



FLORIDA COURTS
E-FILING PORTAL



**PORTAL ORGANIZATION
ADMINISTRATOR USER MANUAL**

Updated May 2023

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Introduction

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

Obtaining an Administrator Account

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

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

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

Logging into the Portal

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



News & Information

- 10/11/2022 Coming soon . . . Statewide Non-Confidential Circuit Civil Filings Review Queue. [Read More ...](#)
- 10/11/2022 EFFECTIVE OCTOBER 29, 2022 NEF LINK TO DOCUMENTS [Read More ...](#)
- 04/04/2021 PDF/A Embedding Font Instructions and creation using Word 2016 and 2019. [Read More ...](#)

Welcome to the Florida Courts E-Filing Portal

Help

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:

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

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

Organization Administrator

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

- My Account
- Filing Options

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

My Account Filing Options

News & Information

- 04/25/2023 Statewide Non-Confidential Circuit and County Civil Case Initiation Filings Review Queue Read More ...
- 08/15/2022 EFFECTIVE AUGUST 20, 2022... Read More ...
- 03/03/2021 Need help locating your generated documents after completing the DIV Interview? Read More

E-Filing Map Help

Select a Filing Jurisdiction

Trial Court

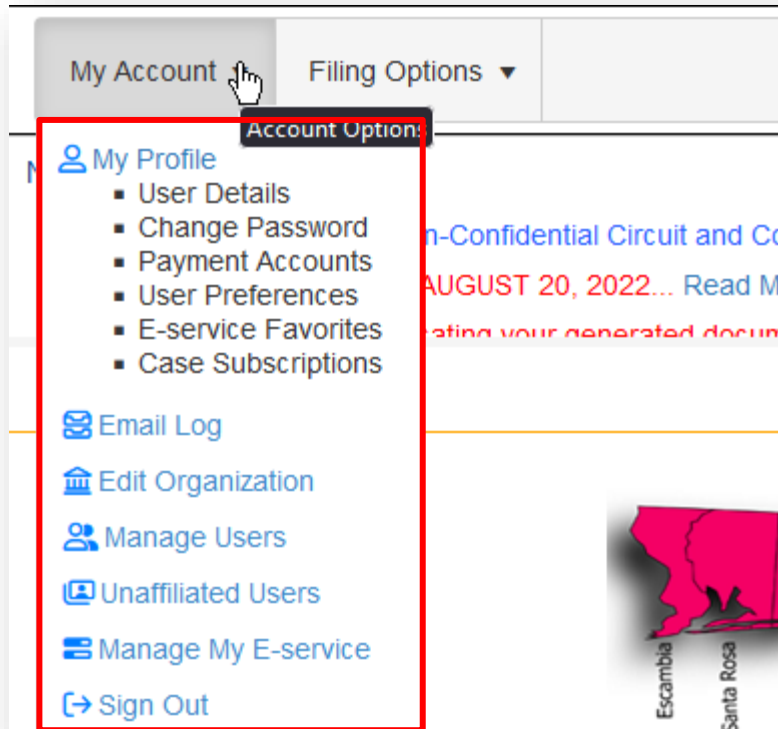
- Case Initiation
- File Document(s) on Existing Case to Clerk
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Submit Proposed Order(s) to Judiciary (Court)

First District
Second District
Third District
Fourth District

My Account

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

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



My Profile

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

User Details

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

A screenshot of the 'User Details' form within the 'My Profile' section. The form is titled 'User Details' and contains several fields for user information. The 'Organization' field is set to 'Marquis 2'. The 'Role' field is set to 'Attorney - Florida Bar'. The 'User Name' field contains 'aweber'. The 'Security Question' dropdown menu is set to 'Mothers Maiden Name'. The 'Security Answer' field is empty. Below the form, there are labels for 'First', 'Middle', 'Last', and 'Suffix' fields, which are currently empty. The 'User Details' tab is highlighted with a red box in the navigation bar.

