
- OCR scanned documents should be at a resolution of **300 DPI** as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process
- Deviation from these guidelines may result in the submitted filing being moved to the Correction Queue by the Clerk with the filer and the E-service list being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing