



FLORIDA COURTS
E-FILING PORTAL



PORTAL FILER USER MANUAL

Updated November 2021

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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 – commonly referred to as the 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, generating reports and making payments for filings submitted via the Portal.

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.myflcourtaccess.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](#) - 12 mins (6/2016)
- [The Florida Courts E-Filing Portal- Portal Help Menu](#) - 3 mins (5/13/2020)
- [The Florida Courts E-Filing Portal - Register for an Account](#) - 4 mins (5/13/2020)
- [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)

Suggested E-Filing How-To's

- [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)
- [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)

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Clerk and State Agency Clerks E-Filing Videos

- [County/Agency Clerk Filing a Notice of Appeal](#) - 8 mins (3/27/19)
- [County/Agency Clerk Submitting Record on Appeal](#) - 8 mins (3/27/19)

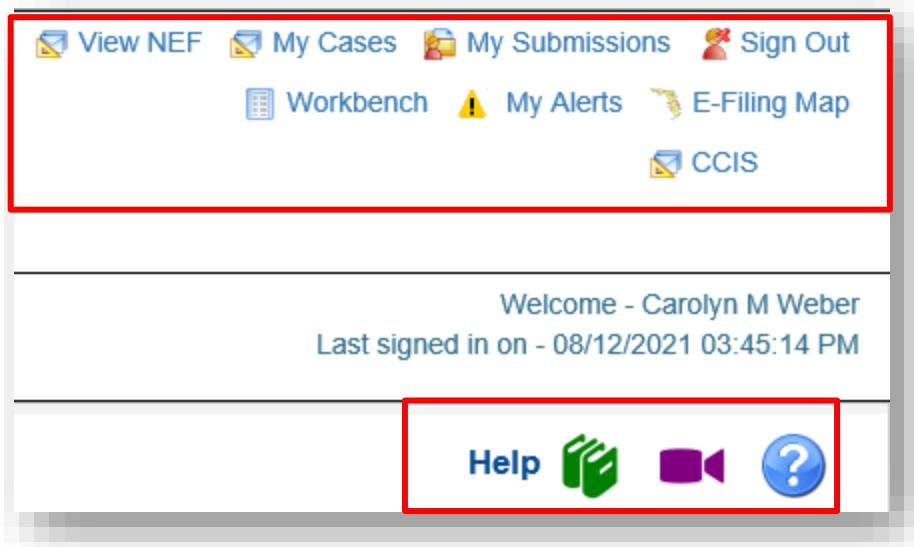
Videos for the Judicial User

- [Florida Courts E-Filing Portal - The Judicial Filer](#) - 20 mins (6/17/14)
- [Florida Courts E-Filing Portal – Judicial Filer - Pending Queue](#) - 10 mins (6/20/14)
- [Florida Courts E-Filing Portal – Setting Judicial Preferences](#) - 6 mins (6/20/16)
- [Florida Courts E-Filing Portal – Judge Sign and File](#) - 4 mins (6/20/16)

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 (5/8/2020)
- [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)

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.

Materials

- [E-Service/E-Filing Powerpoint](#) (Flabar.org)
- [Florida Bar letter to Clerks for Pro Hac Vice Process](#)
- [Florida Bar Process for Filing Pro Hac Vice](#) (Flabar.org)
- [November Conference E-Filing powerpoint](#)
- [E-Service FAQs](#)
- [Quick Reference Guide to Appellate Drop-Down Options](#)

Florida Courts E-Filing Portal

Portal Filer User Manual

- [Request for Criminal-Civil Docket Descriptions](#)
- [Florida Courts E-Filing Authority Public Records Requests Policy](#)- October 2014
- [Letter to Florida Courts E-Filing Authority on Portal Records Retention](#)- April 2016
- [Process for Disposing of Florida Courts E-Filing Portal Records](#)- April 2016
- [Florida Courts E-Filing Authority - Portal Records Retention Policy](#)- April 2016

Manuals

- [E-Filing Portal Standardization Project](#)- May 7, 2015
- [Portal Document Submission Standards](#)- June 2017
- [Portal Organization Administrator User Guide](#) -September 2020
- [Portal E-Filer User Manual](#) - November 2021
- [Document Binary File Name Standards](#)
- [AOOSC 09-30 Electronic Filing Specifications](#)
- [Florida Supreme Court Standards for Electronic Access to Florida's Courts v. 18](#) - adopted August 2017
- [E-Service User Guide](#) - October 2017
- [E-Portal/Electronic Service List Web-Service Operations User Guide](#)
- [Replacing Attorneys on E-Service Lists](#)
- [Trial and State Agency Clerk User Manual](#) September 2020
- [Portal County Administrator User Manual](#) - December 2018
- [Circuit Administrator User Manual](#)- September 2020
- [Judge Filer User Manual](#)- September 2020
- [FAQs on PDF/A](#)- updated July 2020

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 those vendors that are ceritified by the Florida Courts E-Filing Authority and a link to each of the vendors so that you may contact them to gather further information.

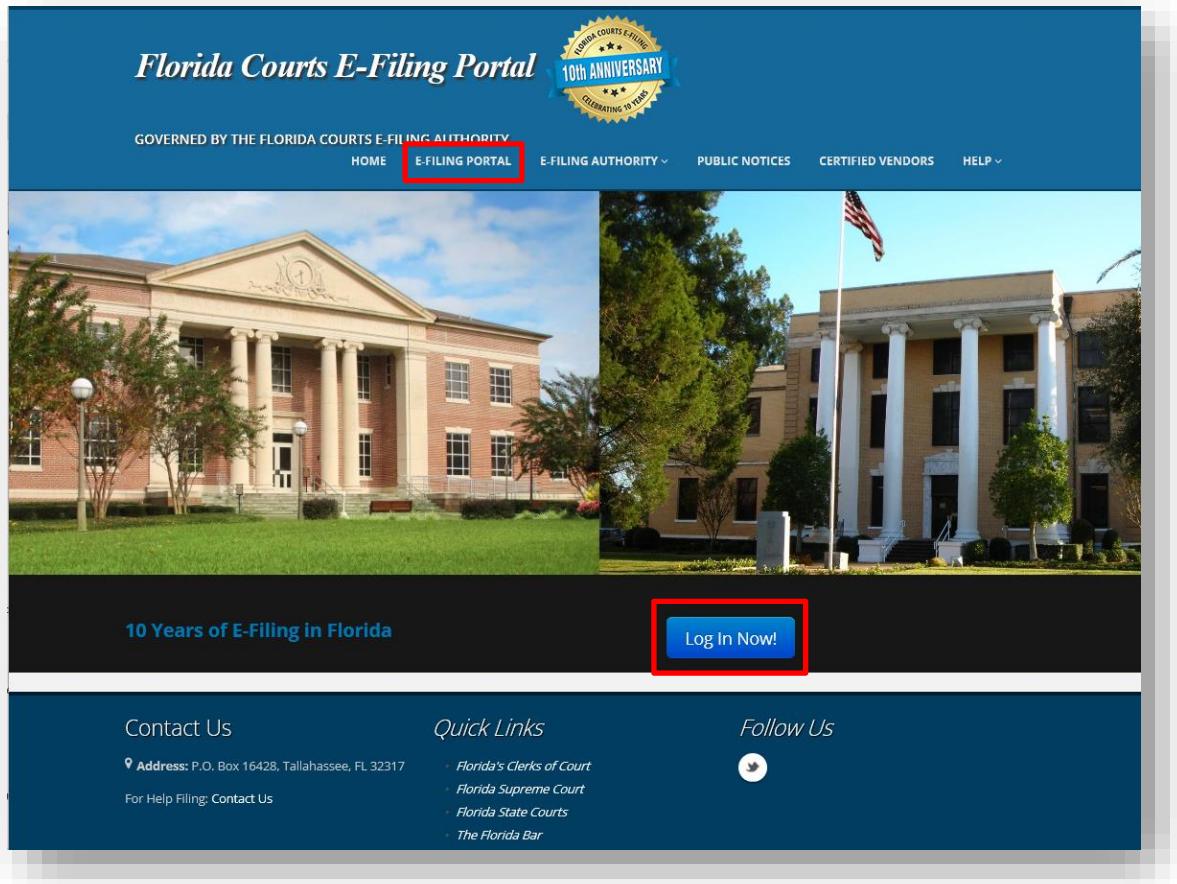
The screenshot shows the Florida Courts E-Filing Portal homepage. At the top, there is a navigation bar with links for HOME, E-FILING PORTAL, E-FILING AUTHORITY, PUBLIC NOTICES, and CERTIFIED VENDORS (which is highlighted with a red box). Below the navigation bar, a breadcrumb trail shows 'Home / Certified Third Party Vendors'. The main content area is titled 'Quick Links to Certified Third Party Vendor Sites'. It includes a sub-section titled 'CERTIFIED THIRD PARTY VENDORS' which lists various vendor names, and a sub-section titled 'THIRD PARTY BATCH FILING INFORMATION' which includes a link to a 'Certified Vendor Informational Video'. A note at the bottom of the page states: 'The companies linked below have been certified by the Florida Courts E-Filing Authority to offer batch filing in a variety of case types. Please contact the company directly for information on batch filing.'

Florida Courts E-Filing Portal

Portal Filer User Manual

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.myflcourtaccess.com. The website is best viewed in Internet Explorer 11 and above, Mozilla Firefox and Google Chrome. Filers will be directed to the Florida Courts E-Filing Portal Home page by selecting E-Filing Portal or Log In Now!



Create an Account

To begin the account creation process, click on either **E-Filing Portal** in the menu bar or **Log In Now!**

That will take you to the welcome page to the Portal. Select your filer role from the drop down and click on the **Register** button.

Florida Courts E-Filing Portal
Portal Filer User Manual



Florida Courts E-Filing Portal
www.myflcourtaccess.com

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:

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.

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

Attorney Filer Roles

For the Attorney filer role you will see this registration page:

Florida Courts E-Filing Portal
Portal Filer User Manual

The screenshot shows the 'Account Registration' page. At the top, there is a red box highlighting the 'Role' dropdown menu which is set to 'Attorney – Florida Bar'. Below this, there are several input fields with validation messages: 'ID State/Number' (dropdown set to 'Florida', message: 'You must provide Florida Bar Number'); 'User Name' (text input, message: 'Password must be between 6 and 16 characters, with at least 1 number'); 'Password' (text input); 'Re-type Password' (text input); 'Security Question' (dropdown menu, message: 'Select Security Question'); 'Security Answer' (text input); 'Name' (group with 'First', 'Middle', 'Last', and 'Suffix' sub-fields); 'Primary Email' (text input); 'Alternate Email1/Email2' (text input); 'Address 1/2' (text input); 'City/State/ Zip Code' (group with 'City', 'Select State', and 'Zip Code' sub-fields); and 'Phone #' (text input with placeholder 'Phone Number Format ####-####-####'). A 'Register' button is at the bottom.

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 user name 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.

Florida Courts E-Filing Portal
Portal Filer User Manual

Court Reporter Filer Role

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

Account Registration

* Role: Court Reporter

* 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

Name: First Name

* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1

* Address 1/2: Address 1

* City/State/ Zip Code: City

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

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 filing as using the court reporter role be added to the E-service list.

Florida Courts E-Filing Portal

Portal Filer User Manual

Creditor Filer Role

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

Account Registration

Role: Creditor

* 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 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 using the creditor role be added to the E-service list.

Florida Courts E-Filing Portal

Portal Filer User Manual

Media Filer Role

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

The screenshot shows the 'Account Registration' page. At the top, there is a red box highlighting the 'Role' dropdown menu, which is set to 'Media'. To the right of the dropdown is a 'Select' button. Below the role selection, there are fields for 'User Name' (containing 'User Name') and 'Password' (containing 'Password'). A note below the password field states: 'Password must be between 6 and 16 characters, with at least 1 number'. There are also fields for 'Re-type Password' (containing 'Re-type Password') and 'Security Question' (containing 'Select Security Question'). Below these are fields for 'Security Answer' (containing 'Security Answer') and 'Name' (containing 'First Name', 'Middle Name', 'Last Name', and 'Suffix' fields). Further down are fields for 'Primary Email' (containing 'Primary Email'), 'Alternate Email1/Email2' (containing 'Alternate Email1' and 'Alternate Email2' fields), 'Address 1/2' (containing 'Address 1' and 'Address 2' fields), 'City/State/ Zip Code' (containing 'City', 'Select State' dropdown, and 'Zip Code' fields), and 'Phone #' (containing 'Phone Number Format ####-####-####'). At the bottom is a 'Register' button.

When filing as 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 as using the media filer role be added to the E-service list.

Florida Courts E-Filing Portal

Portal Filer User Manual

Mediator/Arbitrator Filer Role

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

The screenshot shows the 'Account Registration' page. At the top, there are links for 'Help', 'File', 'Video', and a question mark icon. The 'Role' dropdown is set to 'Mediator/Arbitrator' and is highlighted with a red box. Other fields include 'User Name', 'Password' (with a note: 'Password must be between 6 and 16 characters, with at least 1 number'), 'Re-type Password', 'Security Question', 'Security Answer', 'Name' (with sub-fields for First, Middle, Last, and Suffix), 'Primary Email', 'Alternate Email1/Email2', 'Address 1/2', 'Country/Zip Code' (with sub-fields for United States, City, Select State, and Zip Code), and 'Phone #' (with a note: '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 see the following registration page. Complete the registration information form and click on **Register**.

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the 'Account Registration' page. At the top, there is a red box highlighting the 'Role' dropdown menu, which is set to 'Mental Health Professional'. Below the dropdown are fields for 'User Name' (a placeholder 'User Name' is shown), 'Password' (a placeholder 'Password' is shown), 'Re-type Password' (a placeholder 'Re-type Password' is shown), 'Security Question' (a dropdown menu showing 'Select Security Question'), 'Security Answer' (a placeholder 'Security Answer' is shown), and 'Name' (with sub-fields for 'First', 'Middle', 'Last', and 'Suffix'). Further down are fields for 'Primary Email' (a placeholder 'Primary Email' is shown), 'Alternate Email1/Email2' (a placeholder 'Alternate Email1' is shown), 'Address 1/2' (a placeholder 'Address 1' is shown), 'City/State/ Zip Code' (with sub-fields for 'City', 'Select State', and 'Zip Code'), and 'Phone #' (a placeholder 'Phone Number Format #### #### ####' is shown). At the bottom is a blue 'Register' button.

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 see the following registration page. Complete the registration information form and click on **Register**.

Florida Courts E-Filing Portal
Portal Filer User Manual

Account Registration

* **Role:** Process Server

* **User Name:** User Name must be between 6 and 16 characters, with at least 1 number

* **Password:**

* **Re-type Password:**

* **Security Question:** Select Security Question

* **Security Answer:**

* FirstMiddle* LastSuffix

Name:

* **Primary Email:**

Alternate Email1/Email2:

* **Address 1/2:**

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

Phone #:

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Self-Represented Litigant Filer Role

For the self-represented litigant filer role you will see the following registration page. Complete the registration information form and click on **Register**.

Account Registration

Help   

* Role: Select

* User Name: Enter your email address which will be your Username

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

* Password:

* Re-type Password:

* Security Question: Select Security Question

* Security Answer:

Name:	First	Middle	Last	Suffix
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name				
Last Name				
Suffix				

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City/State/ Zip Code: UNITED STATES City: Select State: Zip Code:

* Phone #: 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.

I'm not a robot



reCAPTCHA
Privacy • Terms

Register

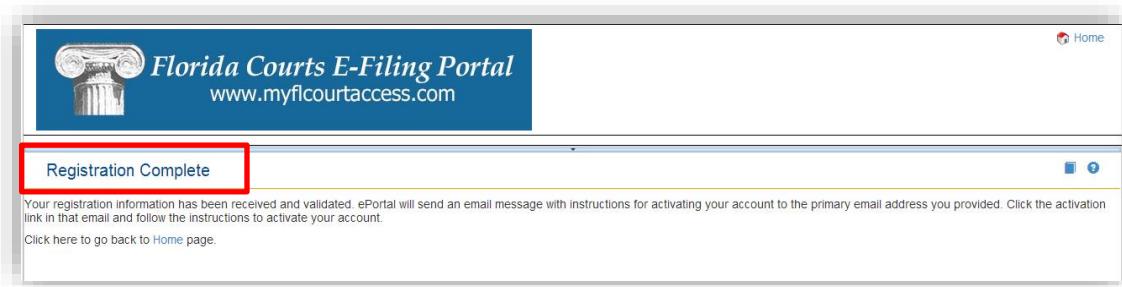
Please enter your email address in the User Name field. Your email address will be your User Name.

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

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

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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.

Registration Information For Florida Courts E-Filing Portal Received

 noreplytest@myflcourtaccess.com 9:39 AM

To Carolyn Weber

Dear Halle Marie Weber :

This email is sent to each of your email addresses as a result of your registration for electronic filing with Florida Courts E-Filing Portal on 10/26/2021 09:39:23 AM. Verify that your email addresses have been entered correctly by confirming that this email has been delivered to each email address. Ensure that @myflcourtaccess.com email is not sent to spam or placed in your junk folder by adding it to the approved sender list.

Complete your registration
You will receive a follow-up email that contains a link to activate your account. This email will be sent to the email address that you have registered with The Florida Bar. You must be able to access that account and know the answer to your security question to activate your account. You will receive the account activation email you have registered with The Florida Bar. **Please activate your account within 72 hours or it will be deleted from the Portal.**

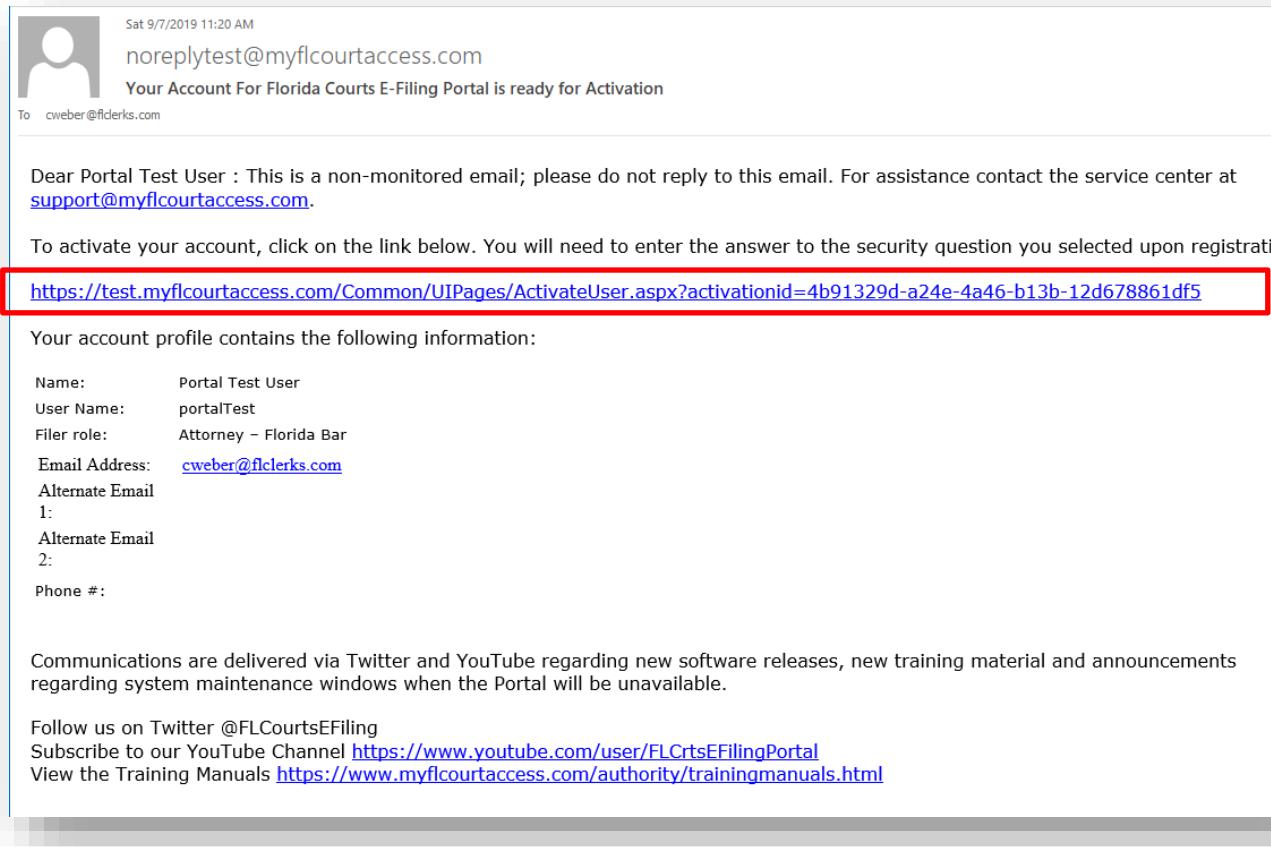
Your account profile contains the following information:

Name:	Halle Marie Weber
User Name:	Halle20
Filer role:	Attorney – Florida Bar
Email Address:	cweber@flclerks.com
Alternate Email 1:	
Alternate Email 2:	
Phone #:	407-866-1422

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



Sat 9/7/2019 11:20 AM
noreplytest@myflcourtaccess.com
Your Account For Florida Courts E-Filing Portal is ready for Activation
To cweber@flclerks.com

Dear Portal Test User : 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=4b91329d-a24e-4a46-b13b-12d678861df5>

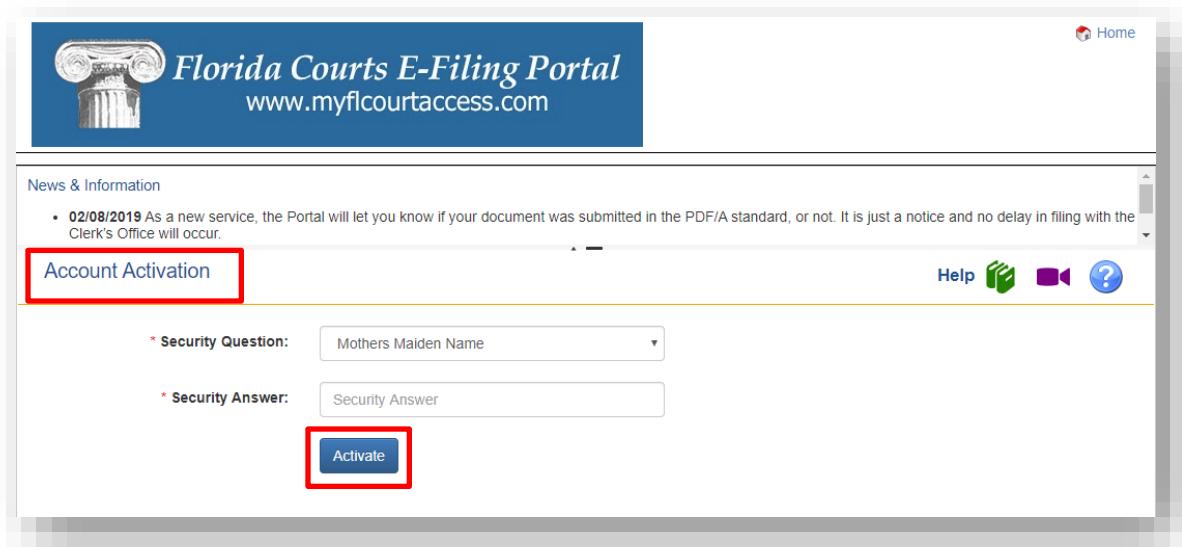
Your account profile contains the following information:

Name: Portal Test User
User Name: portalTest
Filer role: Attorney – Florida Bar
Email Address: cweber@flclerks.com
Alternate Email 1: cweber@flclerks.com
2:
Phone #:

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>

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.**



Florida Courts E-Filing Portal
www.myflcourtaccess.com

News & Information

- 02/08/2019 As a new service, the Portal will let you know if your document was submitted in the PDF/A standard, or not. It is just a notice and no delay in filing with the Clerk's Office will occur.

Account Activation

* Security Question: Molthers Maiden Name

* Security Answer:

Activate

Help   

Florida Courts E-Filing Portal

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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 user name and password. Then click on **Sign In** to enter the Portal.

Florida Courts E-Filing Portal

www.myflcourtaccess.com

Home

Account Activation Complete

Help

Back

?

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:

Effective October 28, 2018, the Portal will no longer support out of date browsers, i.e. I.E. 8, I.E. 9, I.E.10. This website is best viewed in Internet Explorer 11 and above, 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.

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

Florida Courts E-Filing Portal

Portal Filer User Manual

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 **User Name** and **Password** and click **Sign In** to enter the Portal. **Documents filed through the Portal should be in a 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.

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.

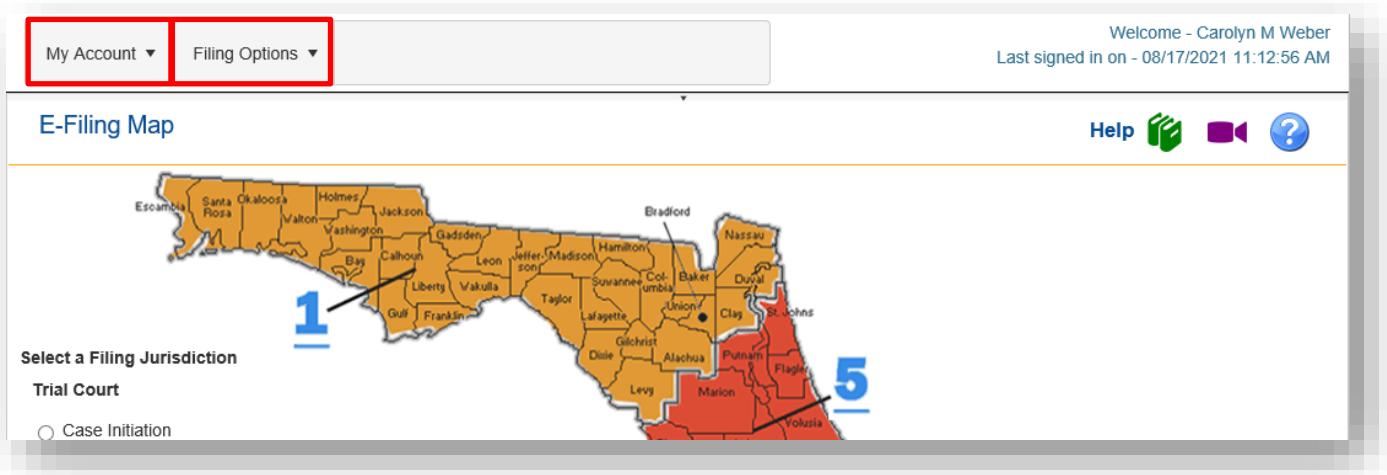
* Role:

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

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.

Florida Courts E-Filing Portal

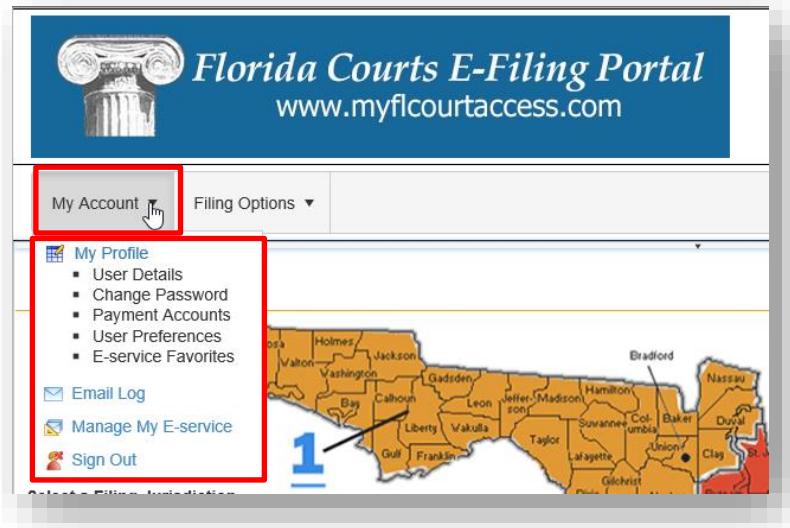
Portal Filer User Manual



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**.