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* Country/City/State/ Zip Code:

Phone #:

Fax #:

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

Change Password

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

My Profile Help

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

Change Password

* Current Password:

* New Password:




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

* Re-enter Password:

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

Payment Accounts

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

My Profile Help   

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

Saved Payments

[Add Credit Card/Bank Account](#)

Saved Credit Cards

Delete All	Card	Payment Token
	visa ****0007 Expiring 3 /2030	c65b3c57-21fe-4838-be11-a5ff8d19fe7b
	visa ****0006 Expiring 3 /2030	f27779d5-62e0-46bd-ad74-108ae211bf03
	mc ****0002 Expiring 12/2029	cdcf4957-299f-45bb-898e-0d8097f7875f
	visa ****0000 Expiring 3 /2030	e16c22eb-e34b-4d13-923f-687365e4c643
	amex ****0002 Expiring 3 /2030	a46f2b2e-5fe4-434c-b8dc-b451c012ad09
	discover ****6611 Expiring 3 /2030	fdc623a6-5df1-4436-b32f-861ed5032a5e
	mc ****0008 Expiring 3 /2030	c33dda5f-ee3b-440b-ab40-299e37653e21

1 - 7 of 7 items

Saved Accounts

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2

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

Add Credit Card/Bank Account Help

New Payment

Card number Invalid card number

Expiry date CVC / cvv

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 Last Name Business Name

* Address1 Address2

* Country * City * State * Zip/Postal Code

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.

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

Preferences

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

My Profile Help

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

User Preferences

Home Page: E-Filing Map

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

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid: 5

New Case filing path as a Preference: Clear

Email Preferences

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

Update

User Preferences

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

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




Email Preferences

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

E-service Favorites

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

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

My Profile Help   




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

E-service Favorites

Favorite	Name/ID	Recipient Status	Affiliation	Email Address	EmailType
<input checked="" type="checkbox"/>	Added Law Enforcement Officer		Unaffiliated Users Law Enforcement Officer	cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Bryan Hetrick FL11111	Active	VickieLawFirm Co-Counsel for Defendant	bhet@bhet.com	Primary
<input checked="" type="checkbox"/>	Bryan Neal Hetrick Jr FL556	Active	Marquis Counter Plaintiff	bhetrick@flclerks.com	Primary
<input checked="" type="checkbox"/>	Byron Smith	Active	The Law Firm Co-Counsel for Plaintiff	bhetrick@flclerks.com	Primary
<input checked="" type="checkbox"/>	Carolyn Case Manager		Unaffiliated Users Case Manager	cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Colin R Thacker mr FL0087054	Active	State Attorney Office 3rd Circuit Interested Party	cthacker@flclerks.com	Primary
				colinthacker@rocketmail.com	Alternate 1
				ghowell@flclerks.com	Alternate 2
<input checked="" type="checkbox"/>	Gia Howell FL123456	Active	Law Office of Carolyn M Weber Co-Counsel for Plaintiff	ghowell@flclerks.com	Primary

Case Subscriptions


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

My Profile Help   

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




Case Subscriptions

[+ Add Case Subscription](#)

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

1 - 1 of 1 items


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

My Profile Help   

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

Case Subscriptions

+ Add Case Subscription

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

1 - 1 of 1 items

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


Search Available Trial Court Data for adding subscription X

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

* County: Orange
 * Division: Circuit Civil

* Year: 2022 * Sequence #: 15 * Court Type: Circuit Civil (CA) Party Identifier: Location:

Search

Select	Case #	Court Case #	Case Style	Case Status
 0				

No items to display

Subscribe **Cancel**

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

Search Available Trial Court Data for adding subscription

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

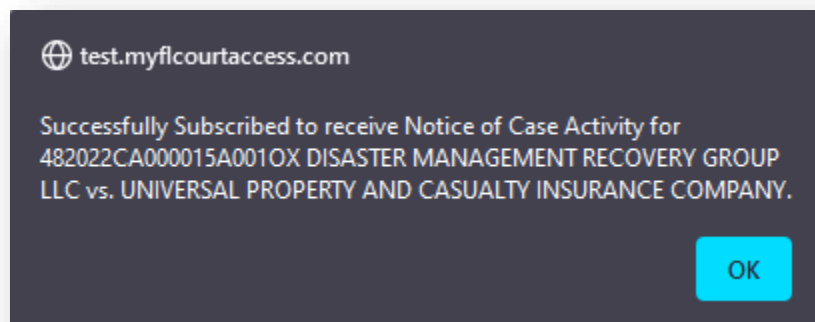
* County: Orange * Division: Circuit Civil

* Year: 2022 * Sequence #: 15 * Court Type: Circuit Civil (CA) Party Identifier: Location:

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

1 - 1 of 1 items

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



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

My Profile Help

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

Case Subscriptions
+ Add Case Subscription

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

1 - 2 of 2 items

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

Email Log

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

The screenshot shows the 'Email Log' interface. At the top, there is a search bar with 'Email Log' highlighted. Below it, the 'Search Options' section includes date filters for 'From (mm/dd/yyyy): 10/17/2022' and 'To (mm/dd/yyyy): 10/24/2022'. A dropdown menu for 'Type of Email:' is open, showing options like 'Corrected Filing Received', 'eService', 'eService Email Delivery Failure', 'Abandoned Filing Queue', 'Filing Moved to Correction Queue', 'Filing Received', 'Processing Completed', and 'Removal from Service List'. Below the search options, there is a table with columns for 'From', 'Subject', and 'Submitted'. The table lists several emails, with the first one highlighted in red: 'Submitted: 10/21/2022', 'Carolyn M Weber', 'SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX', '10/21/2022 11:29:37 AM'.

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

The screenshot shows the 'Email Log' interface. At the top, there is a search bar with 'Email Log' highlighted. Below it, the 'Search Options' section includes a dropdown menu for 'records per page' set to '10'. Below the search options, there is a table with columns for 'From', 'Subject', and 'Submitted'. The table lists several emails, with the first one highlighted in red: 'Submitted: 10/21/2022', 'Carolyn M Weber', 'SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX', '10/21/2022 11:29:37 AM'.

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

[Print](#)

From: Carolyn M Weber

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

Subject: SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482022CA000013A001OX

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

Notice of Service of Proposed Documents

Filing Information

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

Documents

Title	File
Proposed Order	Order.docx Download Proposed Order from Submission # 100377258

E-service recipients selected for service:

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

E-service recipients deselected for service:

Name	Email Address
No Matching Entries	

Edit Organization

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

Marquis 2 Profile Help

Organization Name: Marquis 2

Primary Email:

Alternate Email1/Email2:

Address1/2:

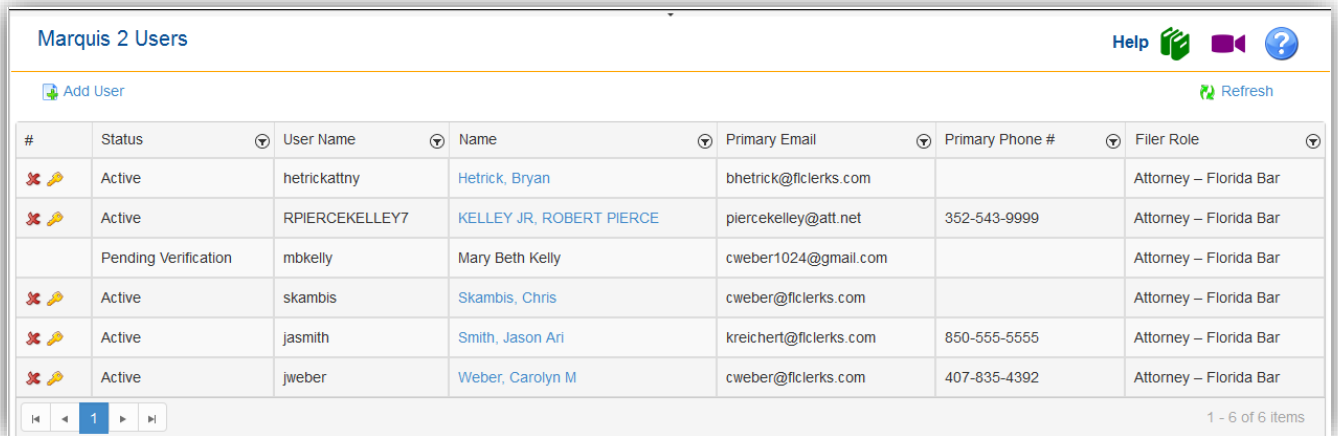
City/State/ Zip Code:











Phone #:

[Update](#)