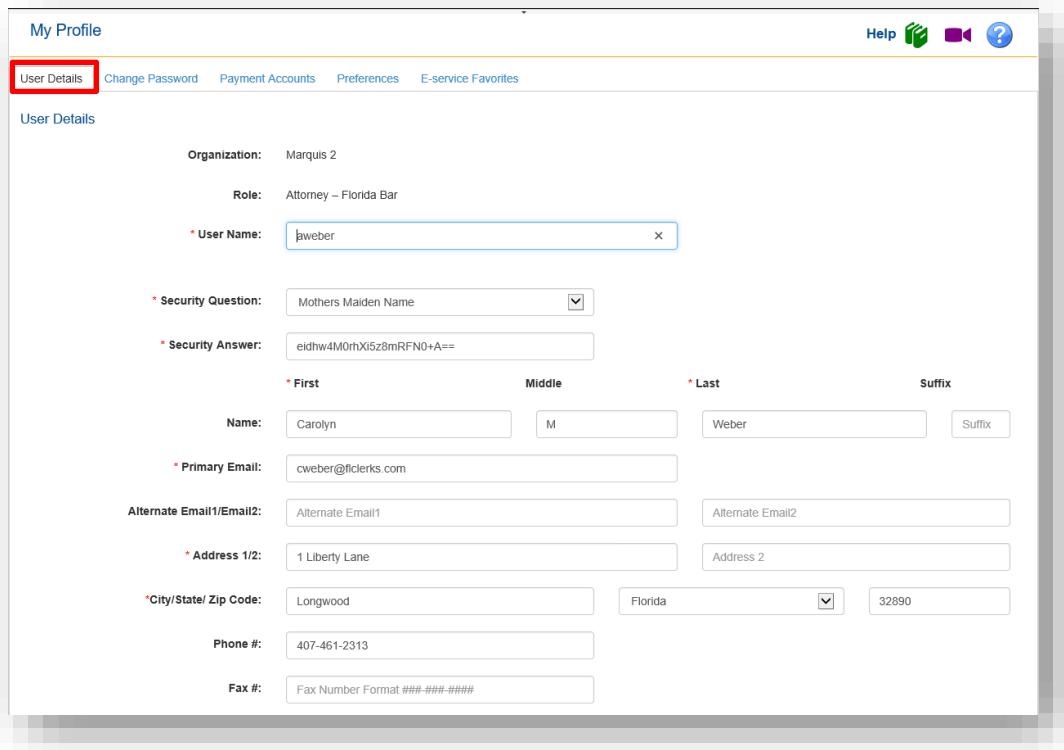


User Details

The User Details option provides Filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.

Florida Courts E-Filing Portal

Portal Filer User Manual

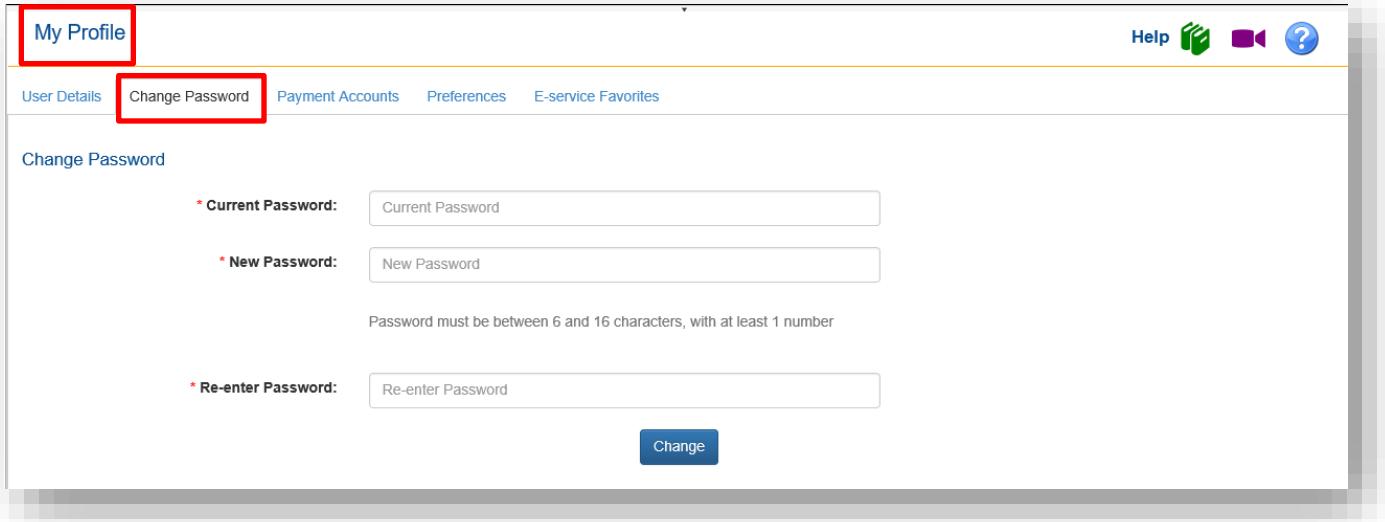


The screenshot shows the 'My Profile' page with the 'User Details' tab selected. The page includes fields for Organization (Marquis 2), Role (Attorney – Florida Bar), User Name (cweber), Security Question (Mothers Maiden Name), Security Answer (e1dhw4M0rhXj5z8mRFN0+A==), Name (Carolyn M Weber), Primary Email (cweber@flclerks.com), Alternate Email1/Email2 (Alternate Email1 and Alternate Email2), Address 1/2 (1 Liberty Lane), City/State/Zip Code (Longwood, Florida, 32890), Phone # (407-461-2313), and Fax # (Fax Number Format ####-####-####). The 'User Details' tab is highlighted with a red box.

The Portal allows for 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.



The screenshot shows the 'My Profile' page with the 'Change Password' tab selected. The page includes fields for Current Password, New Password, and Re-enter Password. A note states: 'Password must be between 6 and 16 characters, with at least 1 number.' The 'Change Password' tab is highlighted with a red box.

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 delete saved payment credit card and/or ACH account information. It also allows you to add new credit cards or ACH accounts to make your Portal payments.

Florida Courts E-Filing Portal

Portal Filer User Manual

My Profile

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

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	cdfc4957-299f-45bb-898e-0d8097f7875f

1 - 3 of 3 items

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2
	Account XXXXXX8027	f49ef553-fdc7-452c-98c8-26961e3c5d4a

1 - 2 of 2 items

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

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

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	cdfc4957-299f-45bb-898e-0d8097f7875f

1 - 3 of 3 items

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2
	Account XXXXXX8027	f49ef553-fdc7-452c-98c8-26961e3c5d4a

1 - 2 of 2 items

Florida Courts E-Filing Portal

Portal Filer User Manual

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

Add Credit Card/Bank Account

New Payment

Card number
4000 0020 0000 0000

Invalid card number

Expiry date
03/30

CVC / CVV
737

Check Routing Number

Checking Account Number

Re-enter Checking Account Number

Account Type Checking Savings

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

First Name
Horace

Last Name
Winston

Business Name
Winston Electronics

* Address1
2 Liberty Lane

Address2
Payor Street Address 2

* Country
United States of America

* City
Orlando

* State
Florida

* Zip/Postal Code
32801

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00. Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "1900626822 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Confirm and Add Cancel

Once you click on Confirm and Add the new credit card of ACH account will appear in the appropriate section on your Payment Accounts tab.

My Profile

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

Help 

Saved Payments

 Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
	visa ****0007 Expiring 3 /2030	c65b3c57-21f-e4838-be11-a5ff8d19fe7b
	visa ****0006 Expiring 3 /2030	f27779d5-62e0-46bd-ad74-108ae211bf03
	mc ****0002 Expiring 12/2029	cdfc4957-299f-45bb-898e-0d8097f7875f

1 - 3 of 3 items

Saved Accounts

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2
	Account XXXXXX8027	f49ef553-fdc7-452c-98c8-26961e3c5d4a

1 - 2 of 2 items

Florida Courts E-Filing Portal

Portal Filer User Manual

Trial Court and Appellate Court Filing – Save a Payment Method During Filing

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 CVC/CVV

Saved Credit Cards

Saved Accounts

New Payment

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/Province

* Zip/Postal Code

Memo

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

Back

Next

Save to Workbench

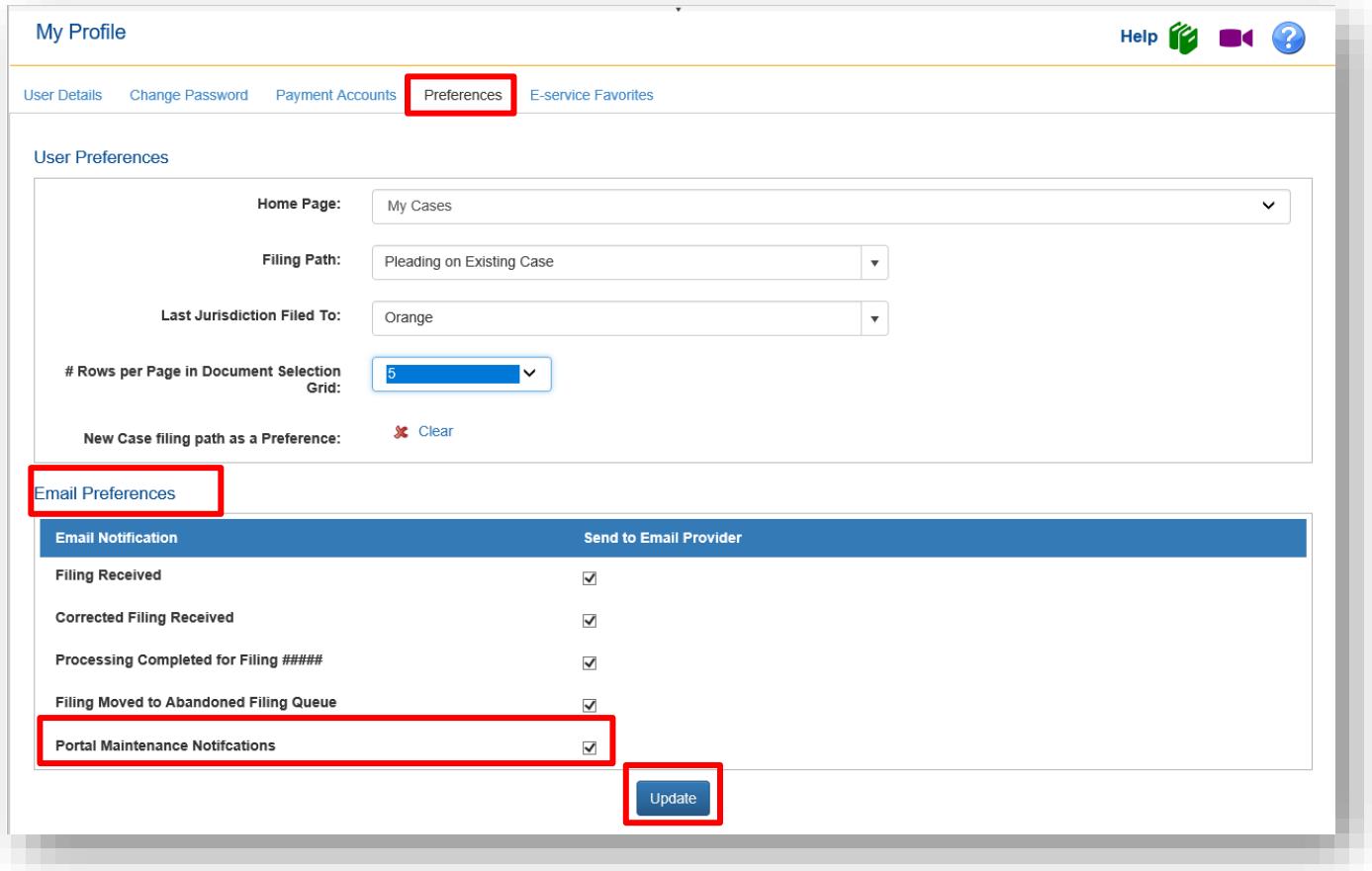
Florida Courts E-Filing Portal

Portal Filer User Manual

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.

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

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

Help   

User Preferences

Home Page: My Cases

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

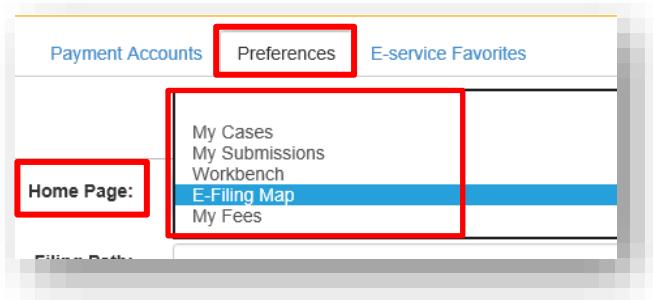
Email Notification	Send to Email Provider
Filing Received	<input checked="" type="checkbox"/>
Corrected Filing Received	<input checked="" type="checkbox"/>
Processing Completed for Filing #####	<input checked="" type="checkbox"/>
Filing Moved to Abandoned Filing Queue	<input checked="" type="checkbox"/>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

Update

Home Page

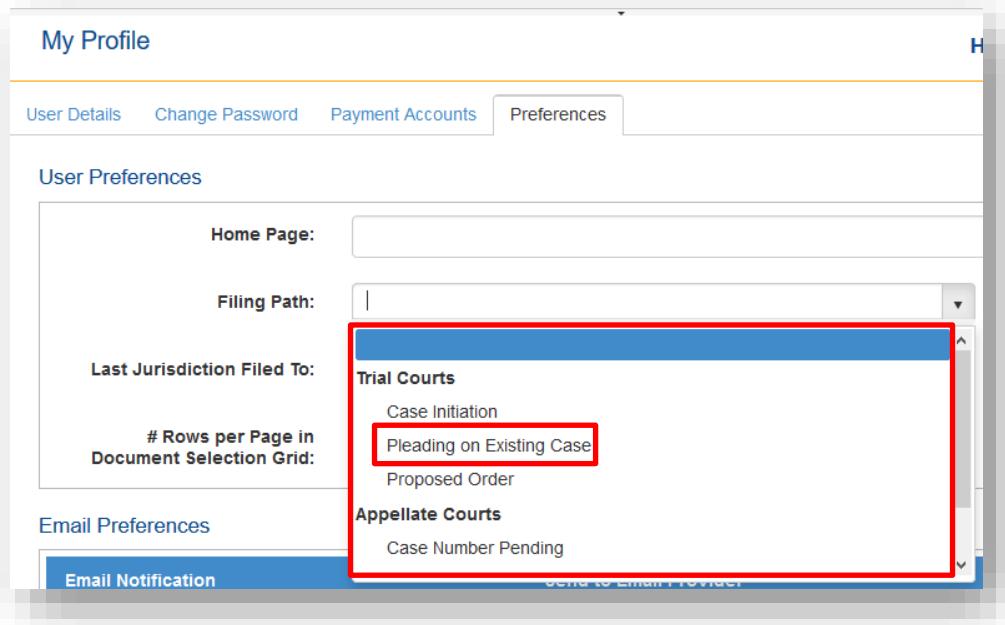
Select the page you desire to be used as your home page when you log into the Portal.

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Portal Filer User Manual



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.

My Profile

User Details Change Password Payment Accounts Preferences

User Preferences

Home Page:

Filing Path:

Last Jurisdiction Filed To: Brevard

Rows per Page in Document Selection Grid:

Email Preferences

Email Notification Filing Received

Trial Courts

- Alachua
- Baker
- Bay
- Bradford
- Brevard**

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.

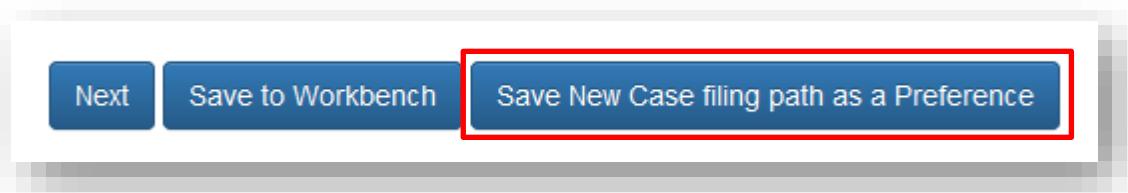
Rows per Page in Document Selection Grid:

New Case filing path as a Preference:

Email Preferences

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**.



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"} <input type="button" value="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 to do so. 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 of 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"/>

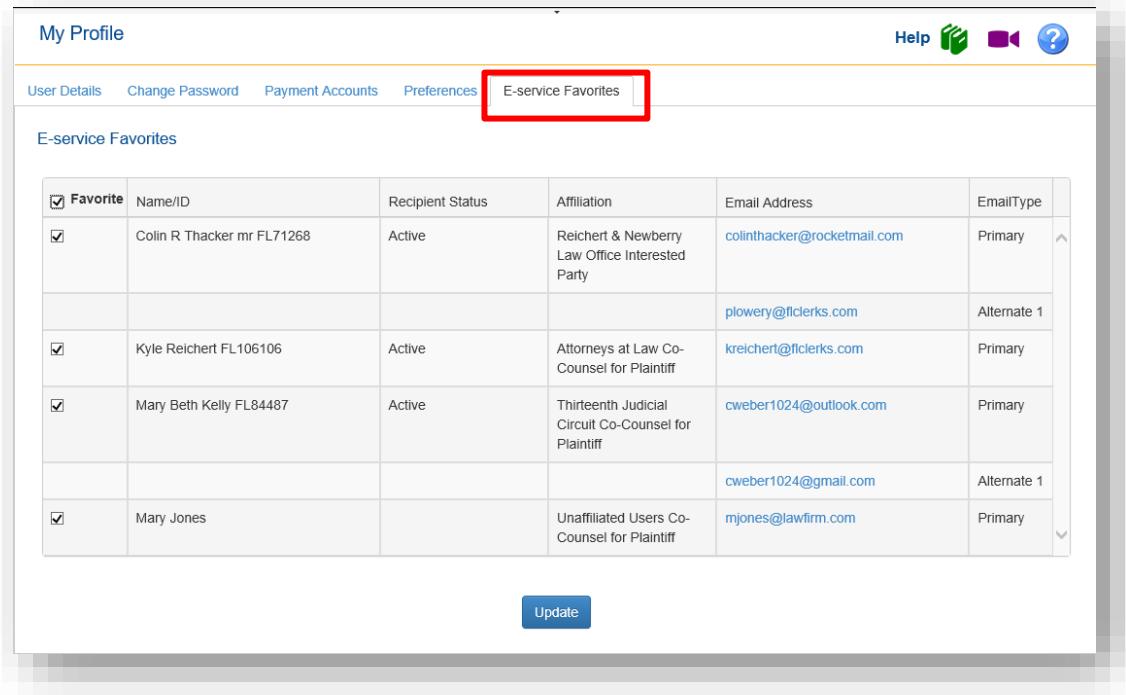
E-service Favorites

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

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Portal Filer User Manual

to your E-service favorites list so that the next time you need to add that person to an E-service list you can use the E-service favorites link and quickly select them from your list of E-service favorites.



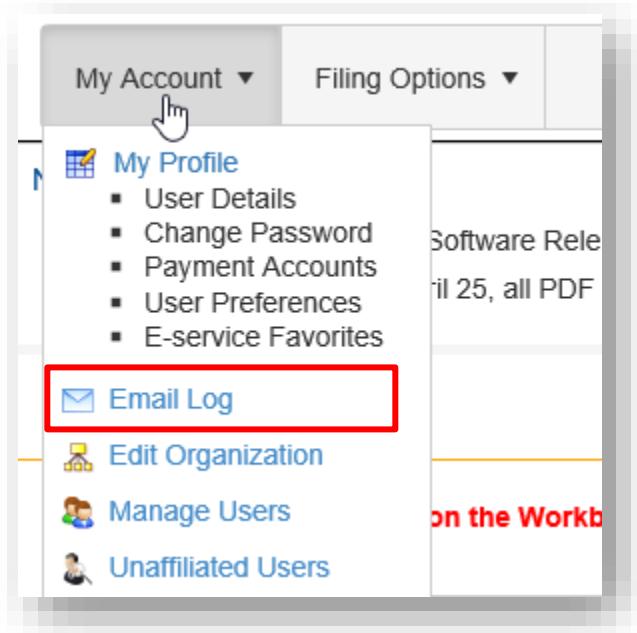
<input checked="" type="checkbox"/> Favorite	Name/ID	Recipient Status	Affiliation	Email Address	EmailType
<input checked="" type="checkbox"/>	Colin R Thacker mr FL71268	Active	Reichert & Newberry Law Office Interested Party	colinthacker@rocketmail.com	Primary
				plowery@flclerks.com	Alternate 1
<input checked="" type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff	kreichert@flclerks.com	Primary
<input checked="" type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff	cweber1024@outlook.com	Primary
				cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>	Mary Jones		Unaffiliated Users Co-Counsel for Plaintiff	mjones@lawfirm.com	Primary

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 at a later date. 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.

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**.



The **Email Log** will default to the last seven days however you can adjust the dates to reflect a larger period of time 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**.

A screenshot of the 'Email Log' search interface. It includes search options for 'From' (04/19/2018) and 'To' (04/26/2018) dates, a dropdown for 'Type of Email', and a 'Refresh' button. The 'From' and 'To' date fields are highlighted with red boxes.

You can also search for the type of email by selecting your search criteria from the dropdown.

Florida Courts E-Filing Portal

Portal Filer User Manual

Email Log

Search Options

* From (mm/dd/yyyy): 04/19/2018 * To (mm/dd/yyyy): 04/26/2018

Type of Email:

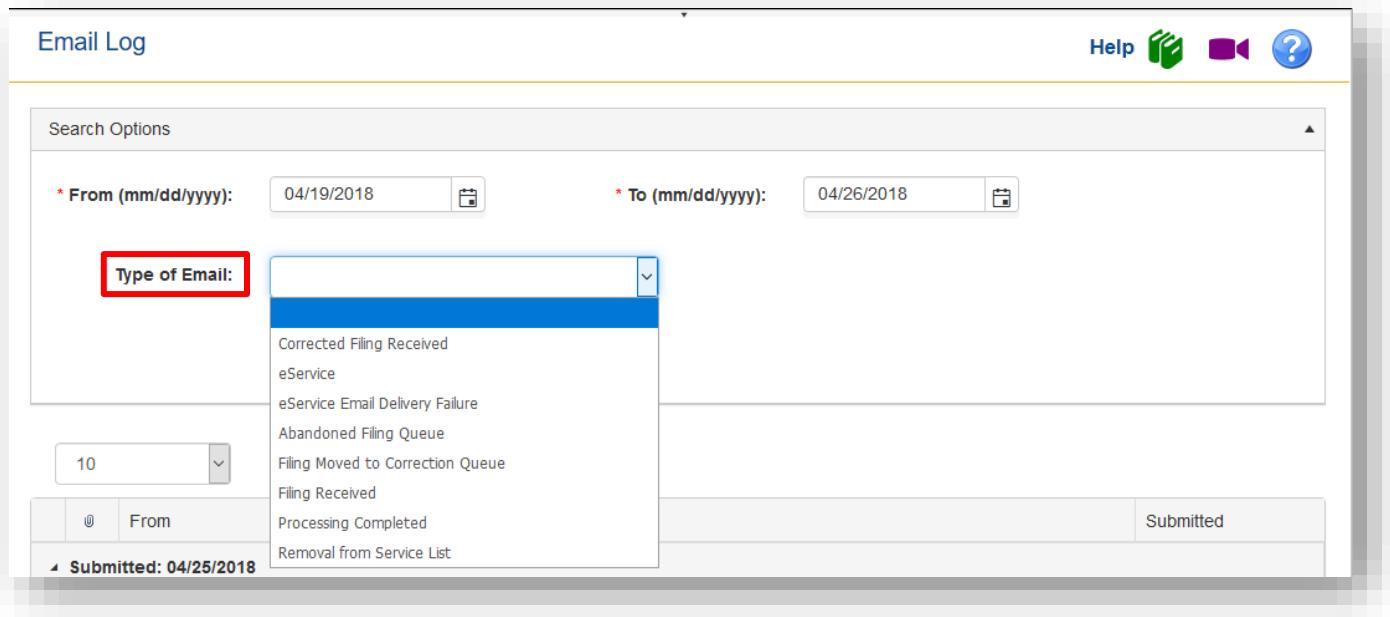
10

From

Submitted: 04/25/2018

Corrected Filing Received
eService
eService Email Delivery Failure
Abandoned Filing Queue
Filing Moved to Correction Queue
Filing Received
Processing Completed
Removal from Service List

Submitted



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

Search Options

* From (mm/dd/yyyy): 04/19/2018 * To (mm/dd/yyyy): 04/26/2018

Type of Email:

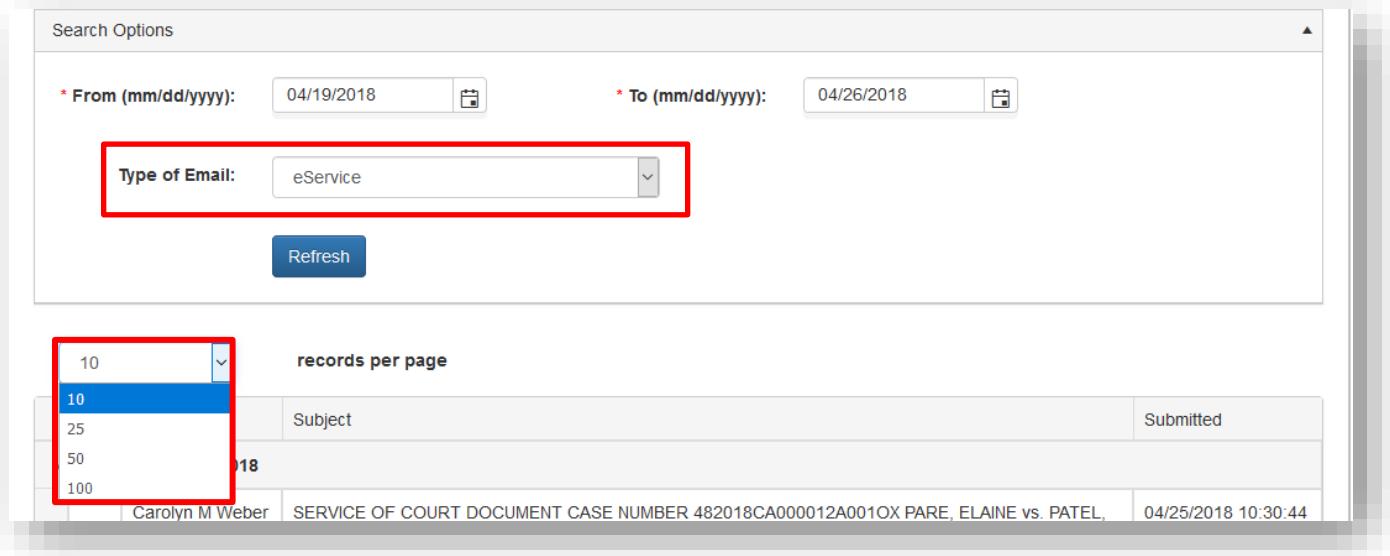
Refresh

10 records per page

10 25 50 100

Subject

Carolyn M Weber SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL,



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.

Florida Courts E-Filing Portal
Portal Filer User Manual

Email Log

Help   

Search Options

* From (mm/dd/yyyy): 10/19/2021  * To (mm/dd/yyyy): 10/26/2021 

Type of Email: eService 

Refresh

10 records per page

	From	Subject	Submitted
Submitted: 10/25/2021			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482021CA000123A001OX MCNAIR, ERICA vs. ANTHONY, TAMMY	10/25/2021 10:06:25 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482021CA000123A001OX MCNAIR, ERICA vs. ANTHONY, TAMMY	10/25/2021 09:50:23 AM
Submitted: 10/22/2021			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 2D2016-12 JOHNNY M. MC KINNON vs STATE OF FLORIDA	10/22/2021 04:08:45 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER 482021CA000044A001OX NGUYEN, ANH TUYET T. vs. PEOPLES TRUST INSURANCE COMPANY	10/22/2021 03:53:46 PM
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 482021CA000123A001OX	10/22/2021 03:19:16 PM

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 PDF document will not be attached to the NEF in the Email Log.

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Portal Filer User Manual

Print

From: Carolyn M Weber
To: cweber@flclerks.com; cweber1024@outlook.com; cweber1024@gmail.com
Subject: SERVICE OF COURT DOCUMENT CASE NUMBER [REDACTED]
Date: 10/25/2021 10:06:25 AM

Notice of Service of Court Documents

Filing Information

Filing #: 100290625
Filing Time: 10/25/2021 10:04:20 AM ET
Filer: Carolyn M Weber 407-461-2313
Court: Ninth Judicial Circuit in and for Orange County, Florida
Case #: 482021CA000123A001OX
Court Case #: 2021-CA-000123-O
Case Style: [REDACTED]

Documents

Title	File
Proposed Summons To Be Issued By Clerk	Summons to be Issued.docx

E-service recipients selected for service:

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

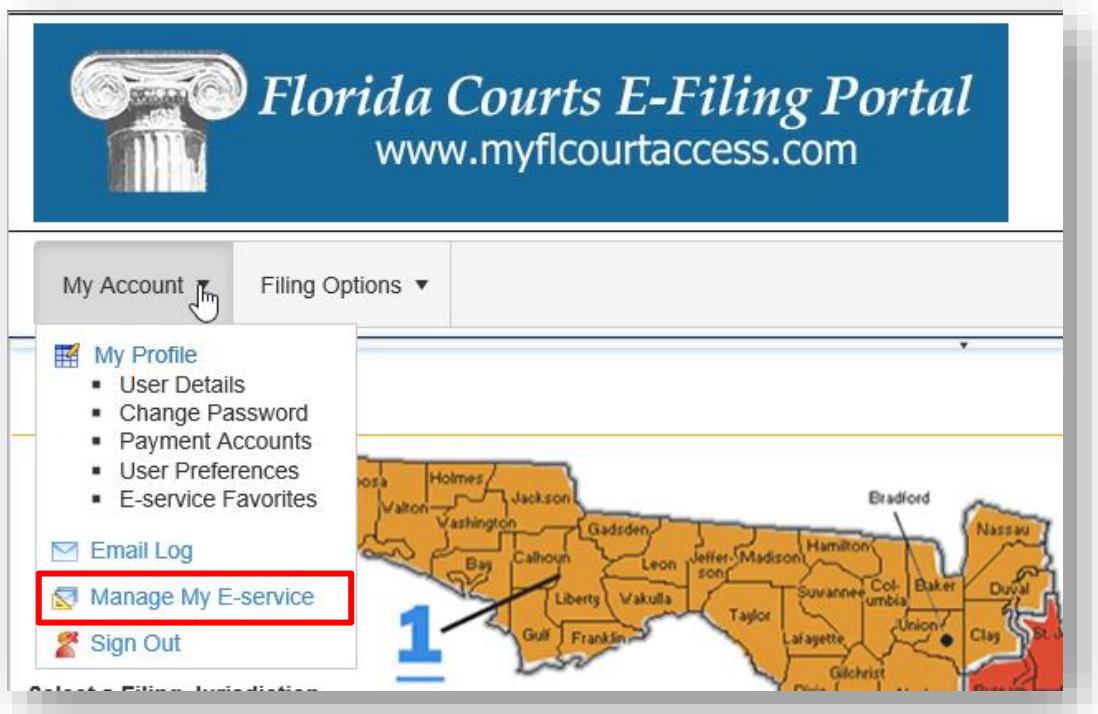
E-service recipients not selected for service:

Name	Email Address
Halle Marie Weber	cweber@flclerks.com
Mary Beth Kelly	cweber1024@outlook.com

Manage My E-service

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

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Portal Filer User Manual

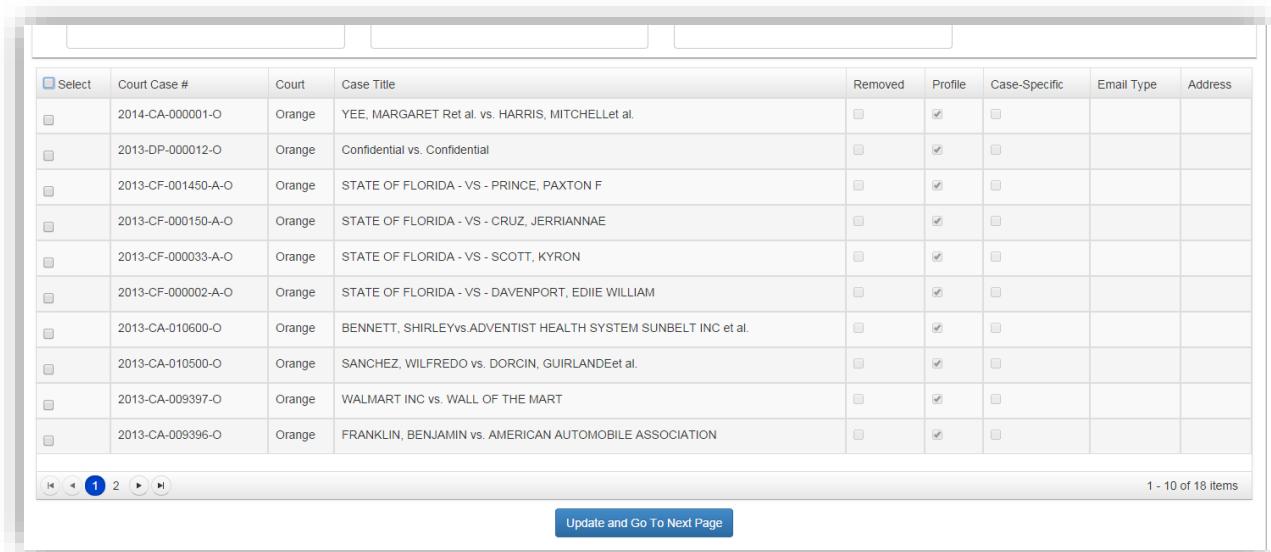


Manage My E-service lets you perform maintenance actions on multiple cases at the same time.

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.

Florida Courts E-Filing Portal

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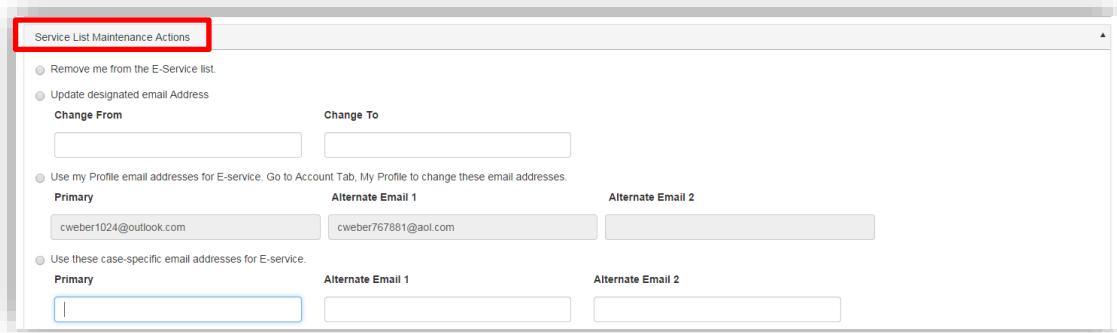


The screenshot shows a table of cases with the following columns: Select, Court Case #, Court, Case Title, Removed, Profile, Case-Specific, Email Type, and Address. The cases listed are:

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, JERRIANNE	<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, GURLAND 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"/>		

At the bottom, there are navigation buttons (Back, Forward, Page 1, Page 2, Next Page) and a button labeled "Update and Go To Next Page".

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



The dialog box is titled "Service List Maintenance Actions". It contains the following options:

- Remove me from the E-Service list.
- Update designated email Address
Change From: [Text Box] Change To: [Text Box]
- Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.
Primary: [Text Box] Alternate Email 1: [Text Box] Alternate Email 2: [Text Box]
cweber1024@outlook.com cweber767881@aol.com
- Use these case-specific email addresses for E-service.
Primary: [Text Box] Alternate Email 1: [Text Box] Alternate Email 2: [Text Box]
[Text Box]

- You may remove yourself from an E-service List.
- Update designated email addresses
- Use 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 of my cases that have received bounce backs on my email addresses. Then for the maintenance action I have selected Use my Profile email addresses for E-service. Then in the list of my cases I have selected the case[s] I wish to have this maintenance action performed on.

Florida Courts E-Filing Portal Portal Filer User Manual

Manage My E-service

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

Search Clear

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
cweber1024@outlook.com	cweber767881@aol.com	

Use these case-specific email addresses for E-service

Primary	Alternate Email 1	Alternate Email 2

Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input 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

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.

Manage My E-service

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

Search Clear

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
cweber1024@outlook.com	cweber767881@aol.com	

Use these case-specific email addresses for E-service

Primary	Alternate Email 1	Alternate Email 2

Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input 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

No items to display

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.

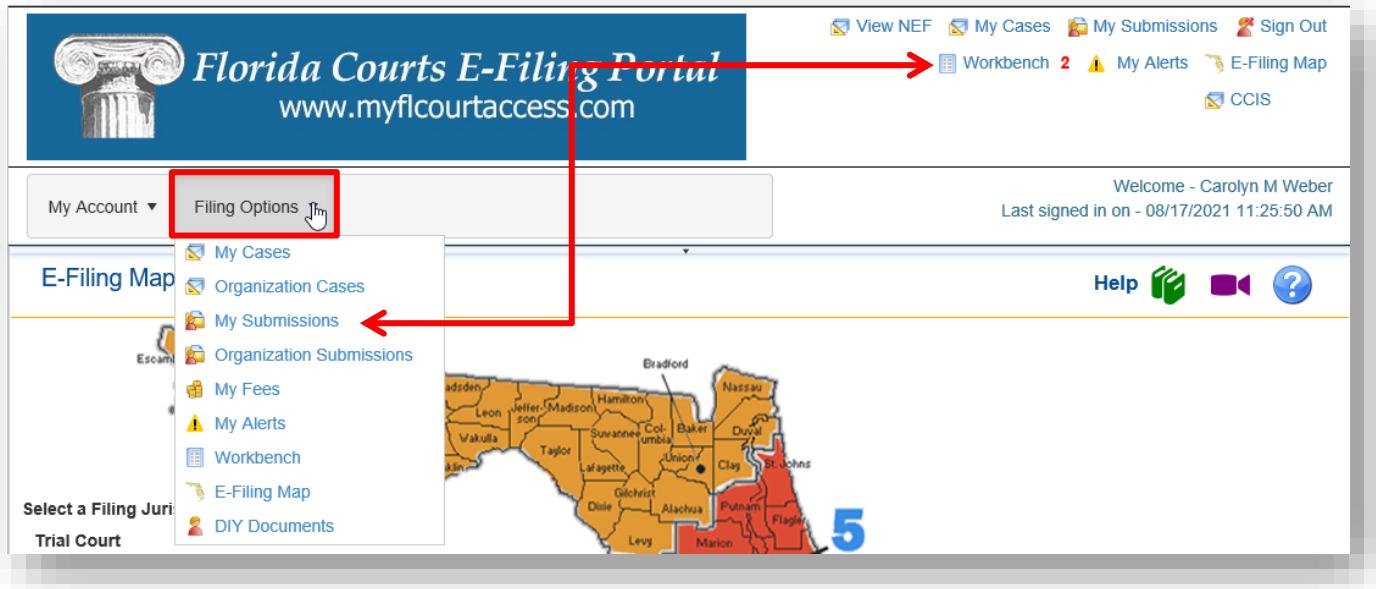
Florida Courts E-Filing Portal

Portal Filer User Manual

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

Filing Options/Quick Links

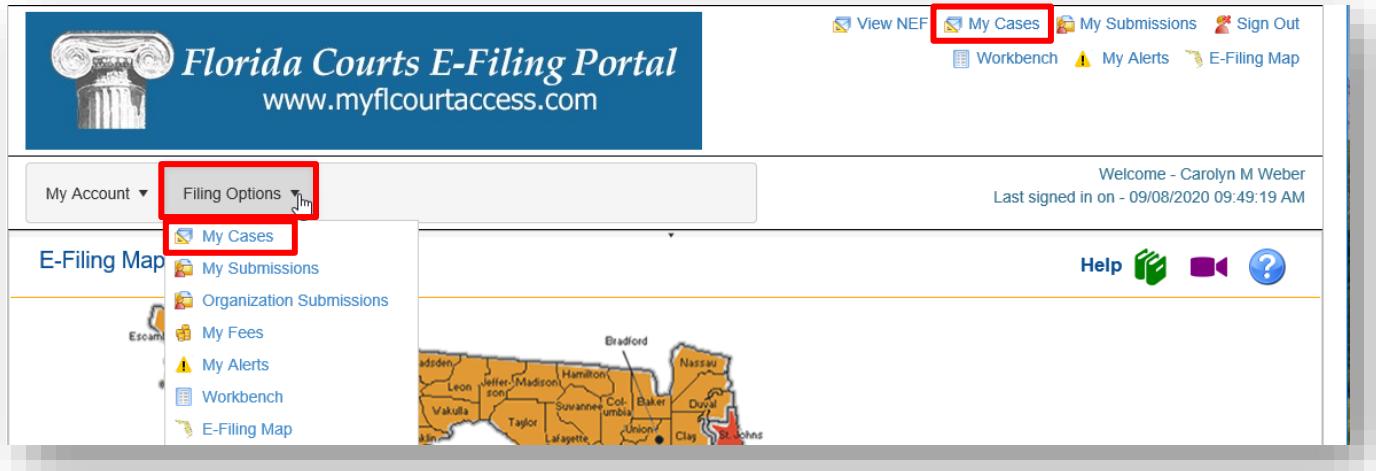
The Portal Filing Management Links are located under the **Filing Options** menu. In addition, for ease of use these links are also located in the upper right corner of the page in the **Quick Links**.



Each filing option link is discussed below:

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.

Florida Courts E-Filing Portal Portal Filer User Manual

My Cases

Help   

Search Options

Court:	<input type="text"/>	Court Case #:	<input type="text"/>
Case Style:	<input type="text"/>	Service lists containing case-specific email address:	<input type="text"/>
Service lists using my profile email addresses:	<input type="checkbox"/>	Service lists using case-specific email addresses:	<input type="checkbox"/>
I have removed myself from the Service List:	<input type="checkbox"/>	Bounce backs received on my email addresses:	<input type="checkbox"/>
Cases per page	<input type="text" value="25"/>	Include:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Added as Other Attorney/Interested Party:	<input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
		NEW CASE_264542	NEW CASE	The Florida Supreme Court	Mary Jane Smith VS. State of Florida	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122015CA000012CAAXMX	15000012CAAXMX	Columbia	KENDRY, SIMMIE LEE VS CRAFT, J	Yes	Active
<input type="button" value="Submit"/>		292015CF000012000AHC	15-CF-000012-A	Hillsborough	STATE OF FLORIDA VS REYNOLDS, MARKUS LORENZY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	362015CA000012A001CH	15-CA-000012	Lee	Grey, Ronald Plaintiff vs Galvin, Brian D Defendant	Yes	Active

You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display "active," "inactive," or "all" cases. Once you set these preferences, they will be retained until you change them.

My Cases

Help   

Search Options

Court:	<input type="text"/>	Court Case #:	<input type="text"/>
Case Style:	<input type="text"/>	Service lists containing case-specific email address:	<input type="text"/>
Service lists using my profile email addresses:	<input type="checkbox"/>	Service lists using case-specific email addresses:	<input type="checkbox"/>
I have removed myself from the Service List:	<input type="checkbox"/>	Bounce backs received on my email addresses:	<input type="checkbox"/>
Cases per page	<input type="text" value="25"/>	Include:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Added as Other Attorney/Interested Party:	<input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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

- Court
- Court Case #

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Portal Filer User Manual

- 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 of the cases in which you have been added as an Other Attorney/Interested Party by someone else.

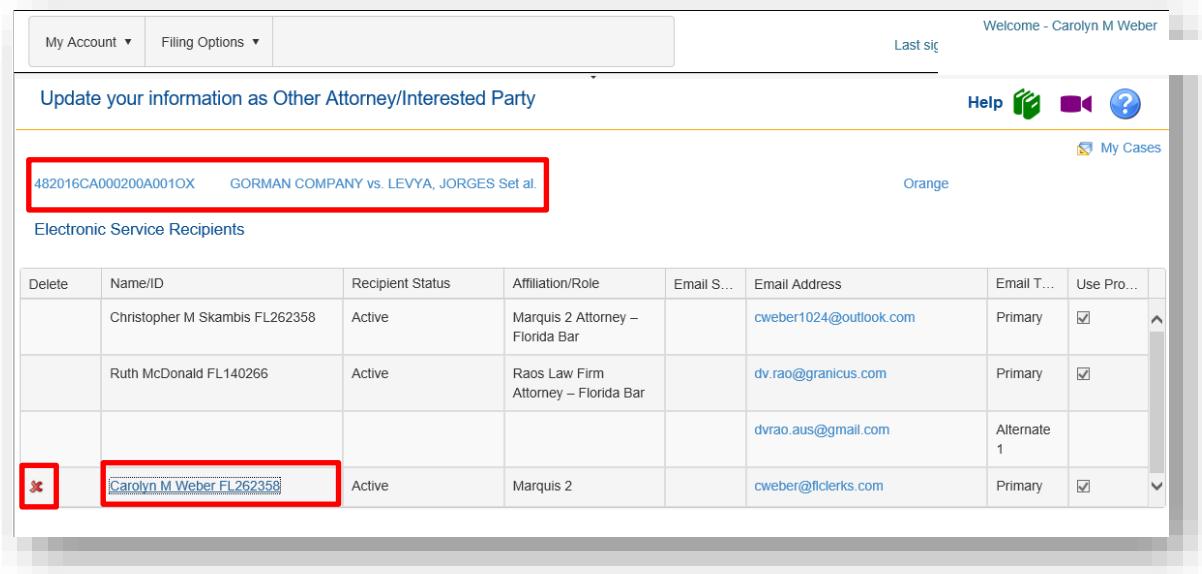
The screenshot shows the 'My Cases' search interface. The search criteria section is highlighted with a red box around the 'Added as Other Attorney/Interested Party' checkbox, which is checked. The search results table below shows four cases, with the Court Case # column also highlighted with a red box around the values '13000014CAAXMX' and '2016-CA-000200-O'.

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit	Submit	122013CA000014CAAXMX	13000014CAAXMX	Columbia	SUNTRUST BANK VS TEACHMAN, MATTHEW	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	Yes	Active
Submit	Submit	482016CA000200A001OX	2016-CA-000200-O	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.

Florida Courts E-Filing Portal

Portal Filer User Manual



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"/>
	Carolyn M Weber FL262358	Active	Marquis 2		dvrao.aus@gmail.com	Alternate 1	
	Carolyn M Weber FL262358	Active	Marquis 2		cweber@flclerks.com	Primary	<input checked="" type="checkbox"/>

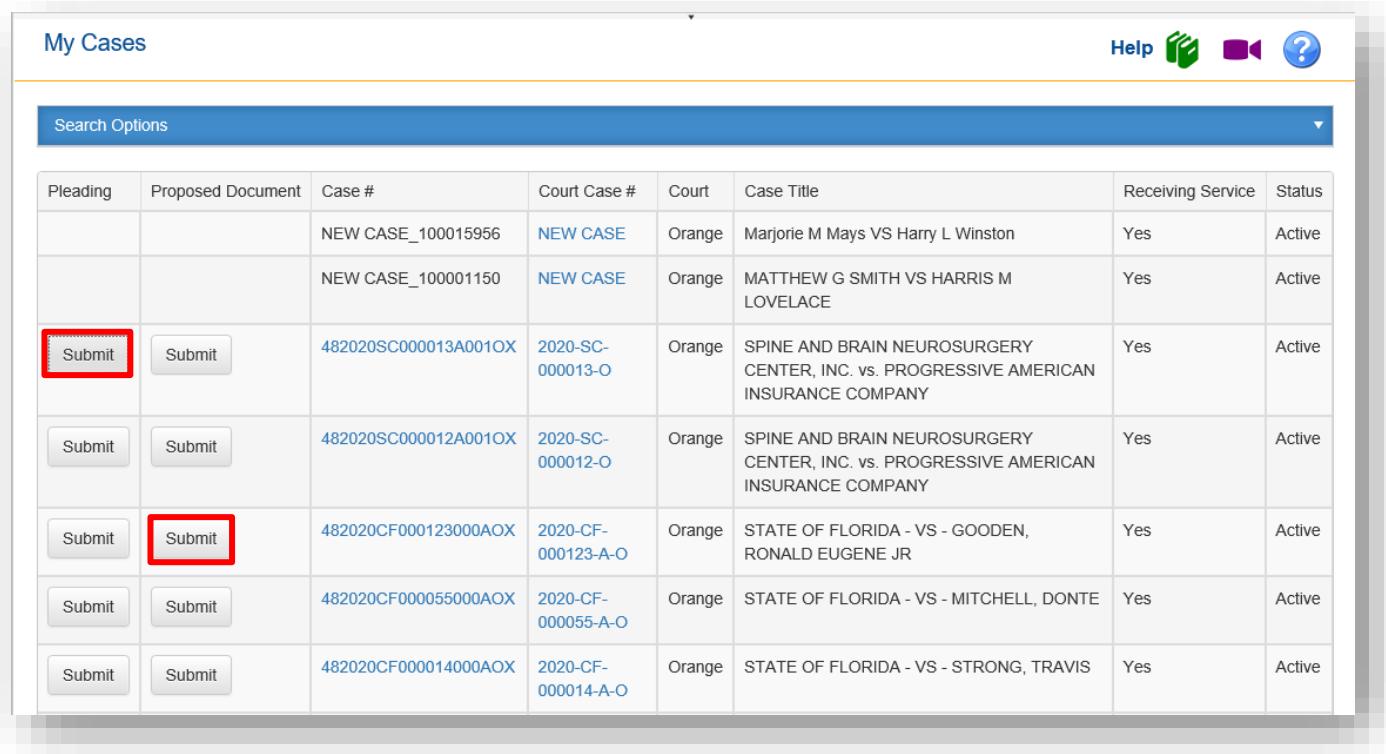
If you wish to change the email addresses listed for you by the filer that added you to the E-service list, click on your name in the Name/ID column and make any corrections necessary. If you wish to remove yourself from the E-service list, click on the red X next to your name. Once you make your corrections,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

Florida Courts E-Filing Portal
Portal Filer User Manual



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
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020SC000013A001OX	2020-SC-000013-O	Orange	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020SC000012A001OX	2020-SC-000012-O	Orange	SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020CF000123000AOX	2020-CF-000123-A-O	Orange	STATE OF FLORIDA - VS - GOODEN, RONALD EUGENE JR	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020CF000055000AOX	2020-CF-000055-A-O	Orange	STATE OF FLORIDA - VS - MITCHELL, DONTE	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="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 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, Pending Queue, or Filed for Judicial Review**
- **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:

Florida Courts E-Filing Portal
Portal Filer User Manual

My Submissions

Search Options

Submission #: Type: Status:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Case Style: Matter #:

Search Clear

- Submission #
- Type
- Status
- UCN
- Court Case #
- Court
- Division
- Submission Date From
- Submission Date To
- Completion Date From
- Completion Date To
- Case Style
- Matter #

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

Florida Courts E-Filing Portal

Portal Filer User Manual

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"/>	100290625	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM	

Filing Information Documents Service List Fee Payment

UCN: 482021CA000123A001OX

Division: Circuit Civil

Case Style: MCNAIR, ERICA vs. ANTHONY, TAMMY

Matter:

Filed By: Carolyn M Weber FL 106454

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

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

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"/>	100290625	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM	

Filing Information **Documents** Service List Fee Payment

UCN: 482021CA000123A001OX

Division: Circuit Civil

Case Style: MCNAIR, ERICA vs. ANTHONY, TAMMY

Matter:

Filed By: Carolyn M Weber FL 106454

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

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"/>	100290625	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM	

Filing Information **Documents** Service List Fee Payment

#	Status	Document Group	Document Type	Document Received Time	File Name
1	Received	Service Documents	Proposed Summons to be Issued by Clerk	10/25/2021 10:04:20 AM	Summons to be Issued.docx

Florida Courts E-Filing Portal

Portal Filer User Manual

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

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100290625 	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 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
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List

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

Name	Email Address	Status
Halle Marie Weber	cweber@flclerks.com	Not selected for eService
Mary Beth Kelly	cweber1024@outlook.com	Not selected for eService
Mary Beth Kelly	cweber1024@gmail.com	Not selected for eService

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 #, the Financial ID and what was entered in the Memo field if anything. **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.**

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100290625 	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM	

Filing Information Documents Service List **Fee Payment**

Memo:

Filing Fee	\$0.00
Additional Fee	\$2.50
Service Documents Proposed Summons to be Issued by Clerk	\$0.00
Statutory Convenience Fee:	\$5.00
Total Fee:	\$7.50
Fee Status:	Assessed
Paid By:	Pay by Check
Order #:	20594
Financial ID:	100195

Florida Courts E-Filing Portal
Portal Filer User Manual

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. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.

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"/>	100290625 	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM
▶	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100290624 	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 09:48:07 AM
▶	<input type="button" value="Submit"/>		100290603 	JOHNNY M. MC KINNON vs STATE OF FLORIDA	2D2016-12	Pending Filing	Second District Court of Appeal	10/22/2021 04:06:31 PM

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.

Florida Courts E-Filing Portal
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Notice of Electronic Filing - Submission # 100290625 Help 

Notice of Service of Court Documents

Filing Information

Filing #: 100290625
Filing Time: 10/25/2021 10:04:20 AM ET
Filer: Carolyn M Weber 407-461-2313
Court: Ninth Judicial Circuit in and for Orange County, Florida
Case #: 482021CA000123A0010X
Court Case #: 2021-CA-000123-O
Case Style: [REDACTED]

Documents

Title	File
Proposed Summons To Be Issued By Clerk	Summons to be Issued.docx

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
Halle Marie Weber	cweber@flclerks.com
Mary Beth Kelly	cweber1024@outlook.com
	cweber1024@gmail.com

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

The contents of the NEF are also found in your **Email Log**. The PDF copy of the document filed however is not found in the Email Log. The PDF copy of the document is attached to the NEF sent to your specified email providers. 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.

Organization Cases and Organization Submissions are only visible if you are an organization administrator.

My Fees

The **My Fees** page will allow you to reconcile your credit card statement or bank statement as it relates to statutory filing fees.

Florida Courts E-Filing Portal

Portal Filer User Manual

My Fees

Search Options

Enter Search Criteria

Filing Submitted From: Filing Submitted From

To: Filing Submitted To

Filing Completed From: Filing Completed From

To: Filing Completed To

Payment Method:

Saved Payment Account:

Memo: Memo

Matter #: Matter #

Filing ID: Filing #

Court Case #: Court Case #

Case Style: Case Style

Fee Status:

Search Clear

Print Save

You may search your **My Fees** page using the following criteria:

- Filing Submitted From/To
- Filing Completed From/To
- Payment Method
- Saved Payment Account
- Memo
- Matter #
- Filing ID
- Court Case #
- Case Style
- Fee Status
- Filter [If you are an Organization Administrator so you can filer by filers in your firm]

When you specify your search criteria and then click on **Search** your result set will appear in the grid below. You may **Save** or **Print** this result set. If you **Save**, it will create an Excel Spreadsheet.

Florida Courts E-Filing Portal

Portal Filer User Manual

Organization Fees

Help    

Search Options

Enter Search Criteria

Filing Submitted From:	10/19/2021 	To:	10/26/2021 
Filing Completed From:	Filing Completed From 		
Payment Method:	Saved Payment Account: 		
Memo:	Matter #: 		
Filing ID:	Court Case #: 		
Case Style:	Fee Status: 		
Filer:	Weber, Carolyn M 		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
 Print  Save			

Filer	Submission Date	Completed Date	Fee Status	Amount	Account #	Filing #	Clerk Case #	Order #	Financial ID	Matter #	Memo	Case Style
Carolyn M Weber	10/22/2021	10/22/2021	Assessed	\$45.00	Account - not saved	100290587	2021-CA-000012-O	20423	100024		Portal	PHAN, NGAet al. vs. AMERICAN INTEGRITY INSURANCE COMPANY OF FLORIDA
Carolyn M Weber	10/22/2021	10/22/2021	Assessed	\$41.40	Card - not saved	100290588	2020-CA-000014-O	20425	100026			PEREZ,IMERIA vs. CALDERIN, WILLIAM et al.
Carolyn M Weber	10/22/2021	10/22/2021	Assessed	\$20.70	Card - not saved	100290589	2021-CA-000234-O	20426	100027			JANOTTA, JMARTIN vs. MUMPER, WILLIAM

In the above **Search Options**, we have specified a time frame and performed the **Search**. To find out more information about the submission, click on the Filing # and it will take you to the **My Submissions** page where you can expand the view to see the Fee Payment information.