Manage Users

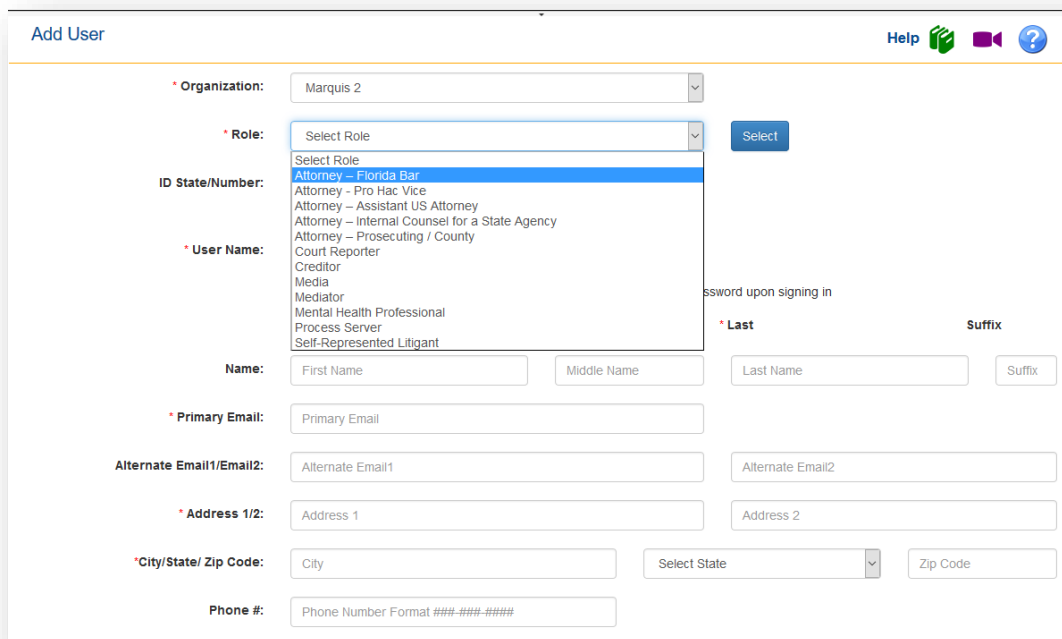
This option allows the administrators to view list of users for the organization, add users, edit users, reset passwords, and disable user accounts.



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

Add User

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



Add User

* Organization: Marquis 2

* Role: Select Role

ID State/Number:

* User Name:

Name: First Name Middle Name Last Name Suffix

* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: Address 1 Address 2

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

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

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

* Current Password:

* New Password:

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

* Re-enter Password:

* Security Question:

* Security Answer:

* First Middle * Last Suffix

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* City/State/ Zip Code:

Phone #:

Edit User

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

Marquis 2 Users Help

[Add User](#) Refresh

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

1 1 - 9 of 9 items

User Details Preferences

User Details

Organization: Marquis 2

Status: Active

Role: Attorney – Florida Bar

*** User Name:**

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

Name:

*** Primary Email:**

Alternate Email1/Email2:

*** Address 1/2:**

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

Phone #:

Can act as administrator?