 Submit	 Submit	446058 	MAREUS, SERGE et al vs. TOWER HILL SIGNATURE INSURANCE COMPANY	2017-CA-000015-O	Pending Review	Orange	09/25/2017 03:55:58 PM	Completion Date/Remarks																												
<table border="1"> <tr> <td>Filing Information</td> <td>Documents</td> <td>Service List</td> <td>Fee Payment</td> <td colspan="5"></td> </tr> <tr> <td colspan="9"> <p>Memo:</p> <table> <tr> <td>Filing Fee</td> <td>\$0.00</td> </tr> <tr> <td>Service Documents Proposed Summons to be Issued by Clerk</td> <td>\$0.00</td> </tr> <tr> <td>Certificates and Proofs Certificate of Deposit</td> <td>\$0.00</td> </tr> <tr> <td>Counter and Cross Claim Pet Counter Claim/Petition</td> <td>\$395.00</td> </tr> <tr> <td>Statutory Convenience Fee:</td> <td>\$13.83</td> </tr> </table> </td> </tr> </table>									Filing Information	Documents	Service List	Fee Payment						<p>Memo:</p> <table> <tr> <td>Filing Fee</td> <td>\$0.00</td> </tr> <tr> <td>Service Documents Proposed Summons to be Issued by Clerk</td> <td>\$0.00</td> </tr> <tr> <td>Certificates and Proofs Certificate of Deposit</td> <td>\$0.00</td> </tr> <tr> <td>Counter and Cross Claim Pet Counter Claim/Petition</td> <td>\$395.00</td> </tr> <tr> <td>Statutory Convenience Fee:</td> <td>\$13.83</td> </tr> </table>									Filing Fee	\$0.00	Service Documents Proposed Summons to be Issued by Clerk	\$0.00	Certificates and Proofs Certificate of Deposit	\$0.00	Counter and Cross Claim Pet Counter Claim/Petition	\$395.00	Statutory Convenience Fee:	\$13.83
Filing Information	Documents	Service List	Fee Payment																																	
<p>Memo:</p> <table> <tr> <td>Filing Fee</td> <td>\$0.00</td> </tr> <tr> <td>Service Documents Proposed Summons to be Issued by Clerk</td> <td>\$0.00</td> </tr> <tr> <td>Certificates and Proofs Certificate of Deposit</td> <td>\$0.00</td> </tr> <tr> <td>Counter and Cross Claim Pet Counter Claim/Petition</td> <td>\$395.00</td> </tr> <tr> <td>Statutory Convenience Fee:</td> <td>\$13.83</td> </tr> </table>									Filing Fee	\$0.00	Service Documents Proposed Summons to be Issued by Clerk	\$0.00	Certificates and Proofs Certificate of Deposit	\$0.00	Counter and Cross Claim Pet Counter Claim/Petition	\$395.00	Statutory Convenience Fee:	\$13.83																		
Filing Fee	\$0.00																																			
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Certificates and Proofs Certificate of Deposit	\$0.00																																			
Counter and Cross Claim Pet Counter Claim/Petition	\$395.00																																			
Statutory Convenience Fee:	\$13.83																																			

NOTE: If you are a Law Firm Administrator, you might want to encourage your attorneys to enter the Law Firm Matter # in all of their submissions. That way you will have a corresponding Matter # on your Fee Payment

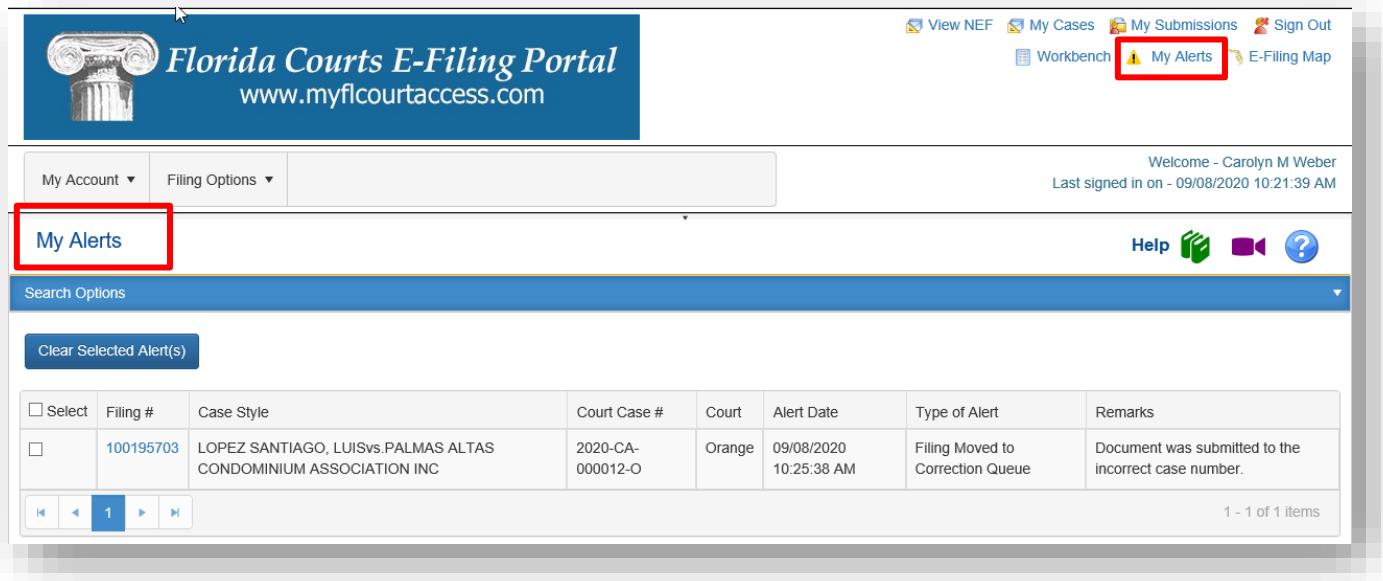
Florida Courts E-Filing Portal

Portal Filer User Manual

screen and it is also a **Search Option** field. You will be better able to track your filings as they relate to a Matter # if the filer enters that information on each submission.

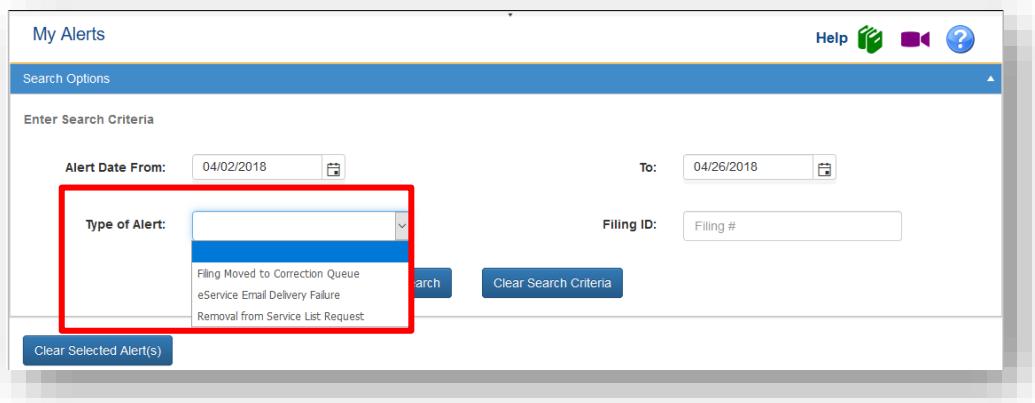
My Alerts

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 appear as long as 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.



An Alert will be created for the following events:

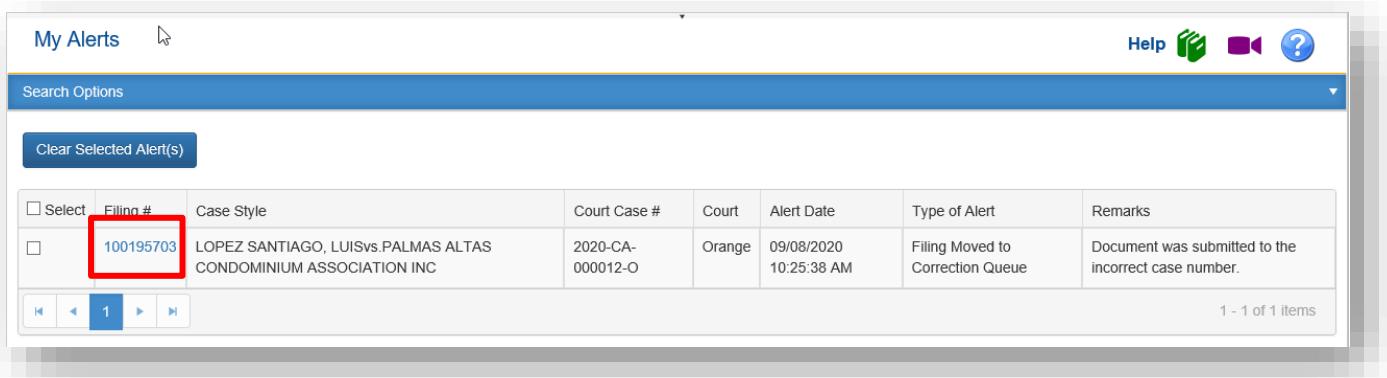
- Filing Moved to Correction Queue
- E-Service Email Delivery Failure
- Removal from E-Service List Request



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 #.

Florida Courts E-Filing Portal

Portal Filer User Manual



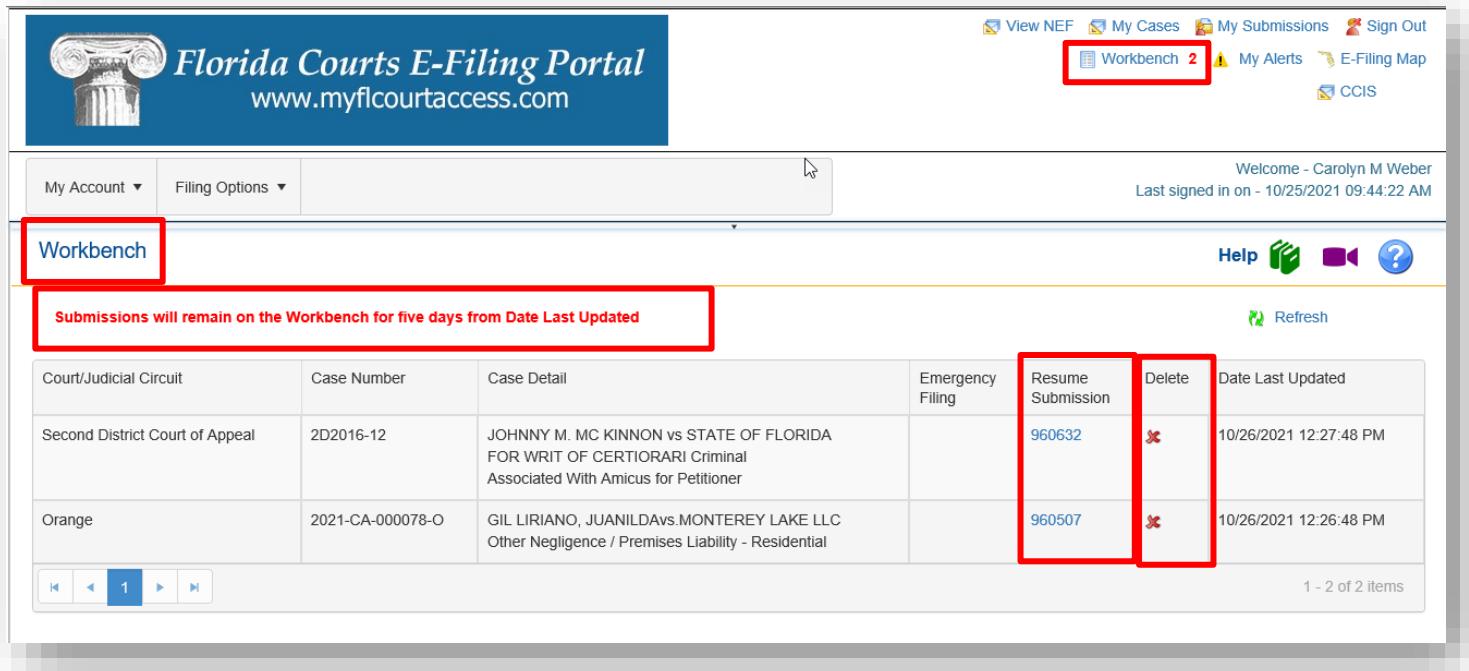
Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	2020-CA-000012-O	Orange	09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case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

As long as you have active Alerts, when you log in to the Portal you will be taken to the Alerts page. Once they have all 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.

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 the **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.



Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Second District Court of Appeal	2D2016-12	JOHNNY M. MC KINNON vs STATE OF FLORIDA FOR WRIT OF CERTIORARI Criminal Associated With Amicus for Petitioner		960632		10/26/2021 12:27:48 PM
Orange	2021-CA-000078-O	GIL LIRIANO, JUANILDavs.MONTEREY LAKE LLC Other Negligence / Premises Liability - Residential		960507		10/26/2021 12:26:48 PM

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

Florida Courts E-Filing Portal
Portal Filer User Manual

DIY Documents

This menu is primarily for the self-represented litigant. There are interviews available that will walk you through generating your document to be filed with the Clerk. Select the interview from the list and you will be taken to the document generation page and asked questions to which you will provide an answer. Once you have completed the interview, the document will be generated with your answers and you will be dropped into the Portal filing path so that you can submit your document to the Clerk..Check out the training videos on the Help Menu of the Portal web page at www.myflcourtaccess.com under the Help Menu, Training Videos.

DIY Documents Help   

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

Landlord and Tenant Cases

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

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

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

Domestic Violence

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

Simplified Dissolution

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

Domestic Relations

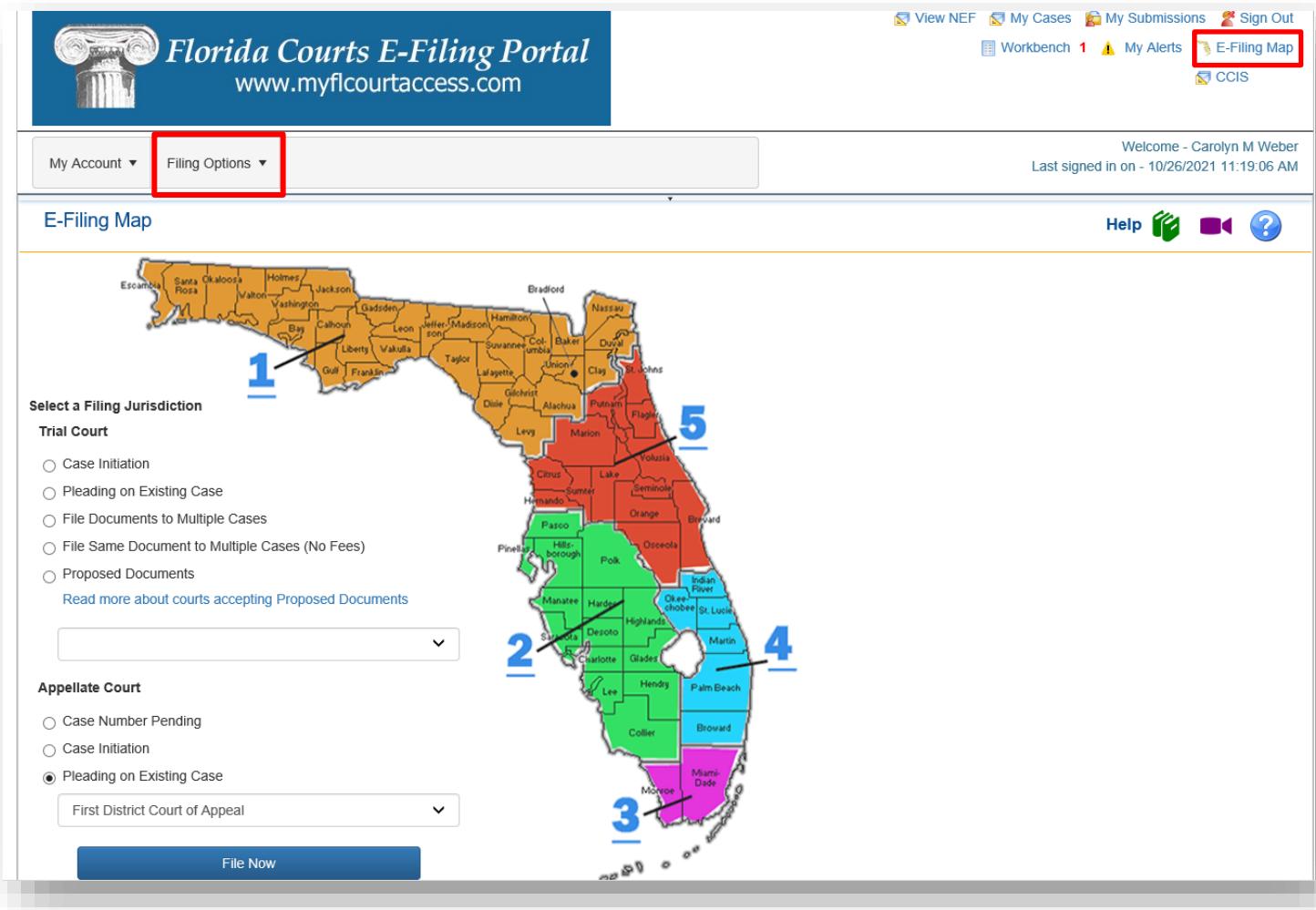
- [Petition for Dissolution of Marriage with Dependent or Minor Child\(ren\)](#)
- [Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child\(ren\)](#)
- [Child Support Guidelines Worksheet](#)
- [Uniform Child Custody Jurisdiction and Enforcement Affidavit \(UCCJEA\)](#)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

Florida Courts E-Filing Portal

Portal Filer User Manual

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.



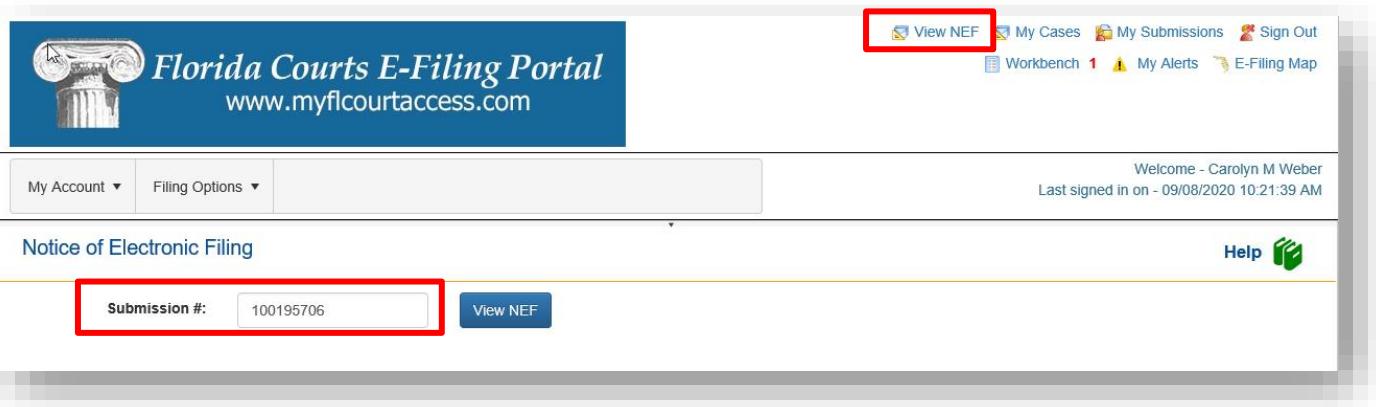
The screenshot shows the Florida Courts E-Filing Portal homepage. At the top, there is a navigation bar with links for 'View NEF', 'My Cases', 'My Submissions', 'Sign Out', 'Workbench', 'My Alerts', and 'E-Filing Map'. The 'E-Filing Map' link is highlighted with a red box and an arrow. Below the navigation bar, there are 'My Account' and 'Filing Options' dropdown menus. The main content area is titled 'E-Filing Map' and features a map of Florida divided into five colored regions: 1 (Orange, North), 2 (Green, West), 3 (Pink, South), 4 (Blue, Central), and 5 (Red, Northeast). Each region contains a list of county names. To the left of the map, there are sections for 'Select a Filing Jurisdiction' (Trial Court and Appellate Court) and a 'File Now' button.

View NEF (Notice of Electronic Filing)

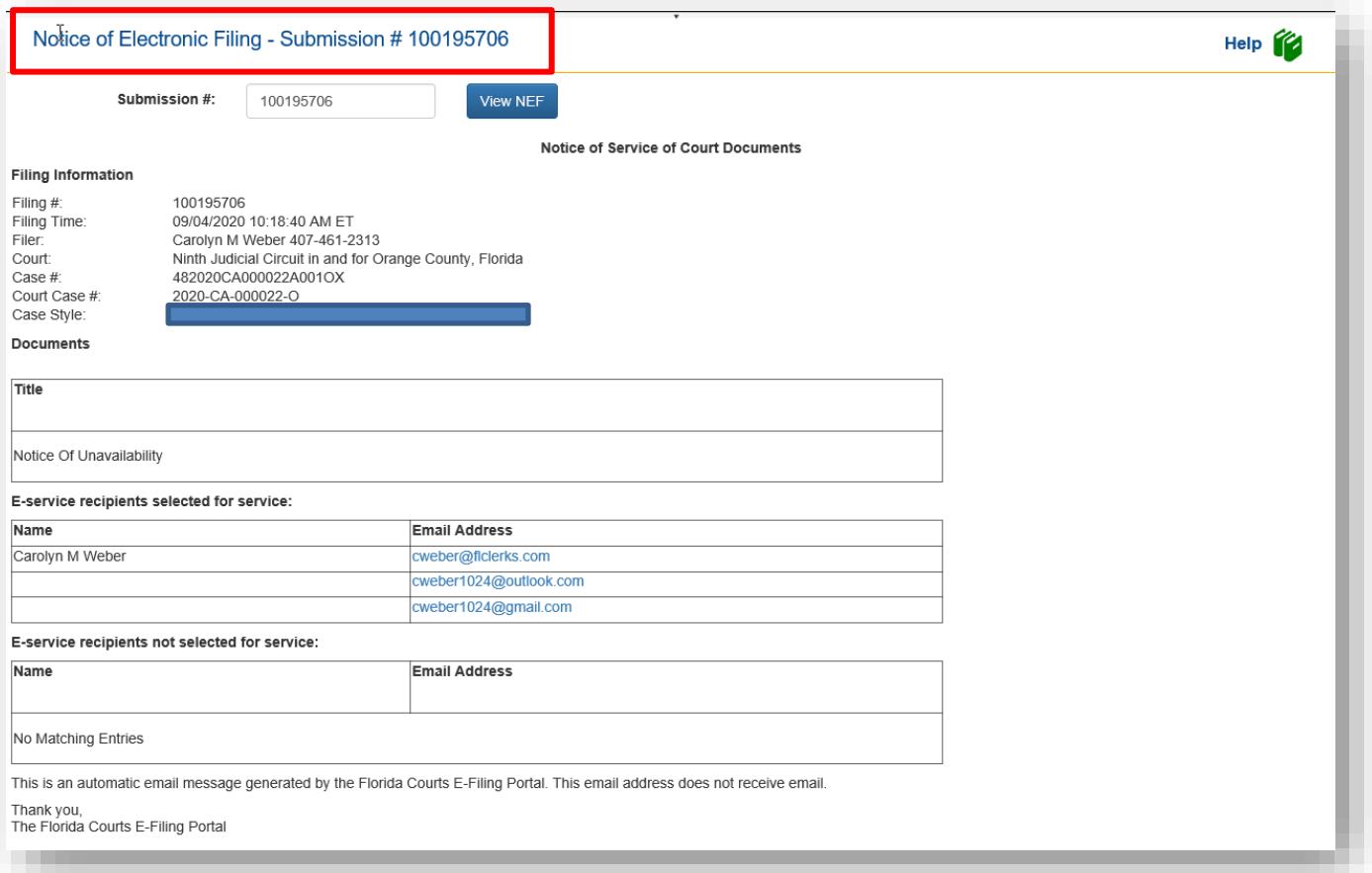
Click on the **View NEF** link in the **Quick Links** to view the Notification of Electronic Filing (NEF) that provides E-service of the document(s) submitted. You enter in the Submission ID and click on **View NEF**.

Florida Courts E-Filing Portal

Portal Filer User Manual



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



Pleading on Existing Case

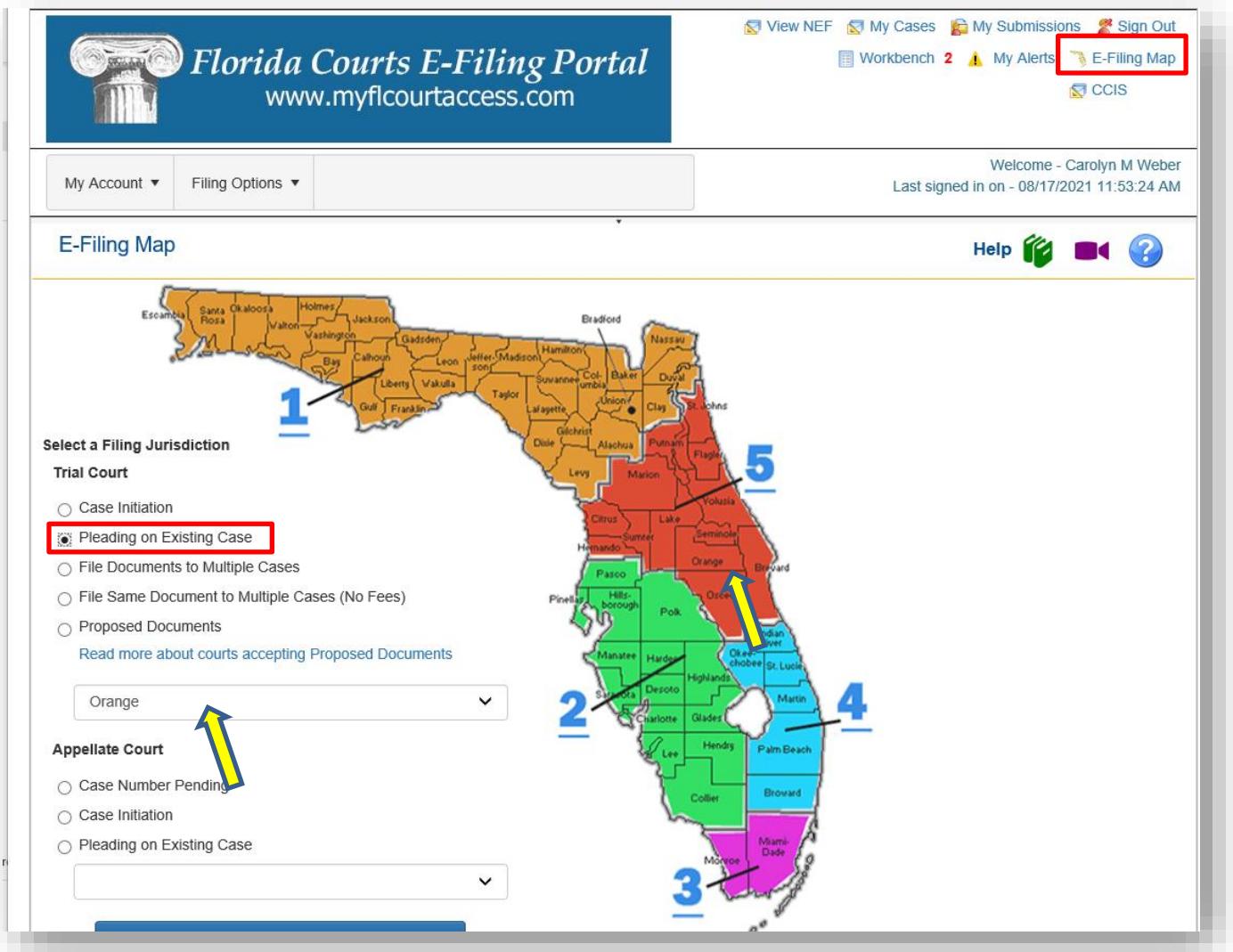
If you have not filed to a case that has an existing case number, you must begin the filing from the Jurisdictional or **E-Filing Map**.

Process

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

Florida Courts E-Filing Portal Portal Filer User Manual

Appellate Court: Select the district number from the map for a District Court of Appeal from the drop down list which includes the Florida Supreme Court.



Then select **Pleading on Existing Case** 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 selected the correct 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

1. Select Division
2. Type in Year
3. Sequence number
4. Select Court Type
5. Search

Pleading on Existing Case

Type: Trial County: Orange Division:

Case #: Type: Status:

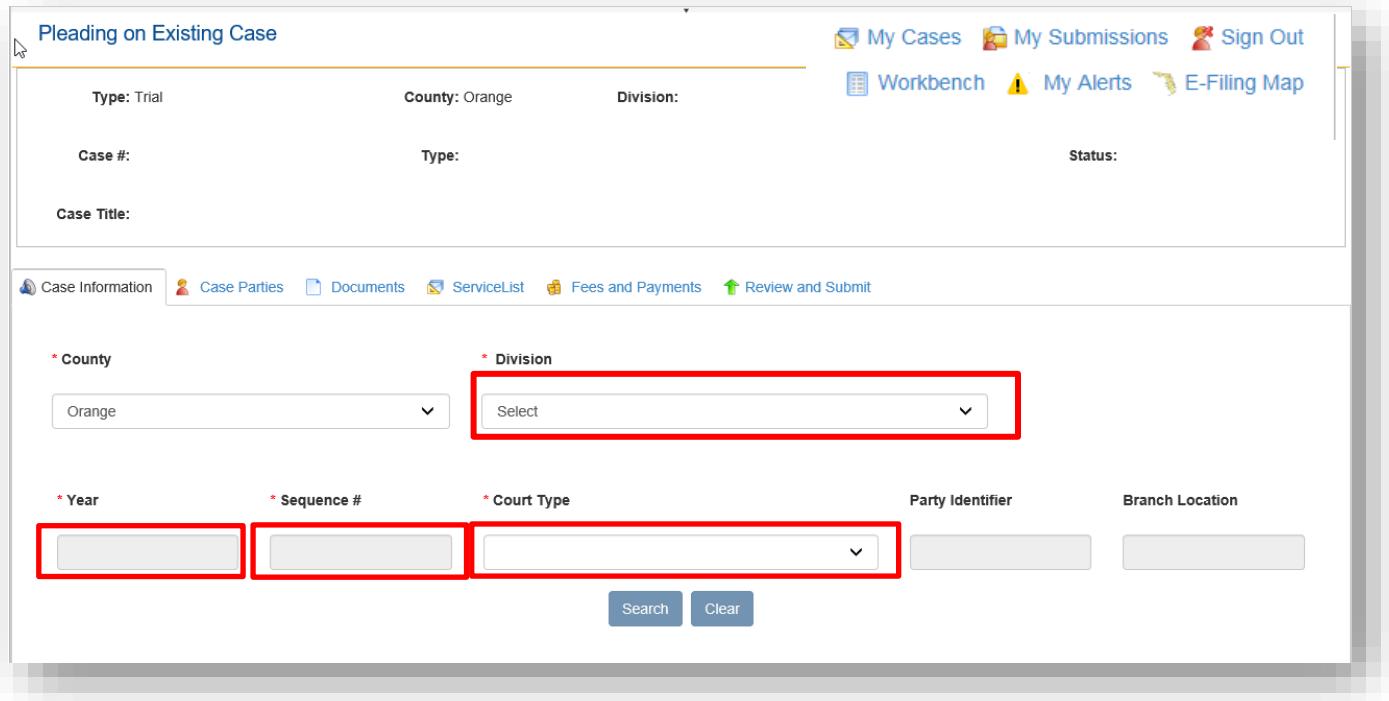
Case Title:

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

* County: Orange * Division: Select

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

Search Clear

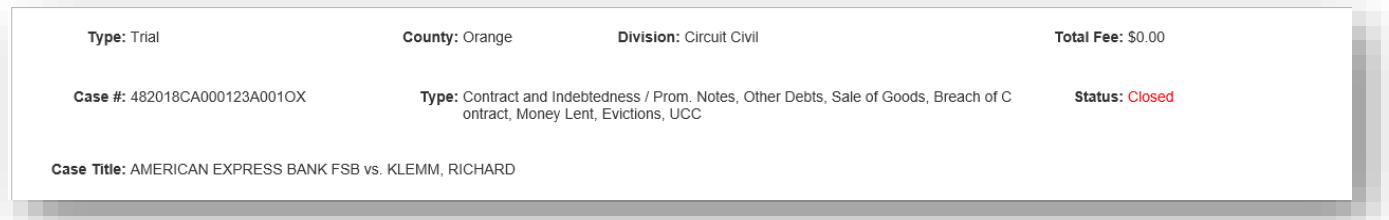


The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If correct, click on **Next** or click on **Case Parties** in the Menu Bar.

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

Case #: 482018CA000123A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Closed

Case Title: AMERICAN EXPRESS BANK FSB vs. KLEMM, RICHARD

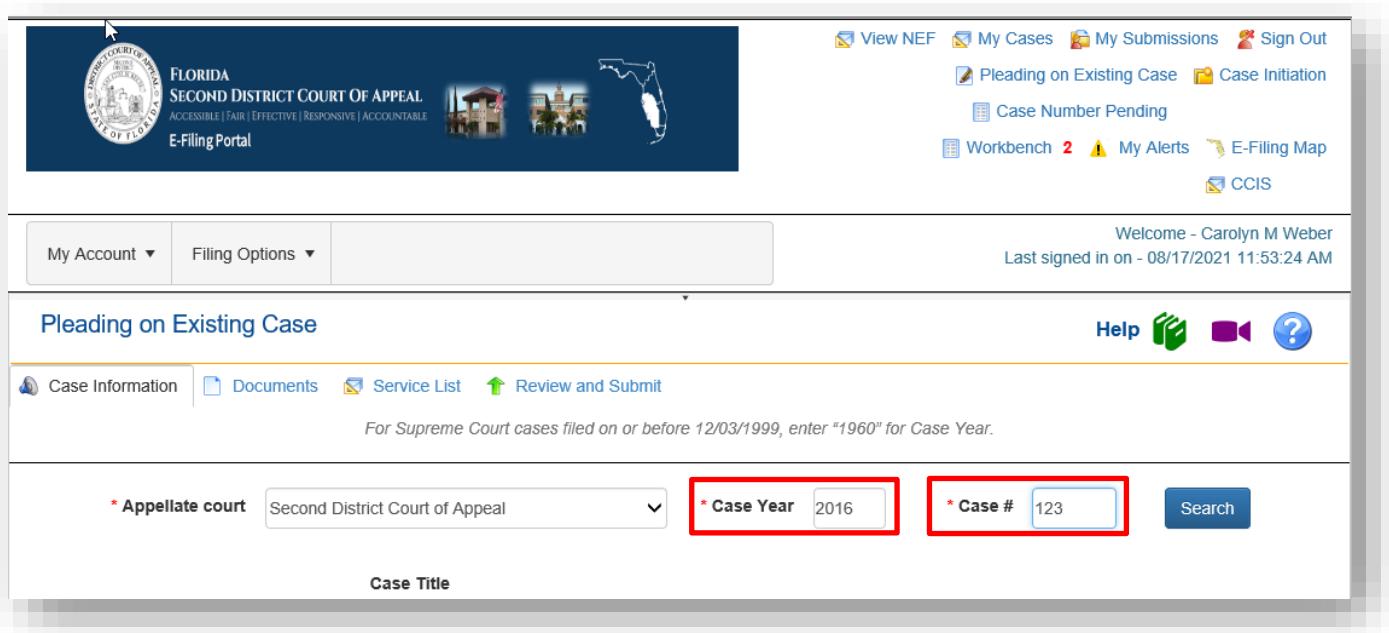


Case Information – Appellate Court

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

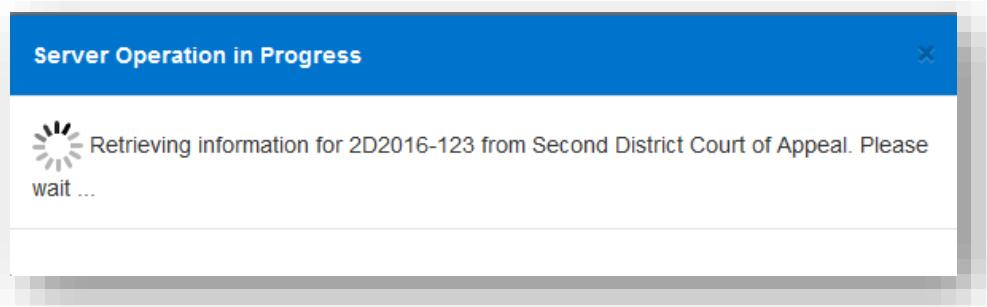
Florida Courts E-Filing Portal

Portal Filer User Manual

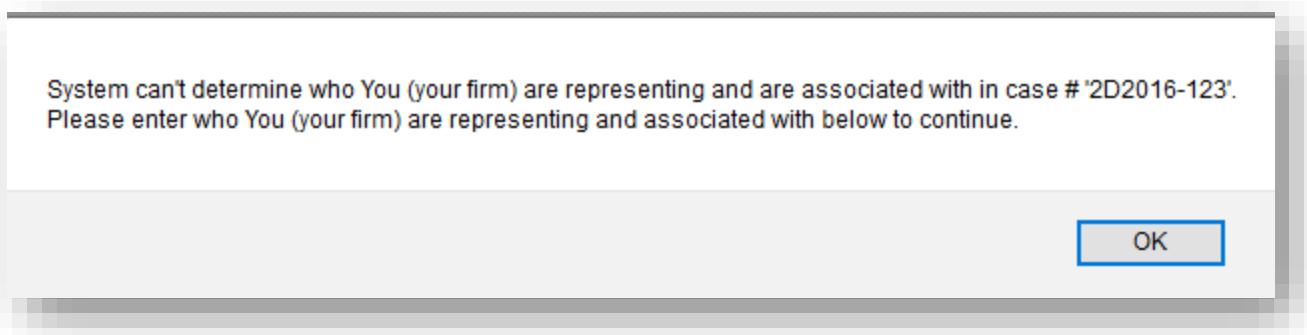


The screenshot shows the Florida Courts E-Filing Portal. At the top, there is a banner for the Second District Court of Appeal with the text: "FLORIDA SECOND DISTRICT COURT OF APPEAL. ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE. E-Filing Portal". To the right of the banner are several links: "View NEF", "My Cases", "My Submissions", "Sign Out", "Pleading on Existing Case", "Case Initiation", "Case Number Pending", "Workbench", "My Alerts", "E-Filing Map", and "CCIS". Below the banner, there are two dropdown menus: "My Account" and "Filing Options". On the right, a welcome message says "Welcome - Carolyn M Weber" and "Last signed in on - 08/17/2021 11:53:24 AM". The main content area is titled "Pleading on Existing Case" and includes tabs for "Case Information", "Documents", "Service List", and "Review and Submit". A note below the tabs says: "For Supreme Court cases filed on or before 12/03/1999, enter "1960" for Case Year." Below the note are two dropdown menus: "Appellate court" set to "Second District Court of Appeal" and "Case Year" set to "2016". To the right of these is a "Case #", "123", which is highlighted with a red box. A "Search" button is to the right of the case number. Below the search area is a "Case Title" field.

The Portal will retrieve the Case Information from the District Court of Appeal.

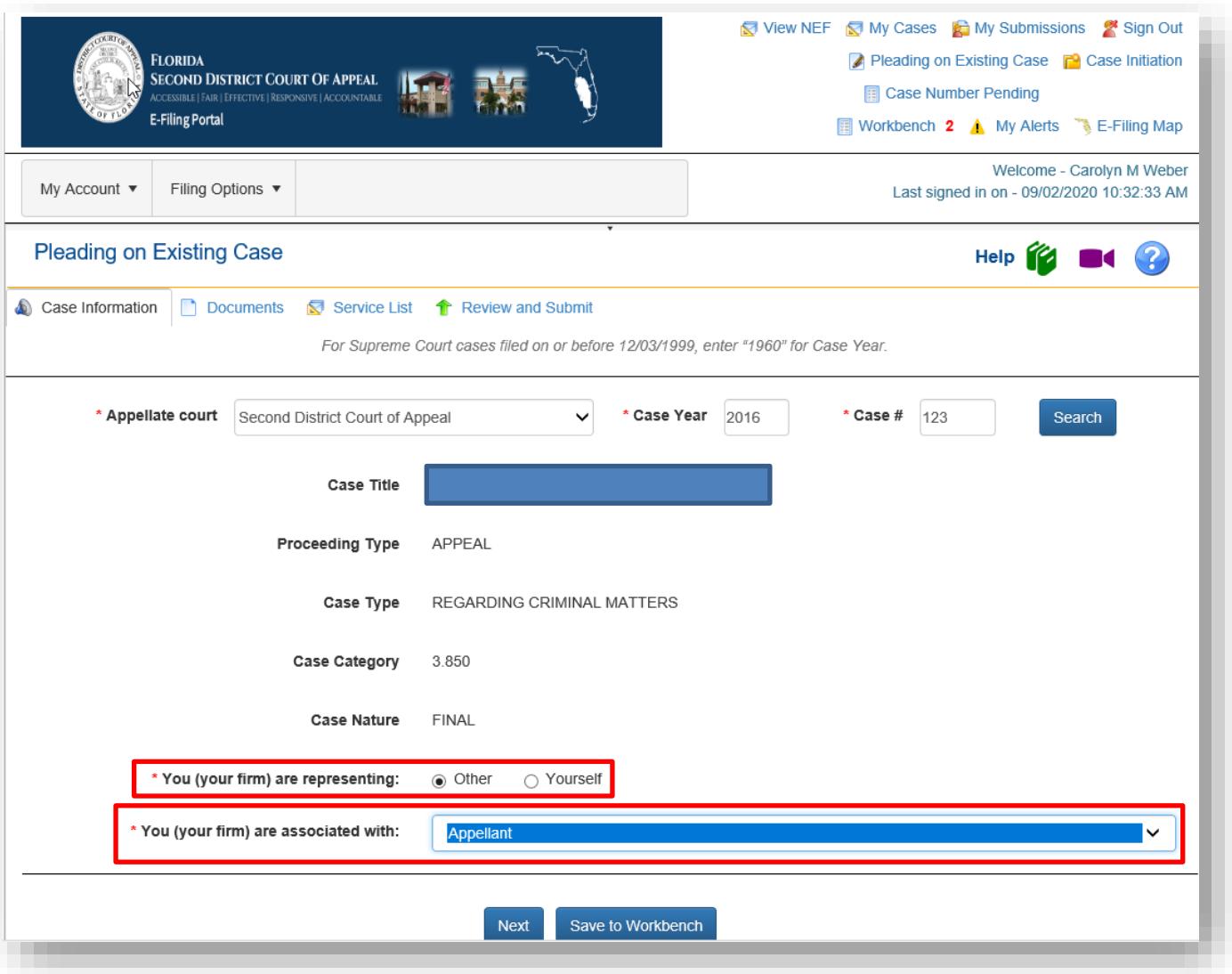


And present a message that asks you to choose who you represent and who you are associated with in order to continue.



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.

Florida Courts E-Filing Portal Portal Filer User Manual



View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 2 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

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: [Redacted]

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: Not all counties will allow you to add case parties so this screen may not be available to the filer in some counties.

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Pleading on Existing Case

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

Case #: 482018CA000012A001X Type: Other Negligence / Auto Negligence Status: Open

Case Title: [REDACTED]

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.

[REDACTED]
ELAINE PARE [Plaintiff]
HITESH PATEL [Defendant]
ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY [Defendant]
PROGRESSIVE AMERICAN INSURANCE COMPANY [Defendant]
[REDACTED]

New Parties
If your party does not appear above, add the parties here.

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: Select Primary Party Filed On Behalf of

ID State/License #: Select State

Copy From Current Filer
You must enter either person or organization name.

First	Middle	Last	Suffix	Gender	Race
<input type="text"/>					

* 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: UNITED STATES Select State

Primary Ext. Home Work Ext. Mobile Fax

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

The screenshot shows the 'Case Parties' section of the portal. At the top, there are tabs for 'Case Information', 'Case Parties' (which is selected and highlighted in blue), 'Documents', 'ServiceList', 'Fees and Payments', and 'Review and Submit'. The 'Case Parties' section contains two main areas: 'Current Parties' and 'New Parties'. In 'Current Parties', there is a list of three parties: 'CACH LLC [Plaintiff]', 'SHERRY J MCCARTY [Defendant]', and 'HAROLD E SCHERR ESQ [Attorney]'. In 'New Parties', there is a table with two rows. The first row has 'Edit' and 'Remove' buttons, a case number '1', the type 'Counter Plaintiff', the name 'Sherry McCarty', and the contact information '1 Liberty Lane Orlando FL 32801'. The second row has 'Edit' and 'Remove' buttons, a case number '2', the type 'Counter Defendant', the name 'CACH LLC', and the contact information '41 Winston Lane Oviedo FL 32881'. At the bottom of the page are 'Back' and 'Next' buttons, with 'Next' being highlighted with a red box.

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

There is no case parties tab in the Appellate court filing path. The Appellate court will add the parties to their Case Management System.

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 case.

Florida Courts E-Filing Portal

Portal Filer User Manual

Pleading on Existing Case

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

Case #: 482016CA000012A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Closed

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

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

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

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

Note: There may or may not be an exact match of the document you are filing in the list of documents available to the filer. This list of docket codes is set up by the 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.

Add/Edit Document

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 click on this button to enter the list

Motions

<input type="checkbox"/> Motion for Summary Final Judgment	<input type="checkbox"/> Motion for Summary Judgment
------------------------------------------------------------	------------------------------------------------------

1 - 1 of 1 items

* # Pages: *Upload: No file selected. Save Cancel

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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"/> Affidavit	<input type="checkbox"/> Complaint	<input type="checkbox"/> Notice of Propounding Interrogatories	<input type="checkbox"/> Motion for Contempt
<input type="checkbox"/> Motion for Summary Judgment	<input type="checkbox"/> Proposed Summons to be Issued by Clerk		

Affidavits and Oaths

<input type="checkbox"/> Affidavit	<input type="checkbox"/> Affidavit in Opposition	<input type="checkbox"/> Affidavit in Opposition to Claim of Exemption	<input type="checkbox"/> Affidavit in Support
<input type="checkbox"/> Affidavit of Amount Due	<input type="checkbox"/> Affidavit of Attorney's Fees	<input type="checkbox"/> Affidavit of Claim	<input type="checkbox"/> Affidavit of Compliance
<input type="checkbox"/> Affidavit of Costs	<input type="checkbox"/> Affidavit of Counsel	<input type="checkbox"/> Affidavit of Damages	<input type="checkbox"/> Affidavit of Indebtedness
<input type="checkbox"/> Affidavit of Interest	<input type="checkbox"/> Affidavit of Lost/Destroyed Instrument	<input type="checkbox"/> Affidavit of Military Service	<input type="checkbox"/> Affidavit of Non Military Service
<input type="checkbox"/> Affidavit of Non Military Service & Proper Venue	<input type="checkbox"/> Affidavit of Non Military/Proper Venue/Support Judgment	<input type="checkbox"/> Affidavit of Non Payment	<input type="checkbox"/> Affidavit of Non-Compliance
<input type="checkbox"/> Affidavit of Time	<input type="checkbox"/> Affidavit Proof of Claim	<input type="checkbox"/> Affidavit Recorded	<input type="checkbox"/> Financial Affidavit
<input type="checkbox"/> Oath			

Agreements Stips and Acceptances

<input type="checkbox"/> Acceptance	<input type="checkbox"/> Acceptance of Service	<input type="checkbox"/> Agreement	<input type="checkbox"/> Joint Stipulation
-------------------------------------	------------------------------------------------	------------------------------------	--------------------------------------------

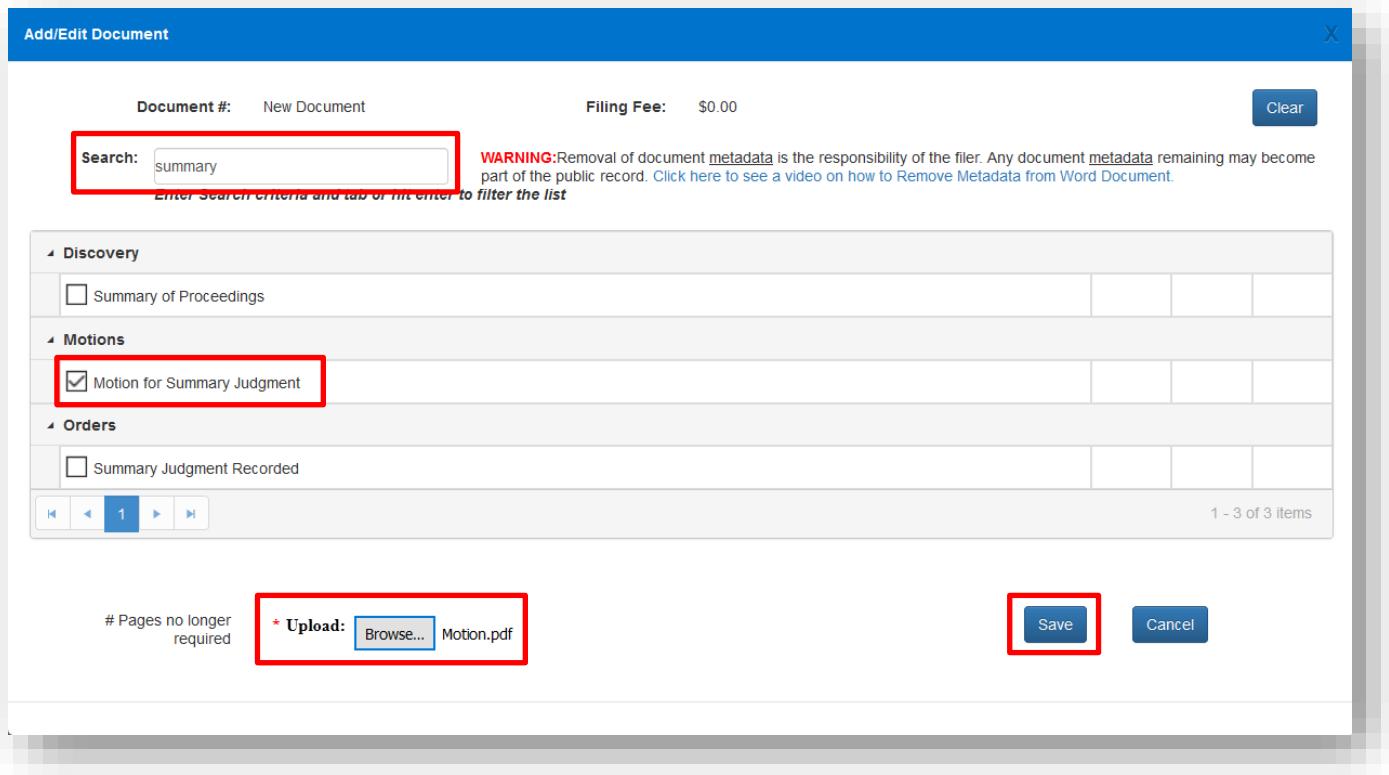
1 2 3 4 5 6 7 8 9 10 ... [>](#) [>>](#)

1 - 10 of 113 items

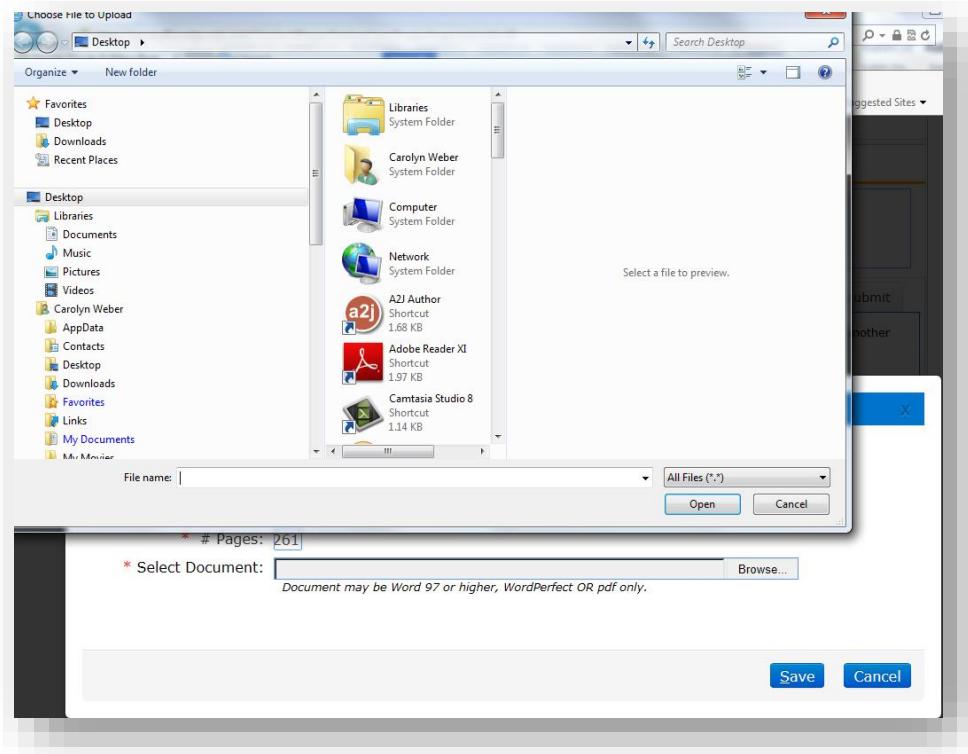
Select the document you wish to file and upload the document. Then click on **Save** to add it to the list of documents you will submit.

Florida Courts E-Filing Portal

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 [s/ATTORNEY NAME] and saved as a PDF/A.



Florida Courts E-Filing Portal

Portal Filer User Manual

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.

Pleading on Existing Case

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

Case #: 482016CA000012A001OX 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)
Remove	Replace Motions Motion for Case Management Conference	\$0.00	3	View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf	0.04

[Add](#)

Total	Fee	Pages	Documents	Size(MB)
	\$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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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

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 4 5

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.**

The documents will display in the list.