Reset Password

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

Marquis 2 Users Help

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

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

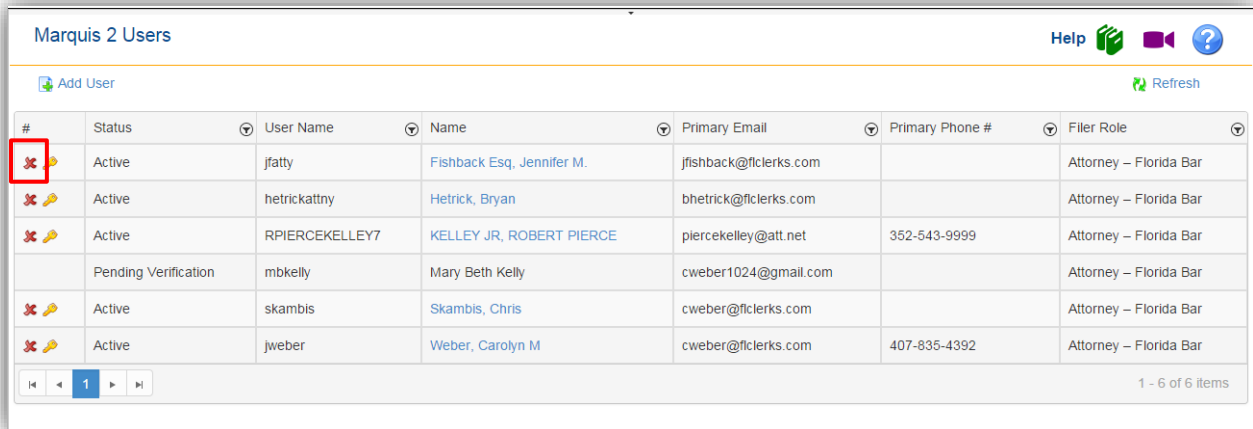
1 - 6 of 6 items

Reset Password

*** Password:**

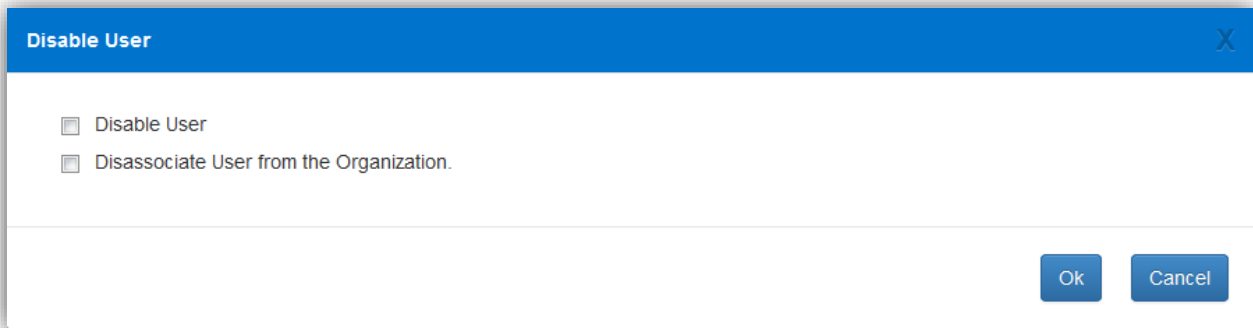
Disable/Disassociate User

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



The screenshot shows a web interface titled "Marquis 2 Users". At the top right, there are icons for Help, a green cube, a purple camera, and a question mark. Below the title bar, there is an "Add User" button and a "Refresh" button. The main content is a table with the following columns: #, Status, User Name, Name, Primary Email, Primary Phone #, and Filer Role. The first row is highlighted with a red box around the "X" icon in the # column. The table contains six rows of user data.

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






The screenshot shows a dialog box titled "Disable User" with a close button (X) in the top right corner. The dialog contains two radio button options: "Disable User" and "Disassociate User from the Organization". At the bottom right, there are "Ok" and "Cancel" buttons.

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

Unaffiliated Users

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

Unaffiliated Users Help   

Last Name: **First Name:**

Filer Role:

Primary Email:

Status: Active InActive Both

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

1 - 3 of 3 items




Manage My E-service

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

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

Search Options

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

Manage My E-service Help   

Search Options

Court:

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

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

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

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

Service List Maintenance Actions

Remove me from the E-Service list.

Update designated email Address

Change From **Change To**

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

Primary **Alternate Email 1** **Alternate Email 2**

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

Primary **Alternate Email 1** **Alternate Email 2**

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

1 - 24 of 24 items

You will receive confirmation of the Maintenance Action.

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

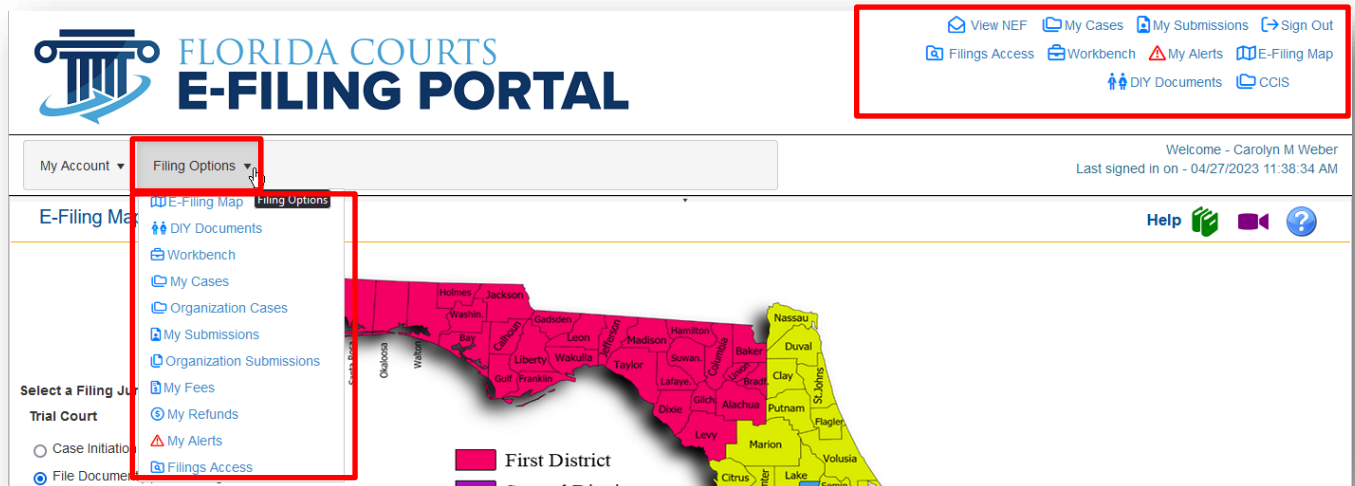
Click on **OK** to continue.