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<input type="checkbox"/> Remove	Replace Motions Motion for Summary Judgment	\$0.00	1	View C:\fakepath\Motion.pdf	0.09
<input type="checkbox"/> Remove	Replace Affidavits and Oaths Affidavit in Support	\$0.00	1	View C:\fakepath\Cover Letter.pdf	0.05
<input type="checkbox"/> 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

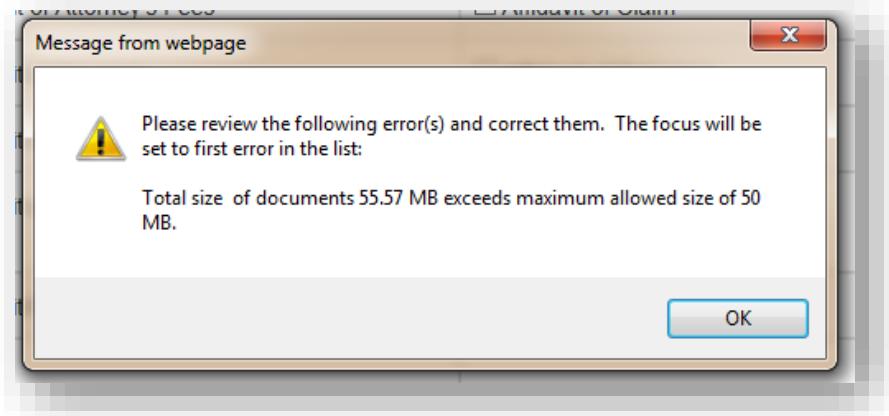
The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears. The aggregate size of the Portal Filer User Manual

Florida Courts E-Filing Portal

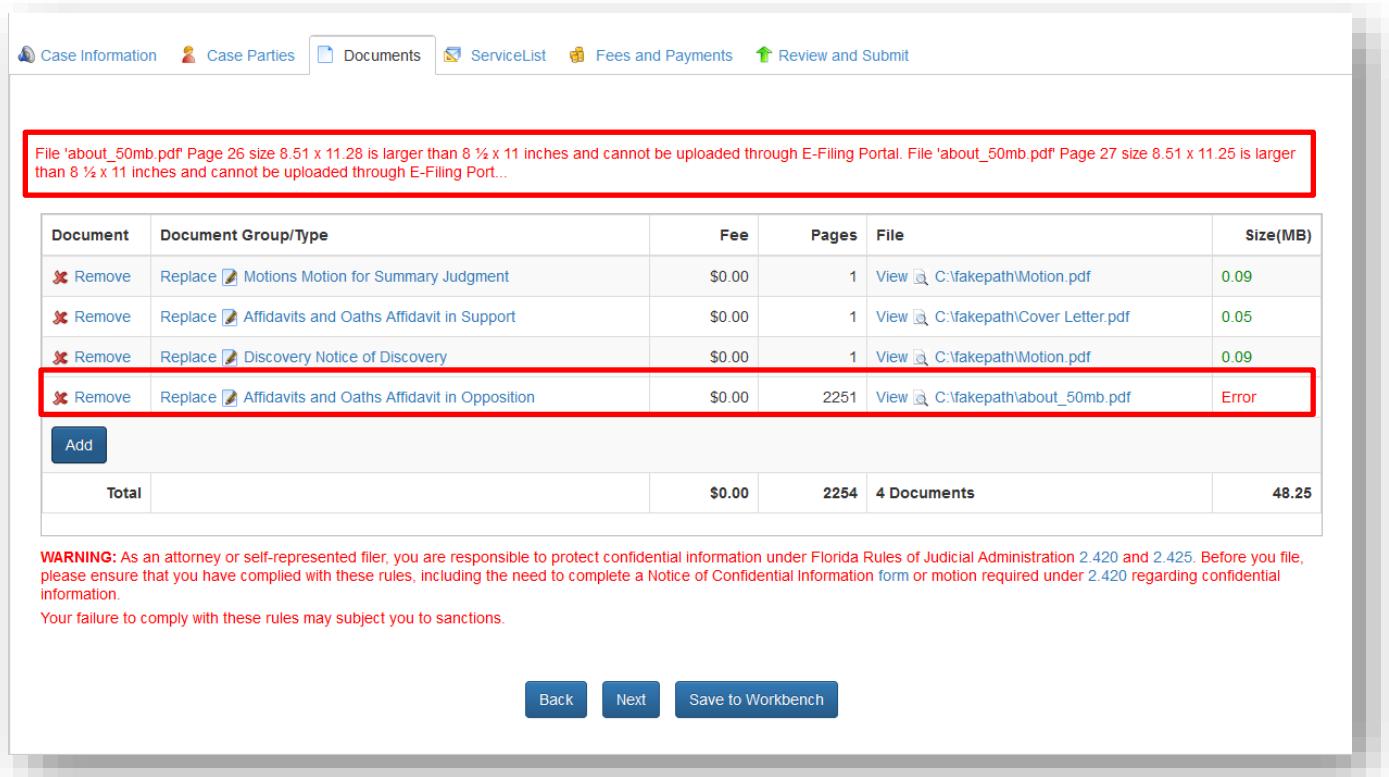
Portal Filer User Manual

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 1/2" 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.



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

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 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

Florida Courts E-Filing Portal Portal Filer User Manual

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.

The screenshot shows the 'Documents' page of the Florida Courts E-Filing Portal. At the top, there are navigation links: Case Information, Case Parties, Documents (which is the active tab), ServiceList, Fees and Payments, and Review and Submit. Below the navigation is a table with the following data:

Document	Document Group Type	Fee	Pages	File	Size(MB)
Remove Replace Service Documents Proposed Summons to be Issued by Clerk		\$0.00	1	View C:\fakepath\Summons to be Issued.docx	0.01
Add					
Total		\$0.00	1	1 Documents	0.01

Below the table, there is a red-bordered box containing the following text:

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 ...](#)

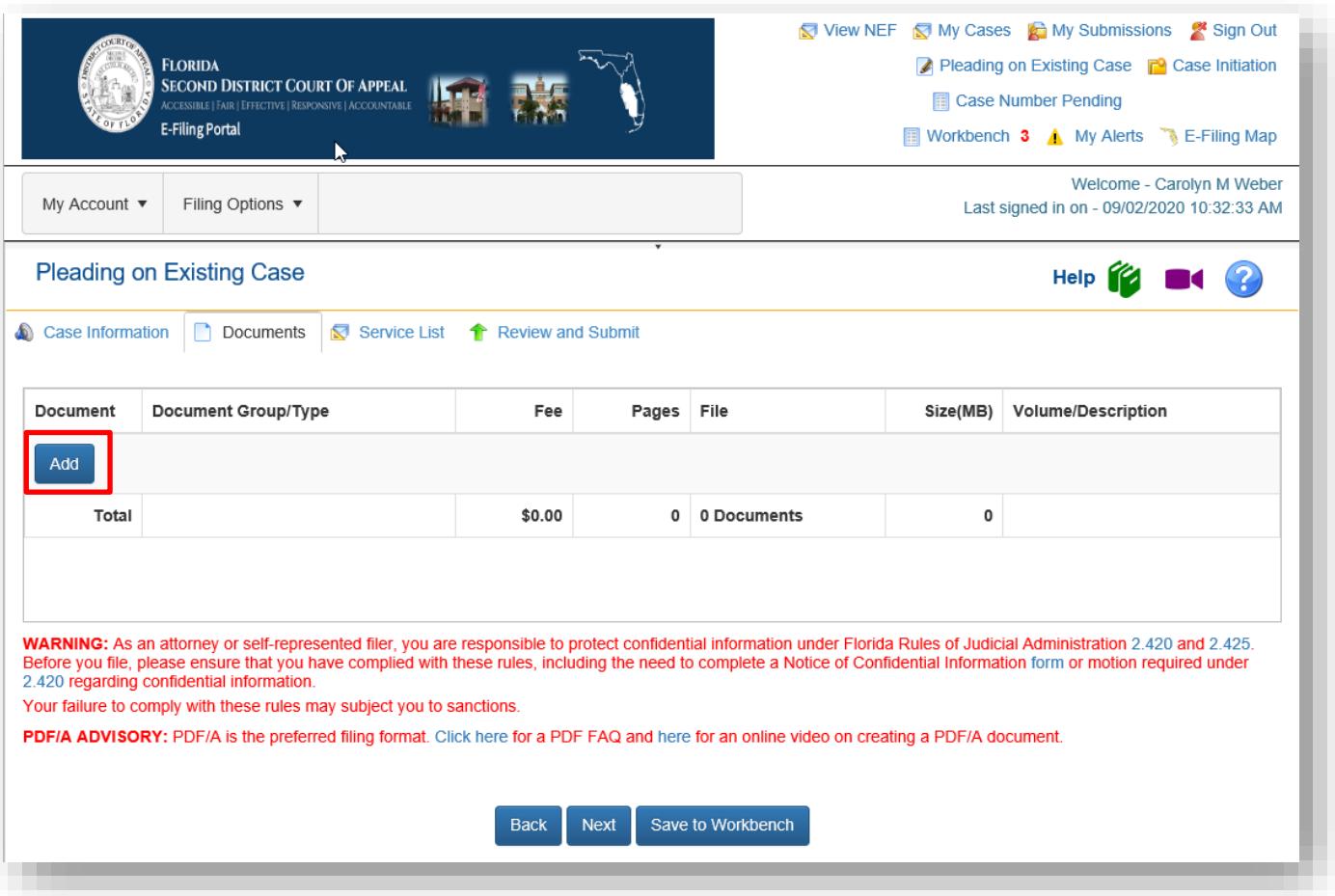
At the bottom of the page are three buttons: Back, Next, and Save to Workbench.

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.

Florida Courts E-Filing Portal

Portal Filer User Manual



The screenshot shows the Florida Courts E-Filing Portal. At the top, the Florida Second District Court of Appeal logo is displayed, along with the text "FLORIDA SECOND DISTRICT COURT OF APPEAL" and the values "ACCESIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE". Below the logo are images of the Florida state seal, a building, and a map of Florida. The top right features a "Sign Out" link and several navigation icons: "View NEF", "My Cases", "My Submissions", "Pleading on Existing Case", "Case Initiation", "Case Number Pending", "Workbench" (with a red '3' notification), "My Alerts", and "E-Filing Map". The top center displays a welcome message: "Welcome - Carolyn M Weber" and "Last signed in on - 09/02/2020 10:32:33 AM". Below the header, a navigation bar includes "My Account" and "Filing Options". The main content area is titled "Pleading on Existing Case" and includes tabs for "Case Information", "Documents", "Service List", and "Review and Submit". A table lists document details: Document, Document Group/Type, Fee, Pages, File, Size(MB), and Volume/Description. A red box highlights the "Add" button. Below the table, a "Total" row shows 0 documents with a size of \$0.00. At the bottom of the page are "Back", "Next", and "Save to Workbench" buttons.

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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

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

MOTION

<input type="checkbox"/> APPENDIX/ATTACHMENT TO MOTION	<input type="checkbox"/> EMERGENCY MOTION TO STAY	<input type="checkbox"/> EXTRAORDINARY MOTION FOR ORAL ARGUMENT	<input type="checkbox"/> MOTION FOR APPOINTMENT OF COUNSEL
--------------------------------------------------------	---------------------------------------------------	-----------------------------------------------------------------	------------------------------------------------------------

◀ ◀ 1 2 3 4 ▶ ▶ 1 - 10 of 34 items

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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"/> AMICUS CURIAE BRIEF				
----------------------------------------------	--	--	--	--

◀ ▶ 1 ▶

1 - 1 of 1 items

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

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.

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 checked="" type="checkbox"/> AMICUS CURIAE BRIEF				
---------------------------------------------------------	--	--	--	--

MOTION

<input type="checkbox"/> MOTION TO FILE AMICUS CURI. BRIEF				
------------------------------------------------------------	--	--	--	--

◀ ▶ 1 ▶

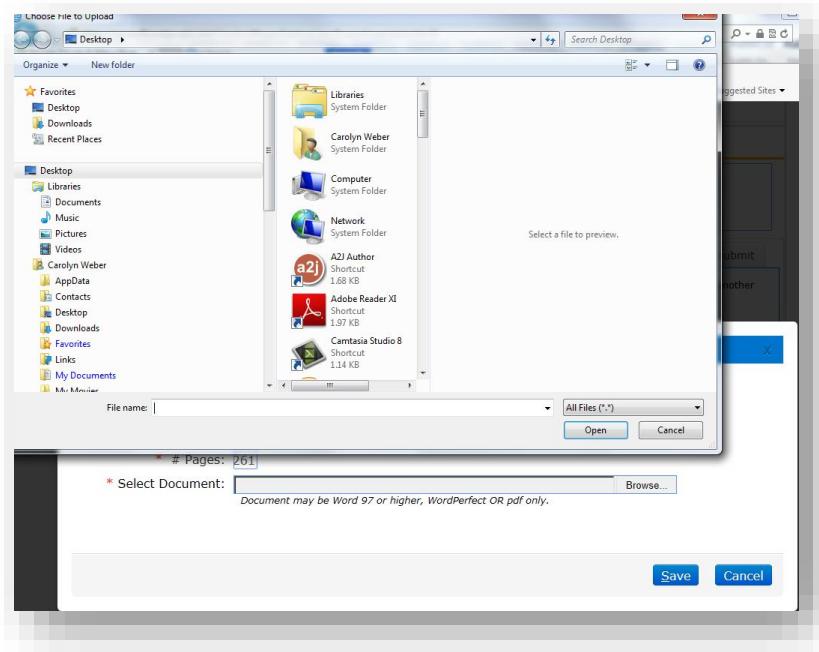
1 - 2 of 2 items

* Upload: Volume: [Save](#) [Cancel](#)

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 attached it to the document page and then Save.

Florida Courts E-Filing Portal

Portal Filer User Manual

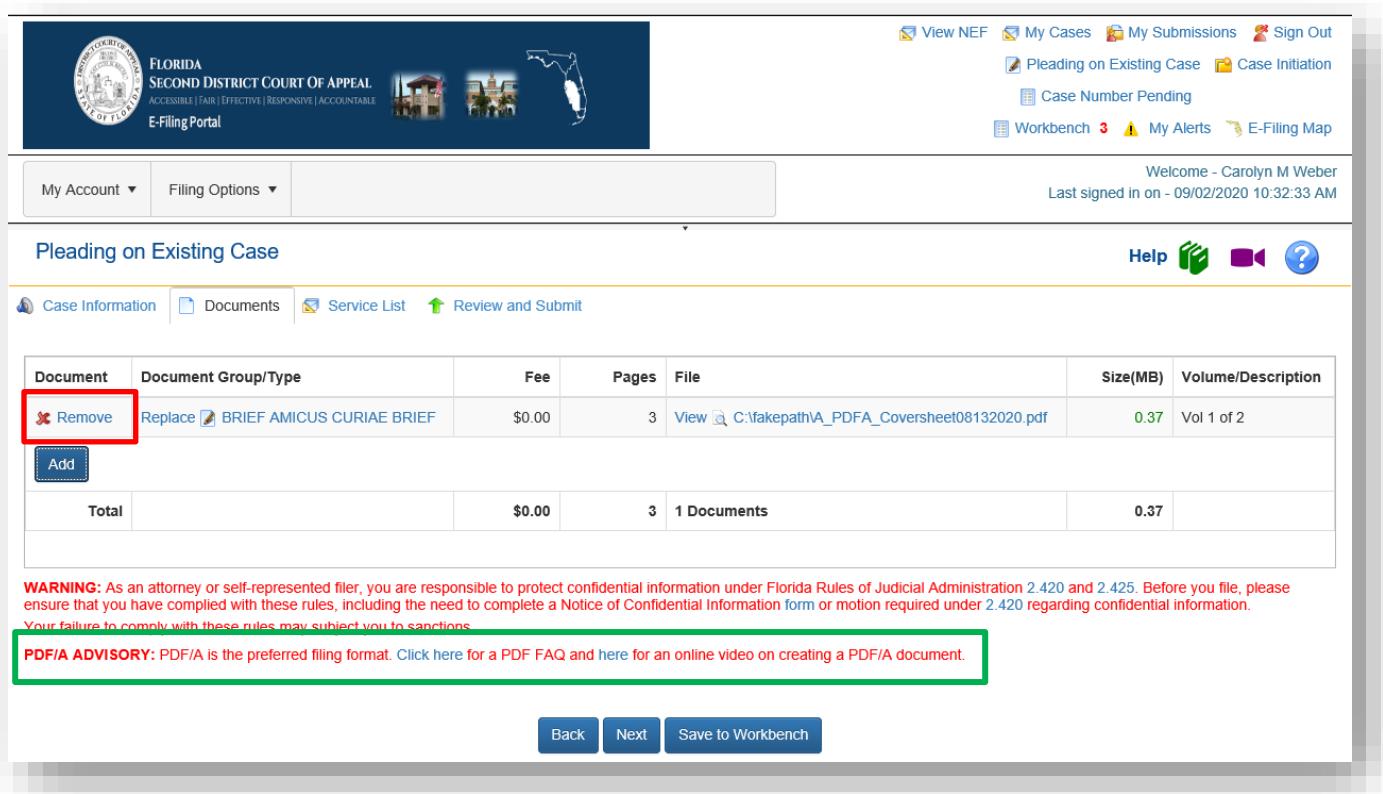


Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file by selecting **Add** and repeating the process explained above as long as the total file size does not exceed 200MB

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

Florida Courts E-Filing Portal

Portal Filer User Manual



Pleading on Existing Case

Case Information Documents Service List Review and Submit

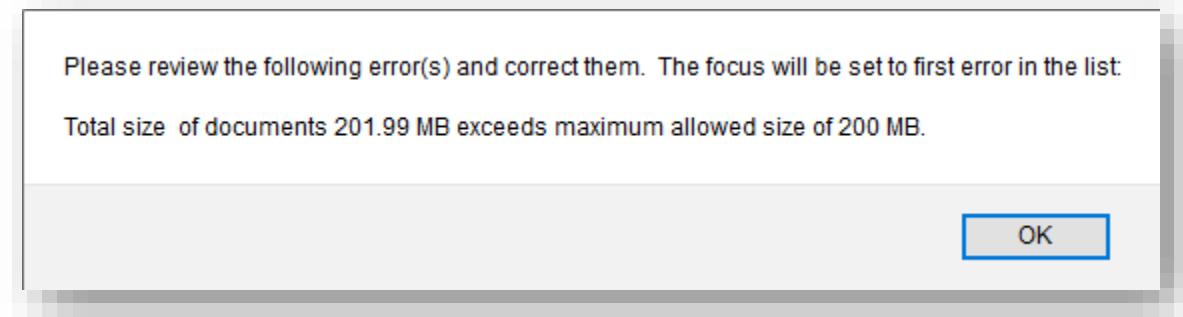
Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove Replace  BRIEF AMICUS CURIAE BRIEF		\$0.00	3	View  C:\fakepath\A_PDFA_Coversheet08132020.pdf	0.37	Vol 1 of 2
Add						
Total		\$0.00	3	1 Documents	0.37	

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



To file documents that are larger than 200MB, 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

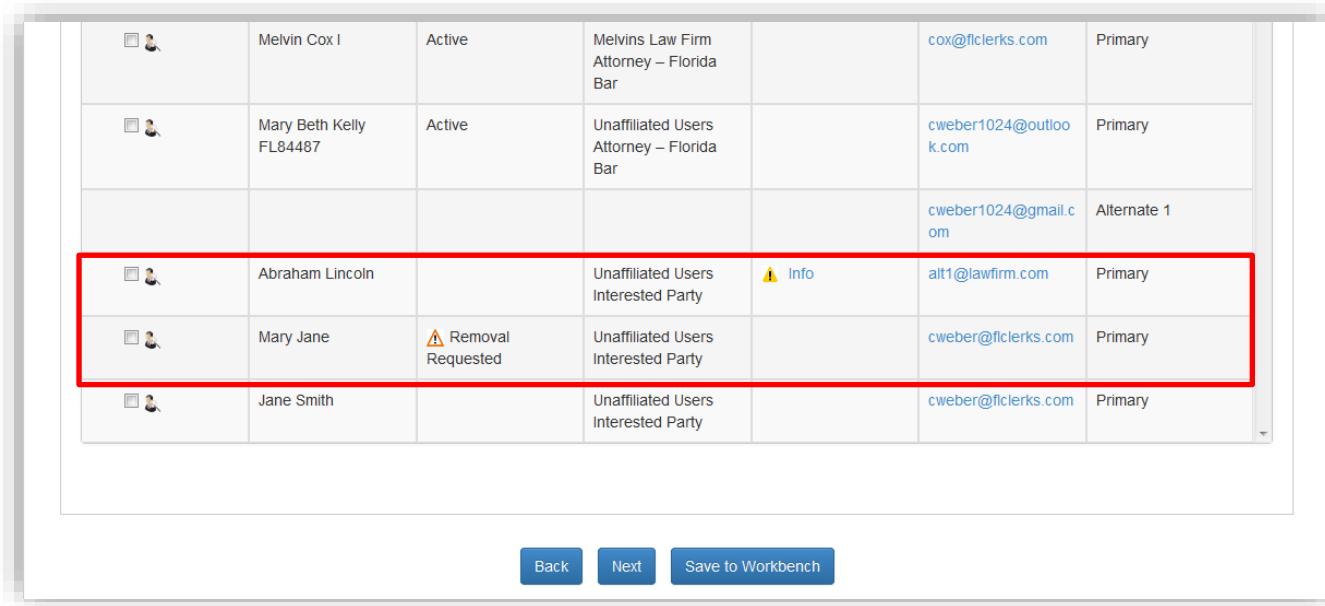
The screenshot shows the ServiceList page for case 482020CA000012A001OX. The page header includes the Orange County Clerk of Courts logo and the name Tiffany Moore Russell. The top navigation bar has links for View NEF, My Cases, My Submissions, Sign Out, Pleading on Existing Case, Case Initiation, Workbench, My Alerts, and E-Filing Map. The main content area shows case details: Type: Trial, County: Orange, Division: Circuit Civil, Total Fee: \$0.00. Below this, the case number, type (Other Negligence / Premises Liability - Residential), and status (Open) are listed. The case title is LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC. At the bottom, there are tabs for Electronic Service Recipients (highlighted with a red box), My Added Attorney/Interested Parties, and My E-service Email Addresses for this Case. The service recipient list table includes columns for Name/ID, Recipient Status, Affiliation/Role, Email Status, Email Address, and Email Type. The 'Serve All?' checkbox is highlighted with a red box. The table shows one recipient: Carolyn Clerk Weber, Active, Orange Clerk of Court User, Primary Email, and Alternate 1 Email.

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. Be sure you correct the bad email address or check with our email provider to add the Portal's E-service email address to the white page of your provider.

Florida Courts E-Filing Portal

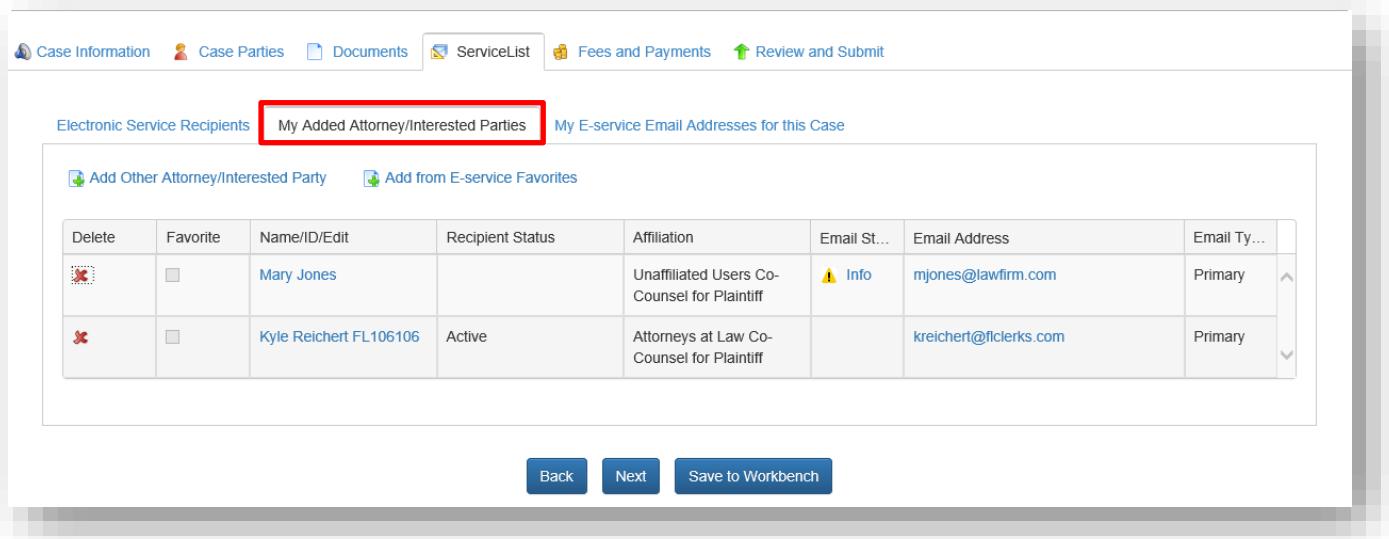
Portal Filer User Manual



Profile	Name	Status	Affiliation	Email	Type
	Melvin Cox I	Active	Melvins Law Firm Attorney – Florida Bar	cox@flclerks.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		Unaffiliated Users Interested Party	cweber@flclerks.com	Primary
	Jane Smith		Unaffiliated Users Interested Party	cweber@flclerks.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.



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@flclerks.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

Florida Courts E-Filing Portal Portal Filer User Manual

Other Attorneys/Interested Party X

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.

Enter Information:

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

*** Name:**

*** Primary Email Address:**

Alternate Email 1:

Alternate Email 2:

*** Case Role:**

Save and Add Another Other Attorney/Interested Party

Status:

Other:

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 X

*** Last Name:** **First Name:**

*** Bar Number:**

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

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

The screenshot shows a form for a filer. The 'Filer #' field is set to 1003. The 'Name' field contains 'Bryan Neal Hetrick Jr'. The 'Primary Email Address' field contains 'bhetrick@flclerks.com'. The 'Alternate Email 1' and 'Alternate Email 2' fields are empty. The 'Case Role' field is highlighted with a red box and contains a dropdown menu with a list of roles. The 'Other' field is empty. The 'Save' button is visible in the bottom right corner. The 'Case Role' dropdown menu includes the following options: 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, and State Agent.

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.

The screenshot shows a form titled 'Other Attorneys/Interested Party'. It includes a search bar for active E-filing portal users and Florida bar users, and a field for entering information. The 'Filer #' field is set to 1812. The 'Name' field contains 'Bryan hetrick'. The 'Primary Email Address' field contains 'bhet@bhet.com'. The 'Alternate Email 1' and 'Alternate Email 2' fields are empty. The 'Case Role' field is set to 'Co-Counsel for Defendant'. The 'Other' field is empty. A checkbox for 'Add to E-service Favorites' is checked and highlighted with a red box. A checkbox for 'Save and Add Another Other Attorney/Interested Party' is checked and highlighted with a red box. The 'Save' and 'Cancel' buttons are at the bottom right.

Florida Courts E-Filing Portal

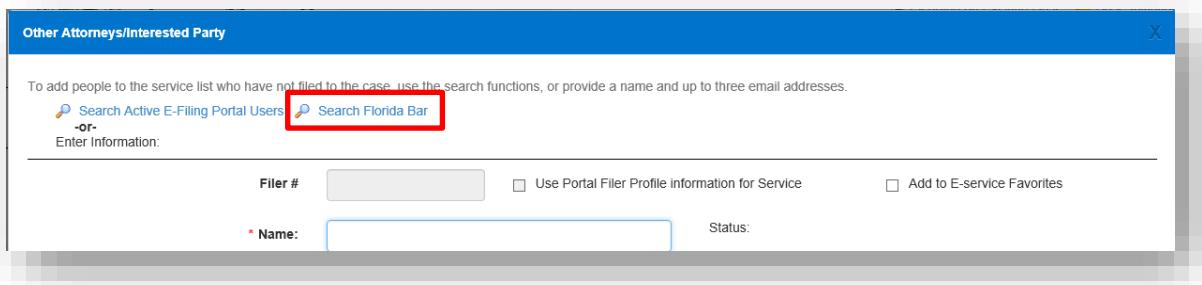
Portal Filer User Manual

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 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.



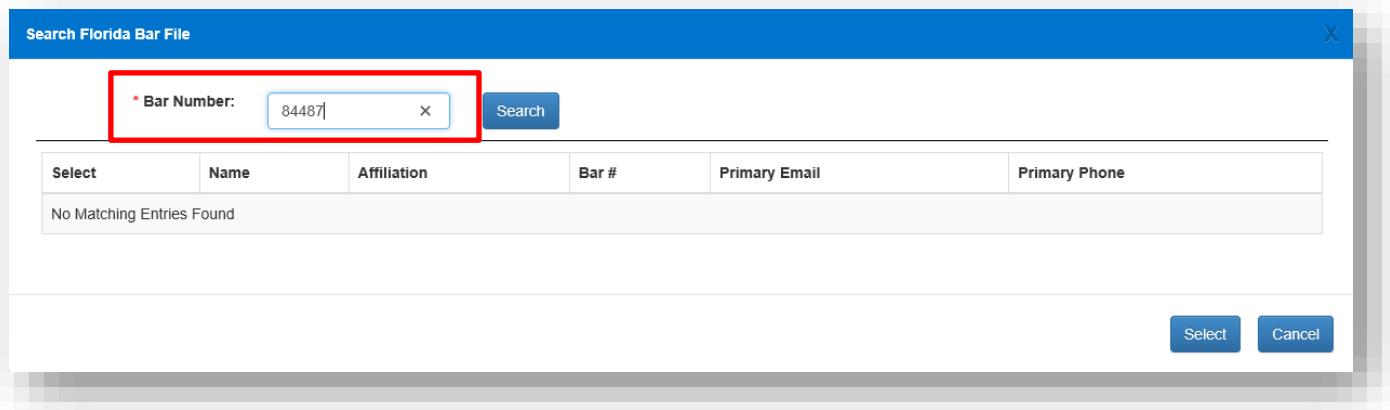
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

-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**.

Florida Courts E-Filing Portal Portal Filer User Manual

Search Florida Bar File

* Bar Number: 84487

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

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.**

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 #	34085	<input checked="" type="checkbox"/> Use Portal Filer Profile information for Service	<input checked="" type="checkbox"/> 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:	
<input type="checkbox"/> Save and Add Another Other Attorney/Interested Party			

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Other Attorneys/Interested Party X

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:**

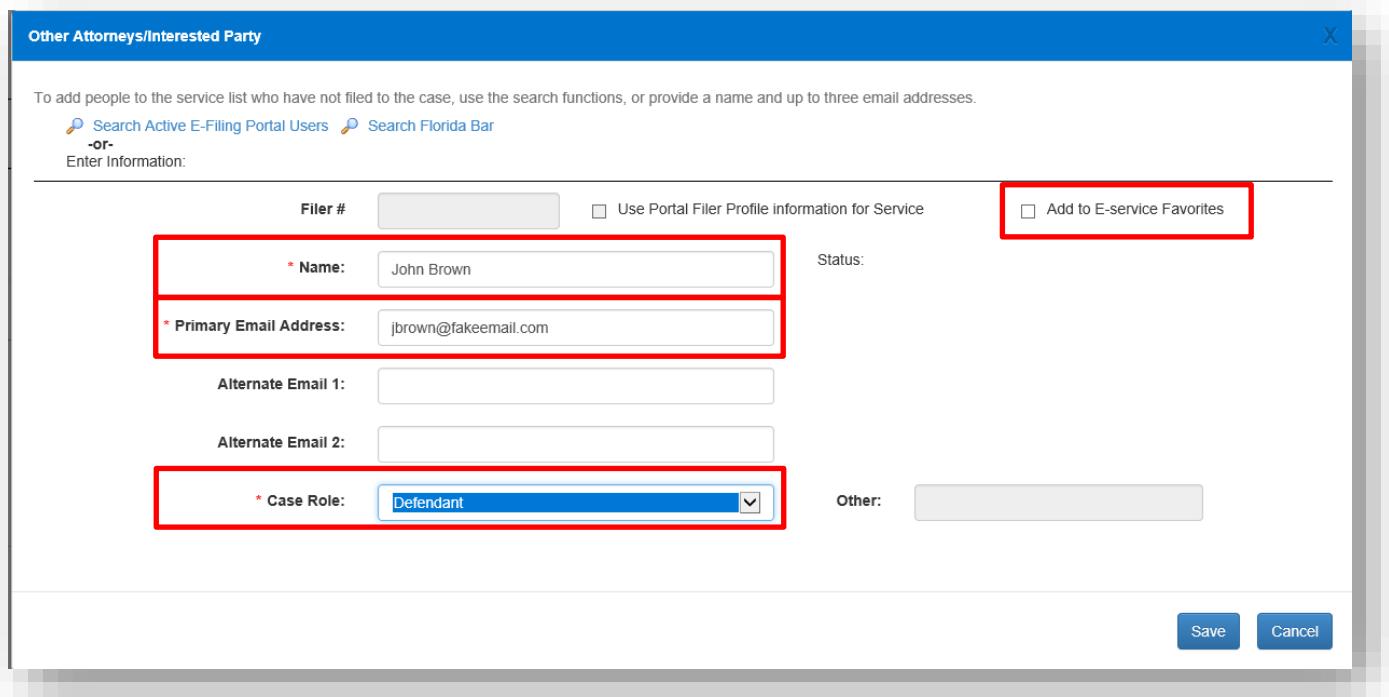
Alternate Email 1:

Alternate Email 2:

*** Case Role:**

Other:

Save **Cancel**



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.

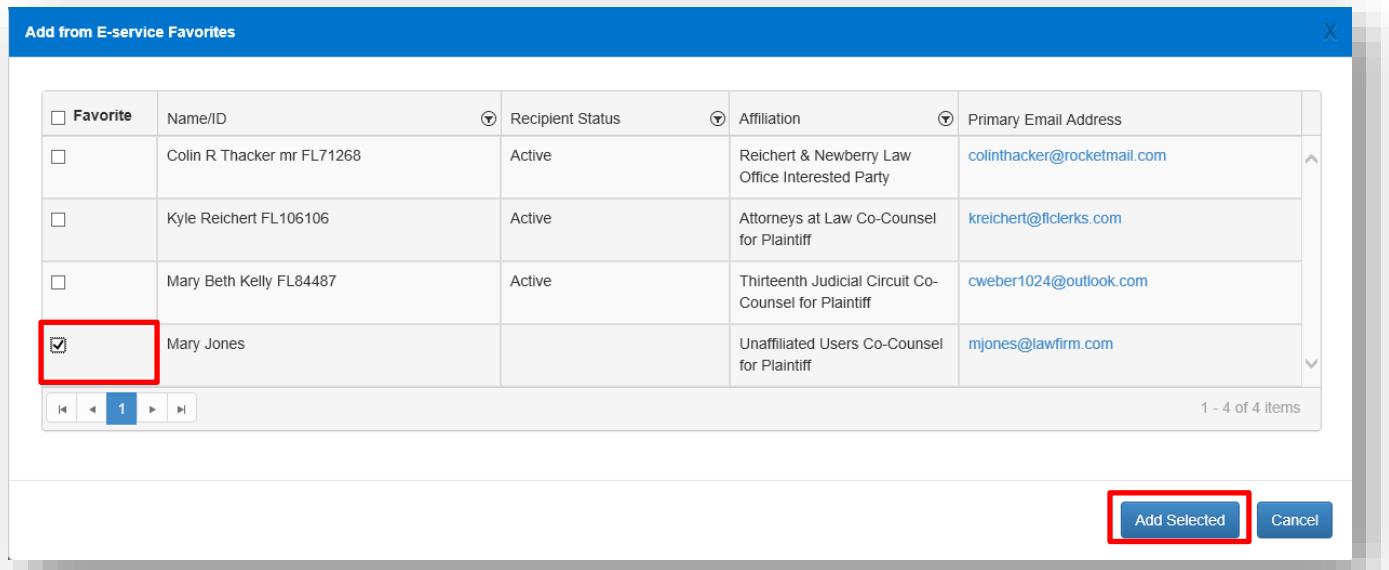
Select the name of the person you wish to add to this E-service list from your E-service Favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

Add from E-service Favorites X

<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	colinlhacker@rocketmail.com
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff	kreichert@fclerks.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**



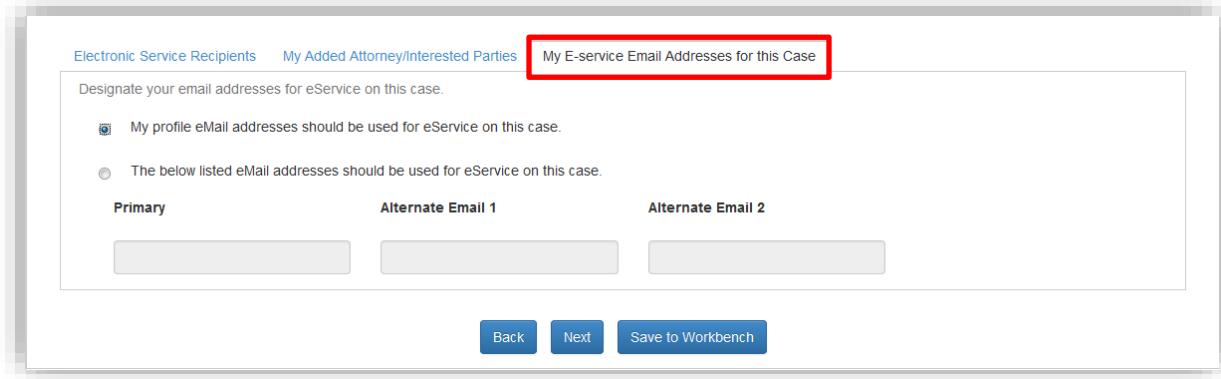
Florida Courts E-Filing Portal

Portal Filer User Manual

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.



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.

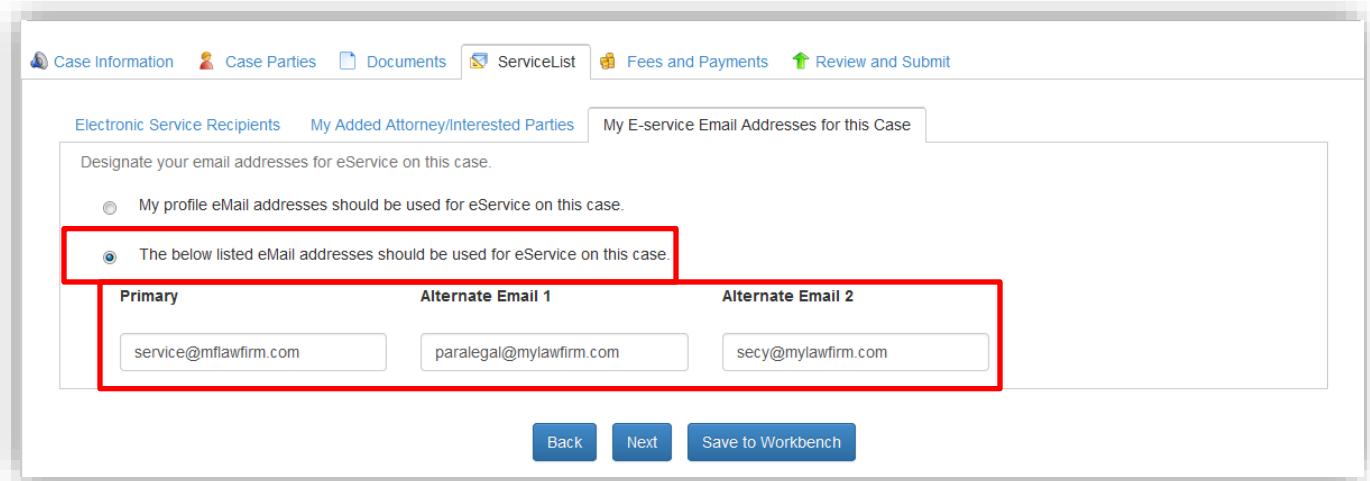
The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

service@mflawfirm.com paralegal@mylawfirm.com secy@mylawfirm.com

Back 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@mflawfirm.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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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"/>  <input checked="" type="checkbox"/>	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outl...	Primary
<input type="checkbox"/>  <input checked="" type="checkbox"/>	Mary Beth Kelly		Unaffiliated Users Interested Party	 Info	mbkelly@thomps...	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@fclerks.c...	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmai...	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Sally Sample		Unaffiliated Users Interested Party		cweber@fclerks.com	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Christopher K Skambis Jr FL262358	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outl...	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Carolyn M Weber	Active	Weber & Weber		cweber1024@outl...	Primary
					cweber1024@gmai...	Alternate 1
					cweber1024@gmai...	Alternate 2
					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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Title: PARE, ELAINE vs. PATEL, HITEShet 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

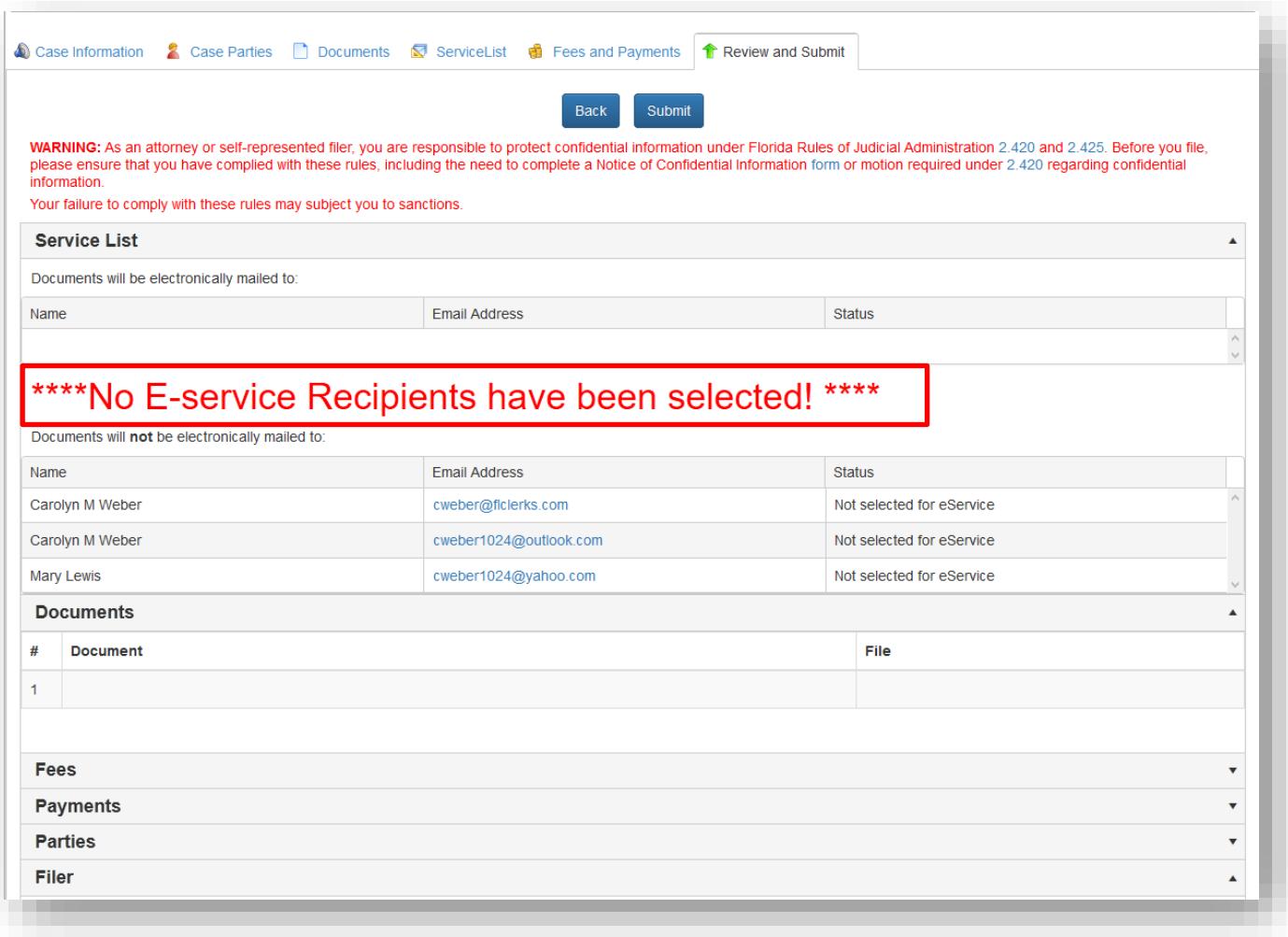
Back Next Save to Workbench

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.

Florida Courts E-Filing Portal

Portal Filer User Manual



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@fclerks.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		

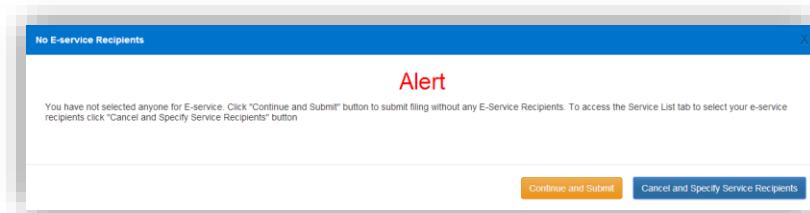
Fees

Payments

Parties

Filer

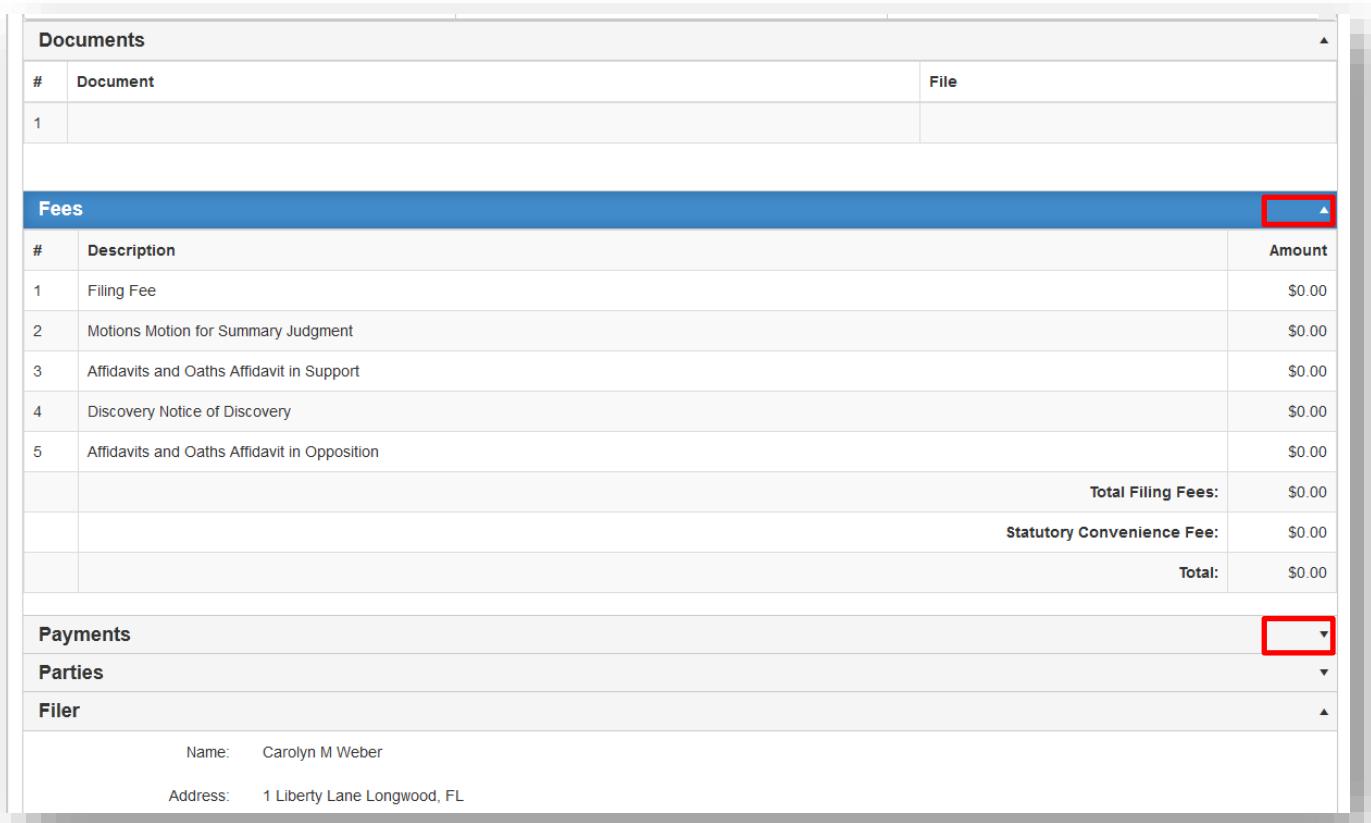
If no E-service Recipients have been selected from the **ServiceList** page, and you continue on through the **Review and Submit** page, an alert will appear advising you one last time of the deficiency and allow you to add E-service Recipients or continue the filing process.



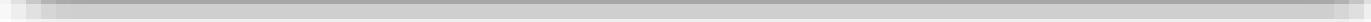
Once any edits to information have been made, click **Submit**. At any time during the filing process you may select '**Save to Workbench**' which will save your steps so far and allow you to submit your document at a later date.

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

Florida Courts E-Filing Portal
Portal Filer User Manual



#	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.

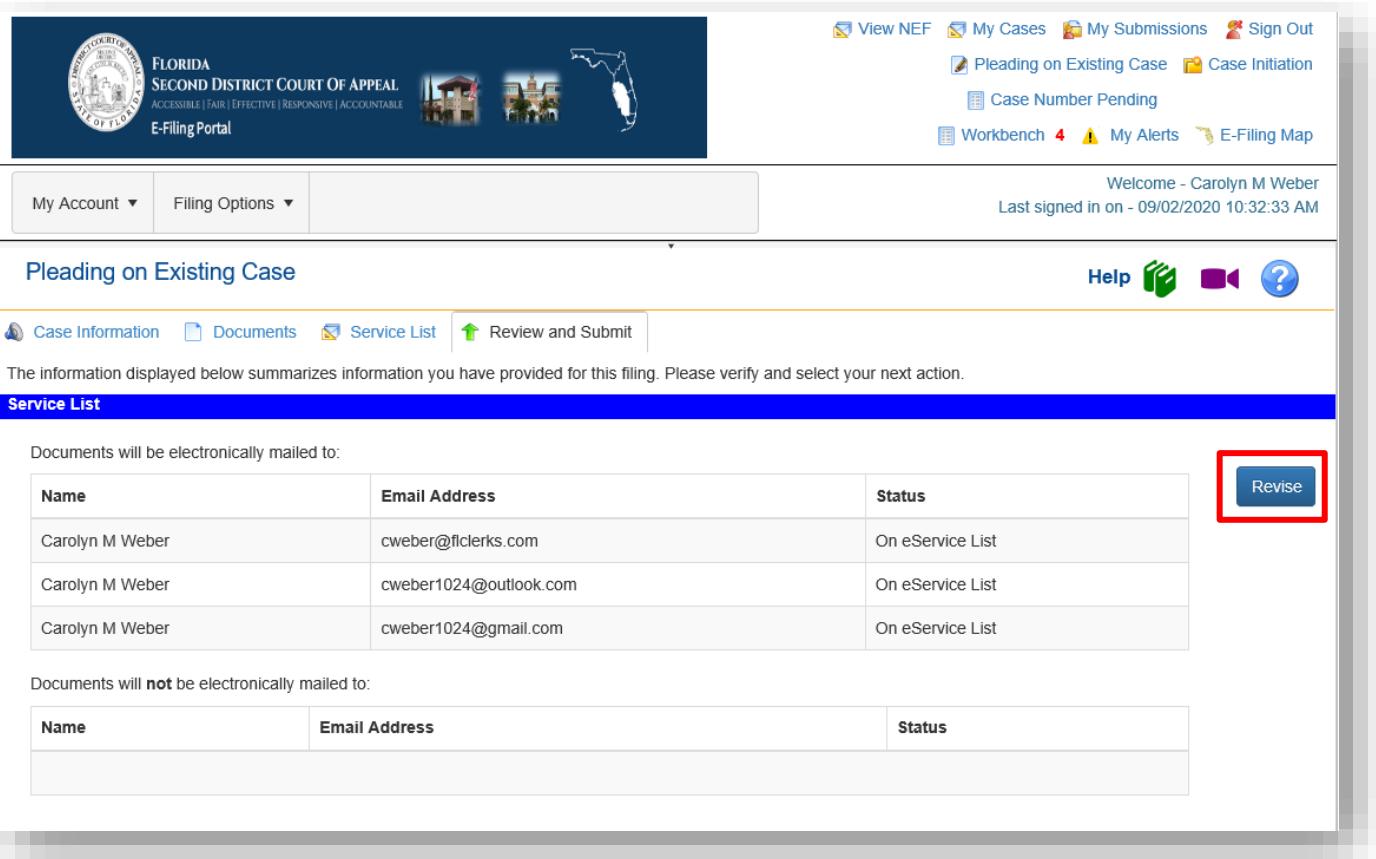
Review and Submit – Appellate Court

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**.

Florida Courts E-Filing Portal

Portal Filer User Manual



FLORIDA
SECOND DISTRICT COURT OF APPEAL
ACCESIBLE | 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 4 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

My Account ▾ Filing Options ▾

Pleading on Existing Case

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.

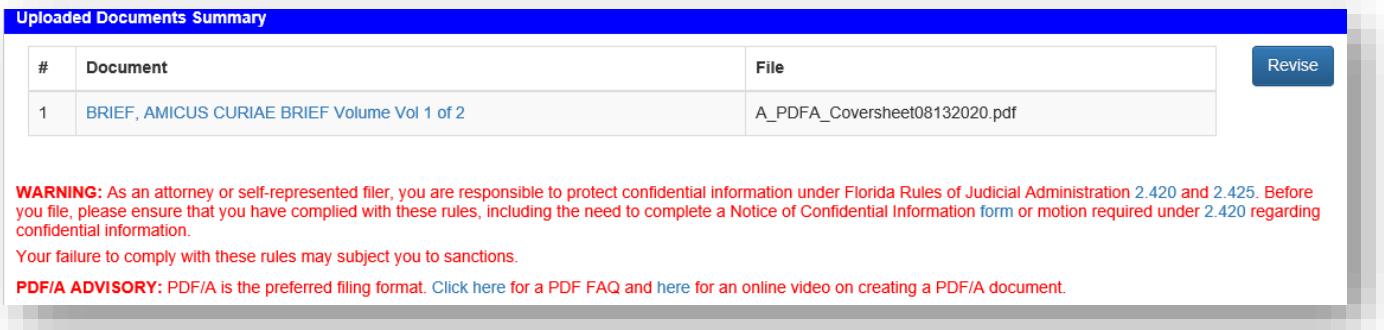
Service List

Documents will be electronically mailed to:

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

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

Name	Email Address	Status



Uploaded Documents Summary

#	Document	File	Revise
1	BRIEF, AMICUS CURIAE BRIEF Volume Vol 1 of 2	A_PDFA_Coversheet08132020.pdf	

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.

Florida Courts E-Filing Portal
Portal Filer User Manual

Filing Fee Summary

#	Description	Amount
	Subsequent Filing Fee - APPEAL REGARDING CRIMINAL MATTERS 3.850	\$0.00
1	BRIEF, AMICUS CURIAE BRIEF	\$0.00
	Filing Fees:	\$0.00
	Statutory Convenience Fee:	\$0.00
	Total	\$0.00
	<i>No payment required</i>	

Payments

No Payment Required.

Case Parties Added

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

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

Buttons: 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the Florida Courts E-Filing Portal. At the top, there is a logo for the Orange County Clerk of Courts, Tiffany Moore Russell. The top right corner features links for 'View NEF', 'My Cases', 'My Submissions', 'Sign Out', 'Pleading on Existing Case', 'Case Initiation', 'Workbench' (with a '3' notification), 'My Alerts', and 'E-Filing Map'. Below the header, a banner displays 'Welcome - Carolyn M Weber' and 'Last signed in on - 09/02/2020 10:32:33 AM'. A navigation bar includes 'My Account' and 'Filing Options'. The main content area shows a 'Filing Received Confirmation' message: '1 document is successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division' with 'Uniform Case #' 482020CA000012A001OX and 'Court Case #' 2020-CA-000012-O, 'Reference #' 100195604. It also includes an 'Important' note about contacting the court and a 'Print' link. Below this, a 'Recent Filings' table is shown, with the 'Submit' button and the blue box placeholder for the document image both highlighted with red boxes. The table includes columns for Pleading, Proposed Document, Submission/NEF, Case Style/Docket, Court Case #, Status, Court, Submission Date, and Completion Date/Remarks. The table shows one item: a Pleading for Case 100195604, filed by Court Case # 2020-CA-000012-O, received by Orange on 09/02/2020 at 11:16:48 AM. The bottom of the table shows page navigation buttons (back, forward, 1, next, last) and a note '1 - 1 of 1 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.

The screenshot shows an email from 'Florida E-Portal' to 'cweber@clerks.com' with the subject 'Filing Received - Second District Court of Appeal'. The email was sent on '10/19/2017 08:49:58 AM'. The message body is as follows:

Dear Carolyn M Weber:

This email verifies the receipt of *BRIEF, ANDERS BRIEF* submitted to the Second District Court of Appeal on 10/19/2017 08:49:57 AM.