Filings Options

The Filings option provides the administrator with the following options:

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

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



E-Filing Map

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

Select a Filing Jurisdiction

Trial Court

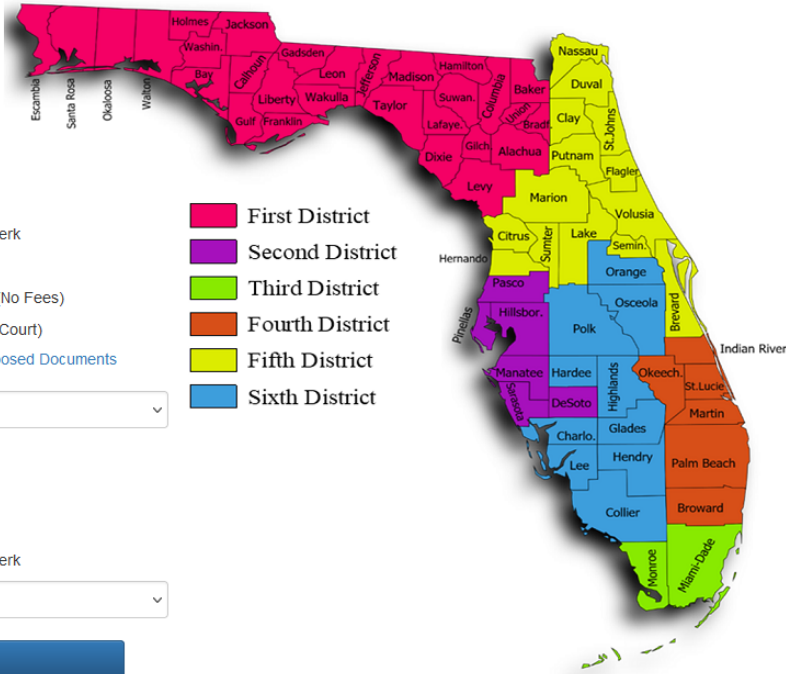
- Case Initiation
 - File Document(s) on Existing Case to Clerk
 - File Documents to Multiple Cases
 - File Same Document to Multiple Cases (No Fees)
 - Submit Proposed Order(s) to Judiciary (Court)
- [Read more about courts accepting Proposed Documents](#)

Orange

Appellate Court

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

File Now



DIY (Do It Yourself) Documents

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

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

Landlord and Tenant Cases

[Eviction Complaint – Filed by Landlords](#)
[Eviction Answer – Filed by Tenants](#)

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

[Statements of Claim](#)
[Answer](#)

Domestic Violence

[Petition for Injunction for Protection Against Repeat Violence](#)
[Petition for Injunction for Protection Against Domestic Violence](#)
[Motion for Extension of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking](#)
[Supplemental Affidavit in Support of Petition for Injunction for Protection Against Domestic, Repeat, Dating, or Sexual Violence or Stalking](#)
[Motion for Modification of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking](#)
[Petition for Injunction for Protection Against Dating Violence](#)
[Petition for Injunction for Protection Against Sexual Violence](#)
[Petition for Injunction for Protection Against Stalking](#)
[Petition for Affidavit for Order to Show Cause for a Violation of Final Judgment of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking](#)

Simplified Dissolution

[Petition for Simplified Dissolution of Marriage](#)
[Marital Settlement Agreement for Simplified Dissolution of Marriage](#)
[Notice of Related Cases](#)
[Affidavit of Corroborating Witness](#)

Dissolution with Children

[Petition for Dissolution of Marriage with Dependent or Minor Child\(ren\)](#)
[Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child\(ren\)](#)
[Child Support Guidelines Worksheet](#)
[Uniform Child Custody Jurisdiction and Enforcement Affidavit \(UCCJEA\)](#)
[Motion to Deviate from Child Support Guidelines](#)
[Notice of Social Security Number](#)


Domestic Relations

[Answer to Petition and Counterpetition for Dissolution of Marriage with Dependent or Minor Children](#)
[Answer to Petition and Counterpetition for Dissolution of Marriage with Property but No Dependent or Minor Children](#)
[Answer to Petition for Dissolution of Marriage](#)
[Answer to Counterpetition](#)
[Answer to Supplemental Petition](#)
[Answer Waiver and Request for Copy of Final Judgment of Dissolution of Marriage](#)
[Answer to Petition and Counterpetition for Dissolution of Marriage with No Dependent or Minor Children or Property](#)
[Parenting Plan](#)
[Supervised Safety Focused Parenting Plan](#)
[Relocation Long Distance Parenting Plan](#)
[Agreement for Relocation with Minor Children](#)
[Motion for Order Permitting Relocation by Agreement](#)
[Petition for Dissolution of Marriage with Dependent or Minor Child\(ren\) and Relocation](#)
[Supplemental Petition to Permit Relocation with Minor Child\(ren\)](#)
[Motion for Temporary Order Granting Relocation](#)
[Motion for Civil Contempt and/or Return of Child\(ren\)](#)
[Petition for Temporary Custody by Extended Family](#)
[Petition for Concurrent Custody by Extended Family](#)

Waiver of Service of Process and Consent for Temporary Custody by Extended Family
Waiver of Service of Process and Consent for Concurrent Custody by Extended Family
Support Unconnected with Dissolution of Marriage
Petition for Support Unconnected with Dissolution of Marriage with Dependent or Minor Children
Petition for Support Unconnected with Dissolution of Marriage with No Dependent or Minor Child(ren)
Petition for Support and Parenting Plan Unconnected with Dissolution of Marriage with Dependent or Minor Children
Dissolution with Property, No Children
Petition for Dissolution of Marriage with Property, No Children
Marital Settlement Agreement for Dissolution of Marriage with Property but No Dependent or Minor Children
Dissolution without Property or Children
Petition for Dissolution of Marriage with No Dependent or Minor Child(ren) or Property
Temporary Support
Motion for Temporary Support with Dependent or Minor Child(ren)
Motion for Temporary Support with No Dependent or minor Child(ren)
Supplemental Modifying Petitions
Supplemental Petition to Modify Parental Responsibility Visitation or Parenting Plan Time Sharing Schedule and Other Relief
Supplemental Petition for Modification of Child Support
Supplemental Petition for Modification of Alimony

Workbench

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




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


Submissions will remain on the Workbench for five days from Date Last Updated [Refresh](#)

1 - 1 of 1 items

My Cases

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

My Cases Help   

Search Options 

Court: Court Case #:

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:

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

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

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

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

My Cases Help   

Search Options

Court: Court Case #:

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

Service lists using my profile email addresses: Service lists using case-specific email addresses:

I have removed myself from the Service List: Bounce backs received on my email addresses:

Cases per page: Include: Active Inactive All




Added as Other Attorney/Interested Party:

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


1 - 2 of 2 items

Organization Cases

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

Marquis 2 Cases Help   

Search Options

Filer: 

Court:

Case Style:

Service lists using profile email addresses:

Removed from the Service List:

Cases per page:

Added as Other Attorney/Interested Party:

Court Case #:




Service lists containing case-specific email address:

Service lists using case-specific email addresses:

Bounce backs received on email addresses:

Include: Active Inactive All

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

Marquis 2 Cases Help   

Search Options

Filer: Skambis, Chris

Court:

Court Case #:

Case Style:

Service lists containing case-specific email address:

Service lists using profile email addresses:

Service lists using case-specific email addresses:

Removed from the Service List:

Bounce backs received on email addresses:

Cases per page:

Include: Active Inactive All




Added as Other Attorney/Interested Party:

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

1 - 2 of 2 items

My Submissions

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

My Submissions Help   


Search Options

Submission #
Type
Status
Order #
Financial ID

Uniform Case Number(UCN)
Court Case #
Case Style

Court
Division
Matter #

Submission Date From
Submission Date To
Completion Date From
Completion Date To

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

1 - 1 of 1 Items

Organization Submissions

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

Search Options

Submission # Type Status Order # Financial ID

Uniform Case Number(UCN) Court Case # Case Style

Court Division Matter #

Submission Date From Submission Date To Completion Date From Completion Date To

Filer:

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

Clear

Submission #	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
100327482	2022-CC-000012-O	Pending Review	Orange	05/25/2022 04:12:35 PM	

1 - 1 of 1 items

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

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

Filing Information Documents Service List Fee Payment

UCN: 482022CC000012A0010X

Division: County Civil

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

Matter:

My Fees (Organization Fees)

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

Search Options:

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

Organization Fees
Help

Search Options

Enter Search Criteria

Submission Date From
10/10/2022

Submission Date To
10/24/2022

Completion Date From
Completion Date From

Completion Date To
Completion Date To

Payment Method

Saved Payment Account

Memo
Memo

Matter #
Matter #

Submission #

Order #

Financial ID

Fee Status

Court Case #

Case Style

Filer

Search




Clear

Print
 Save


Filer	Submission Date	Completed Date	Fee Status	Amount	Account #	Submission #	Clerk Case #	Order #	Financial ID	Matter #	Memo	Case Style
Carolyn M Weber	10/11/2022		Assessed	\$414.00	mc ****0002 Expiring 12/2029	100364054	NEW CASE	35549	105534			Mary David Jones VS Target International
Carolyn M Weber	10/10/2022		Assessed	\$414.00	mc ****0002 Expiring 12/2029	100366412	NEW CASE	36611	105982			Norman M Lansverk VS Hospice Home of the Comforter
Carolyn M Weber	10/11/2022		Assessed	\$414.00	discover ****6611 Expiring 3 /2030	100376442	NEW CASE	36639	106996			Marvin J Hickson VS DeWalt Inc

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

My Submissions

Help   

Search Options

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

Filing Information Documents Service List **Fee Payment**

Memo:

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


1 - 1 of 1 items

My Refunds (Organization Refunds)

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



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

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

Organization Refunds Help 

Search Options

Enter Search Criteria

Refund Date From: 10/03/2022 
 Refund Date To: 10/24/2022 

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

Payment Method:

Memo:

Matter #:

Submission #:

Order #:

Financial ID:


Court Case #:

Case Style:

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

1 - 2 of 2 items

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

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100376914 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Abandoned Filing Queue	Orange	10/18/2022 08:19:23 AM	10/18/2022 08:43:39 AM

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

Memo:

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

Fee Status:

Paid By: Pay By Credit/Debit Card

Order #: 36798

Financial ID: 107077

1 - 1 of 1 items

My Alerts

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




The screenshot shows the 'My Alerts' search interface. The 'Search Options' section is highlighted with a red box. Below it, the 'Enter Search Criteria' section contains several input fields: 'Alert Date From' (set to 'Alert Created From'), 'To' (set to 'Alert Created To'), 'Type of Alert' (a dropdown menu highlighted in red), 'Filing ID' (set to 'Filing #'), and 'Alerts per page' (set to 10). A 'Filer' dropdown menu is also open, showing a list of names including John Michael Jones, KELLEY JR, ROBERT PIERCE, Mary Beth Kelly, Newberry, Todd, Skambis, Chris, Skambis, Christopher M, Smith, Jason Ari, Weber, Carolyn M, and Weber, Julie M. A 'Clear Selected Alert(s)' button is visible on the left. Below the search criteria is a table with one row of data. The table has columns for Select, Filing #, Case Style, Court Case #, Court, Alert Date, Type of Alert, and Remarks. The 'Type of Alert' column in the table is highlighted in red.

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






The screenshot shows the 'My Alerts' search interface with the search criteria filled in. The 'Type of Alert' dropdown is set to 'Filing Moved to Correction Queue'. The 'Search' and 'Clear Search Criteria' buttons are visible. Below the search criteria is a table with one row of data. The table has columns for Select, Filing #, Case Style, Court Case #, Court, Alert Date, Type of Alert, and Remarks. The 'Type of Alert' column in the table is highlighted in red.

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

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

Filing # 100376442 - Correction Queue Case Information Help   

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

 Case Information
 Case Parties
 Documents
 Service List
 Review and Submit

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


* County * Division

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

Filings Access (Statewide Nonconfidential Circuit and County Civil Filings)



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



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


Filings Access Help 

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

Search Options

* Submission Date From 
* Submission Date To 
Court

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


1 - 1 of 1 items

By selecting the carat next to the Submission/NEF column, you will be able to see the Documents submitted, Filing Information and the Service List for this submission.

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

Documents | Filing Information | Service List

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

To the right of the carat and under the Submission/NEF column there are two icons. The envelope icon will display the Notification of Electronic Filing (NEF) for the submission. The page icon will give you a link to download all documents within the submission as a zip file.

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

Download all documents for this submission as zip file

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

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

Documents | Filing Information | Service List

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

View/Download document Other Civil Cover Sheet - Jury Trial Unknown for submission # 100377286

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

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

Documents Filing Information Service List

Division: Circuit Civil

Case Style: james test VS test james

UCN:

Court Case #: NEW CASE

Filed By: Todd V Newberry

1 - 1 of 1 items

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

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

Filings Access Help

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

Search Options

* **Submission Date From**

* **Submission Date To**

Court

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

◀ 1 2 3 4 ▶

1 - 10 of 39 items

Filing

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