Case Number: 2D2016-23 ALFONSO L. MUÑOZ vs ROSA MARIA MUÑOZ

We will notify you when processing is accomplished.

This is a non-monitored email. Do not reply directly to it. If you have any technical issues with this filing, please contact the Florida Courts E-Filing Portal technical staff at [Portal Technical Support](#).

If you have non-technical questions about this filing, please contact the Office of the Clerk, Second District Court of Appeal, at [Support](#) or 863-459-2290.

The Florida Courts E-Filing Portal Reference number for this filing is: 447202. Please include this Reference Number in any correspondence.

Follow us on Twitter @FLCourtsEFiling

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

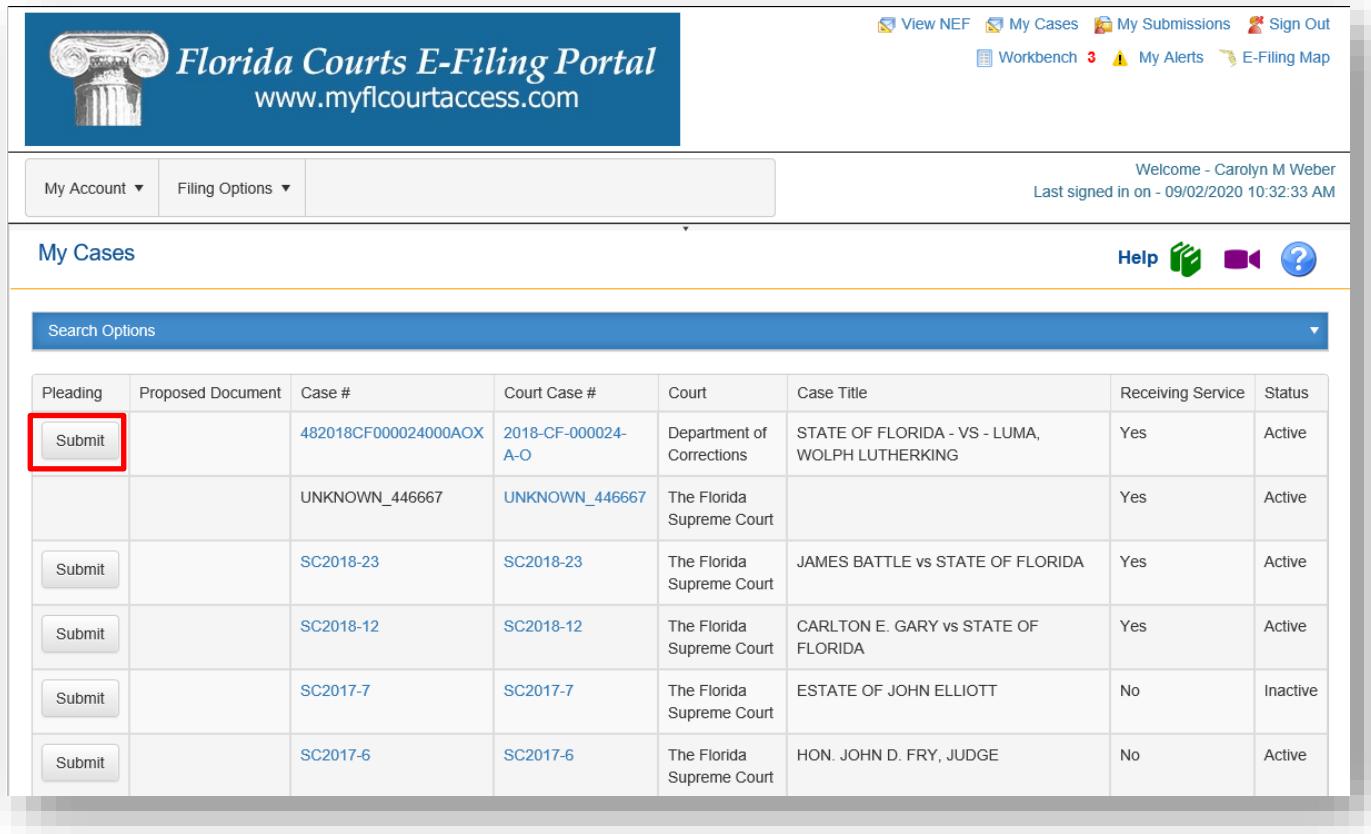
View the Training Manuals <https://www.myflcourtsaccess.com/authority/trainingmanuals.html>

Thank you,
Florida Courts E-Filing Portal

Florida Courts E-Filing Portal
Portal Filer User Manual

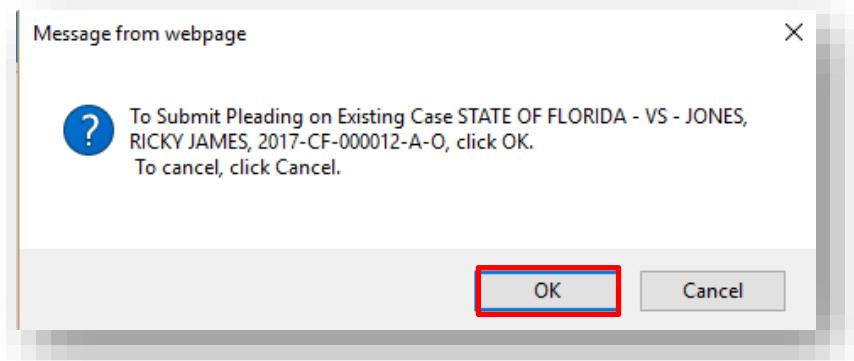
Filing to an Existing Case from the My Cases Page

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.



The screenshot shows the 'My Cases' page of the Florida Courts E-Filing Portal. At the top, there is a navigation bar with links for 'View NEF', 'My Cases', 'My Submissions', 'Sign Out', 'Workbench' (with a '3' notification), 'My Alerts', and 'E-Filing Map'. Below the navigation bar, the user is identified as 'Welcome - Carolyn M Weber' and 'Last signed in on - 09/02/2020 10:32:33 AM'. The main content area is titled 'My Cases' and contains a table of cases. The first case in the table, '482018CF000024000AOX', has its 'Submit' button highlighted with a red box. The table columns are: Pleading, Proposed Document, Case #, Court Case #, Court, Case Title, Receiving Service, and Status. The data for the first case is: Pleading 'Submit', Proposed Document '482018CF000024000AOX', Case # '482018CF000024000AOX', Court Case # '2018-CF-000024-A-O', Court 'Department of Corrections', Case Title 'STATE OF FLORIDA - VS - LUMA, WOLPH LUTHERKING', Receiving Service 'Yes', and Status 'Active'. The other cases listed are: UNKNOWN_446667 (Court: The Florida Supreme Court, Status: Active), SC2018-23 (Court: The Florida Supreme Court, Status: Active), SC2018-12 (Court: The Florida Supreme Court, Status: Active), SC2017-7 (Court: The Florida Supreme Court, Status: Inactive), and SC2017-6 (Court: The Florida Supreme Court, Status: Active).

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 at a later date.

Florida Courts E-Filing Portal

Portal Filer User Manual

Pleading on Existing Case

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

Case #: 482017CF000012000AOX Type: Circuit Criminal / Felony Status: Closed

Case Title: STATE OF FLORIDA - VS - JONES, RICKY JAMES

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

* County * Division

Orange Circuit Criminal

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

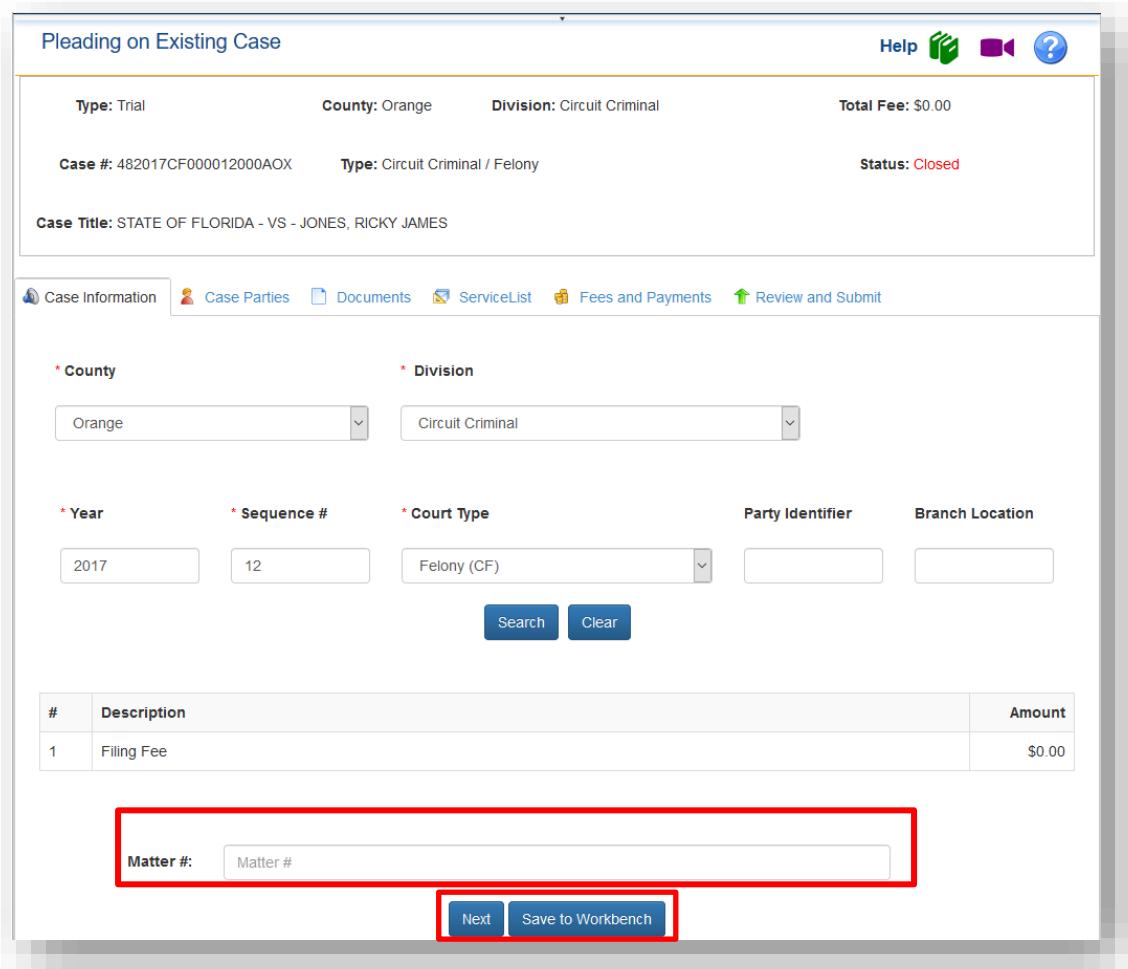
2017 12 Felony (CF)

Search Clear

#	Description	Amount
1	Filing Fee	\$0.00

Matter #:

Next Save to Workbench

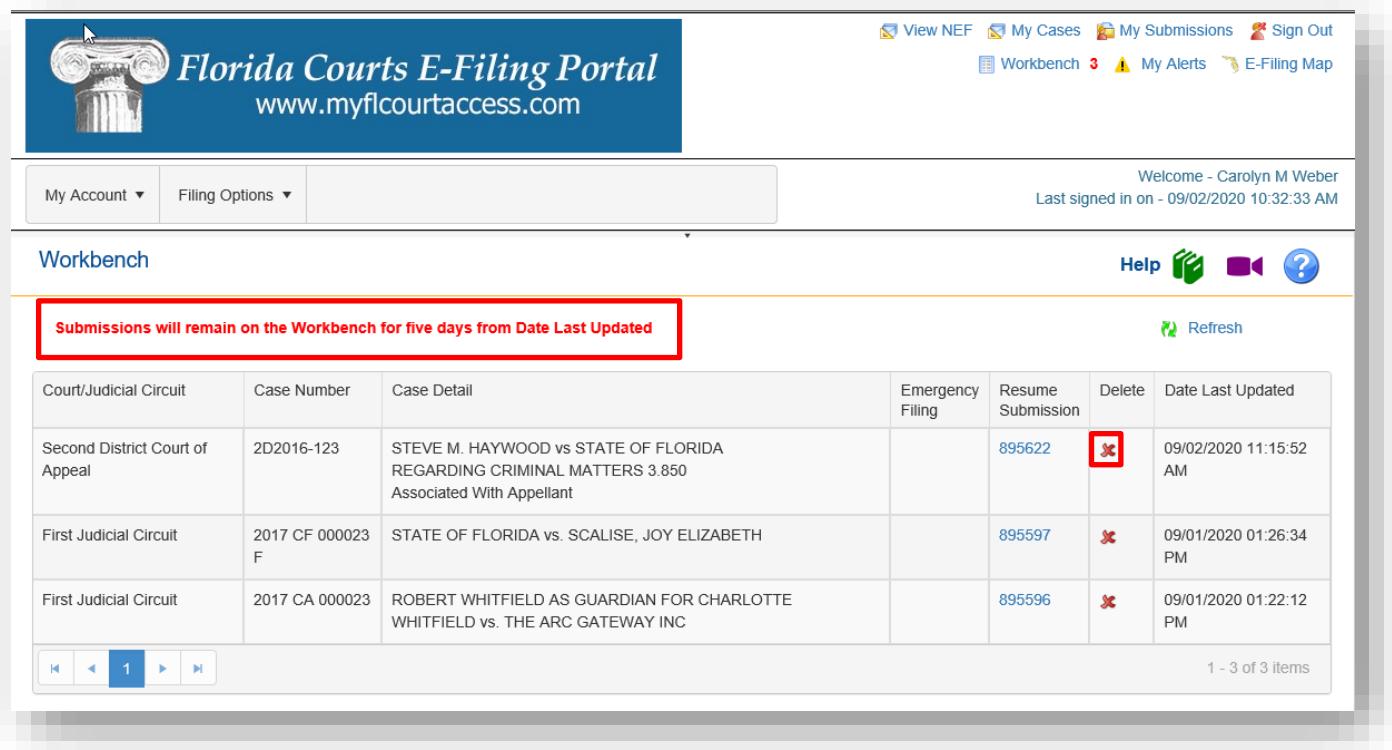


Then click on **Next** to continue the filing process by attaching your documents, selecting your E-service recipients, providing a payment method if necessary and submitting your filing.

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

Florida Courts E-Filing Portal

Portal Filer User Manual



Florida Courts E-Filing Portal
www.myflcourtaccess.com

View NEF My Cases My Submissions Sign Out

Workbench 3 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 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
Second District Court of Appeal	2D2016-123	STEVE M. HAYWOOD vs STATE OF FLORIDA REGARDING CRIMINAL MATTERS 3.850 Associated With Appellant		895622	X	09/02/2020 11:15:52 AM
First Judicial Circuit	2017 CF 000023 F	STATE OF FLORIDA vs. SCALISE, JOY ELIZABETH		895597	X	09/01/2020 01:26:34 PM
First Judicial Circuit	2017 CA 000023	ROBERT WHITFIELD AS GUARDIAN FOR CHARLOTTE WHITFIELD vs. THE ARC GATEWAY INC		895596	X	09/01/2020 01:22:12 PM

1 - 3 of 3 items

Case Initiation

If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional 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 the a District Court of Appeals or The Florida Supreme Court when filing a new case and then click on **File Now**.

E-Filing Map

1
Select a Filing Jurisdiction

Trial Court

Case Initiation

Pleading on Existing Case

File Documents to Multiple Cases

File Same Document to Multiple Cases (No Fees)

Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange

Appellate Court

Case Number Pending

Case Initiation

Pleading on Existing Case

File Now

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

Case Information – Trial Court

Filers can enter new case information. After the case information is reviewed by the county staff and accepted for filing a case number 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 Filings** list will be populated with the case number in place of the 'new case' text.

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 Committee (FCTC) and are required for all divisions. These data element vary from one division to another.
Circuit/County Civil Information

Florida Courts E-Filing Portal

Portal Filer User Manual

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

* County: Palm Beach

* Division: Circuit Civil

* Case Type: Other Negligence

* Sub Type: 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
- Third Party Indemnification

Circuit Civil Information

* Complex Business: Third Party Indemnification

Additional Fee Options

Additional Filing Fees

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

Additional Fee Options

Additional Filing Fees

Summons to be issued. \$10 each. 1

Total number of Defendants

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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:

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

Matter #:

Domestic Relations/Family

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Information

* County: Palm Beach

* Division: Domestic Relations/Family

* Case Type: Dissolution of Marriage

* Sub Type: Select

Select
Dissolution
Simplified Dissolution

Family Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Juvenile Dependency

Case Information

* County: Palm Beach

* Division: Juvenile Dependency

* Case Type: Juvenile Dependency

* Sub Type: Select

Select
Adoption Petitions (Chapt 39)
Child in Need of Services(CINS Petitions)
Family in Need of Services(FINS Petitions)
Juvenile Dependency
Juvenile Dependency (\$301.00)
Term of Parental Rights Petitions (Chapt 39)

Dependency Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Florida Courts E-Filing Portal

Portal Filer User Manual

Probate

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

* County: Palm Beach * Division: Probate

* Case Type: Guardianship

* Sub Type: Select

#	Description	Amount
1	Guardian Advocate	\$100.00
2	Guardianship - Person/Property	\$100.00
3	Guardianship or Guardianship Advocacy of Person only	\$100.00
4	Guardianship or Guardianship Advocacy with Property	\$100.00
5	Petition/Order (Guardianship)	\$100.00
6	Pre-Need Guardian	\$100.00
7	Removal Of NonAge Disability	\$100.00
8	STATE AGENCY FILING	\$100.00
9	Veteran's Guardianship	\$100.00

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 ?

Type: Trial County: Orange Division: County Civil Total Fee: \$320.00

Case #: New Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000 Status:

Case Title:

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

* County: Orange * Division: County Civil

* Case Type: Small Claims - up to \$5,000

* Sub Type: Matter involving claims more than \$2500 but less than \$5000

Florida Courts E-Filing Portal
Portal Filer User Manual

The screenshot shows the 'Additional Fee Options' section with a red box around it. It contains fields for 'Total number of Defendants' (empty) and 'Summons to be issued. \$10 each.' (containing the value '2'). Below this is a table of fees:

#	Description	Amount
1	Filing Fee	\$300.00
2	Additional Fee	\$20.00

At the bottom, there is a 'Matter #' input field, a 'Next' button, a 'Save to Workbench' button, and a 'Save New Case filing path as a Preference' button.

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.

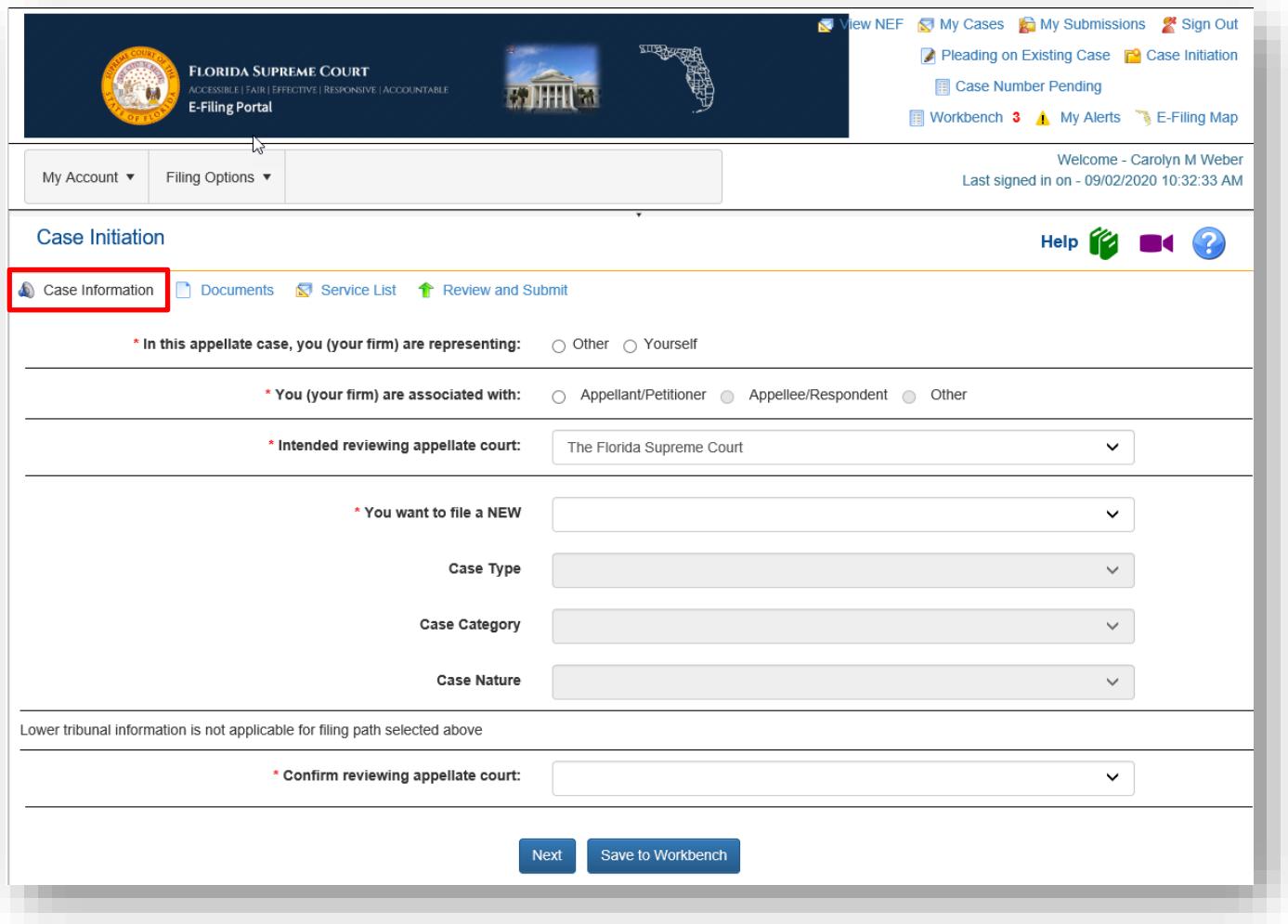
You may also **Save to Workbench** if you desire to complete this new case at a later date. You may also **Save New Case Filing Path as a Preference**. When you complete the Case Information page, you may select that Division, Type and Sub-Type as a preference in the Portal. If you file a certain type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

Florida Courts E-Filing Portal

Portal Filer User Manual



FLORIDA SUPREME COURT
ACCESIBLE | 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 3 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Case Initiation

Case Information 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 Florida Supreme Court

* You want to file a NEW

Case Type

Case Category

Case Nature

Lower tribunal information is not applicable for filing path selected above

* Confirm reviewing appellate court:

Next Save to Workbench

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the 'Case Initiation' page of the Florida Supreme Court E-Filing Portal. The top navigation bar includes links for View NEF, My Cases, My Submissions, Sign Out, Pleading on Existing Case, Case Initiation, Case Number Pending, Workbench (with 3 alerts), My Alerts, and E-Filing Map. The user is welcome as Carolyn M Weber, last signed in on 09/02/2020 at 10:32:33 AM.

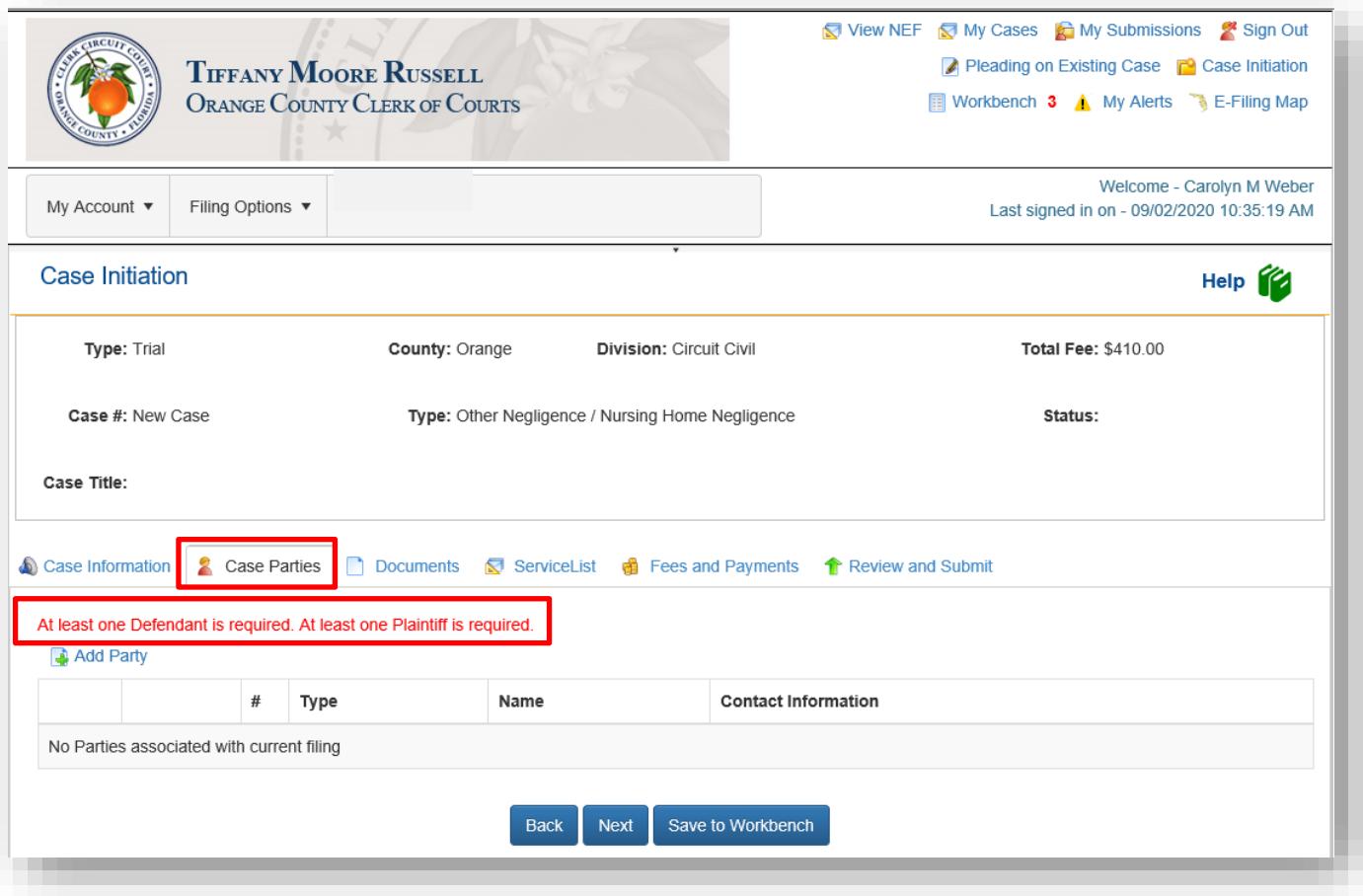
Key fields on the page are highlighted with red boxes:

- Intended reviewing appellate court:** The Florida Supreme Court
- Confirm reviewing appellate court:** The Florida Supreme Court
- Action Buttons:** Next and Save to Workbench

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

Florida Courts E-Filing Portal Portal Filer User Manual

Adding / Editing Party Information – Trial Court



TIFFANY MOORE RUSSELL
ORANGE COUNTY CLERK OF COURTS

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Workbench 3 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

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

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

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 would be credited with the payment of the submitted 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 at a later date, click on **Save to Workbench** and you will then be able to resume filing at a later date.

Florida Courts E-Filing Portal
Portal Filer User Manual

Party #: New Party

Role: Primary Party Filed On Behalf of

ID State/License #:

Person Name:

OR Organization:

Person Alias(AKA):

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

Address:

Country/ City/State/Zip: UNITED STATES

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

NOTE: The parties you are able to add is based on the County you are filing to. Brevard 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 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.

Florida Courts E-Filing Portal
Portal Filer User Manual

Add/Edit Party X

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.

First	Middle	Last	Suffix	Gender	Race
Hubert	J	Smith			

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: 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Initiation

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](#)

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

[Add Party](#)

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

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

The party page also allows the filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case.

Case Initiation

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](#)

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

[Add Party](#)

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

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

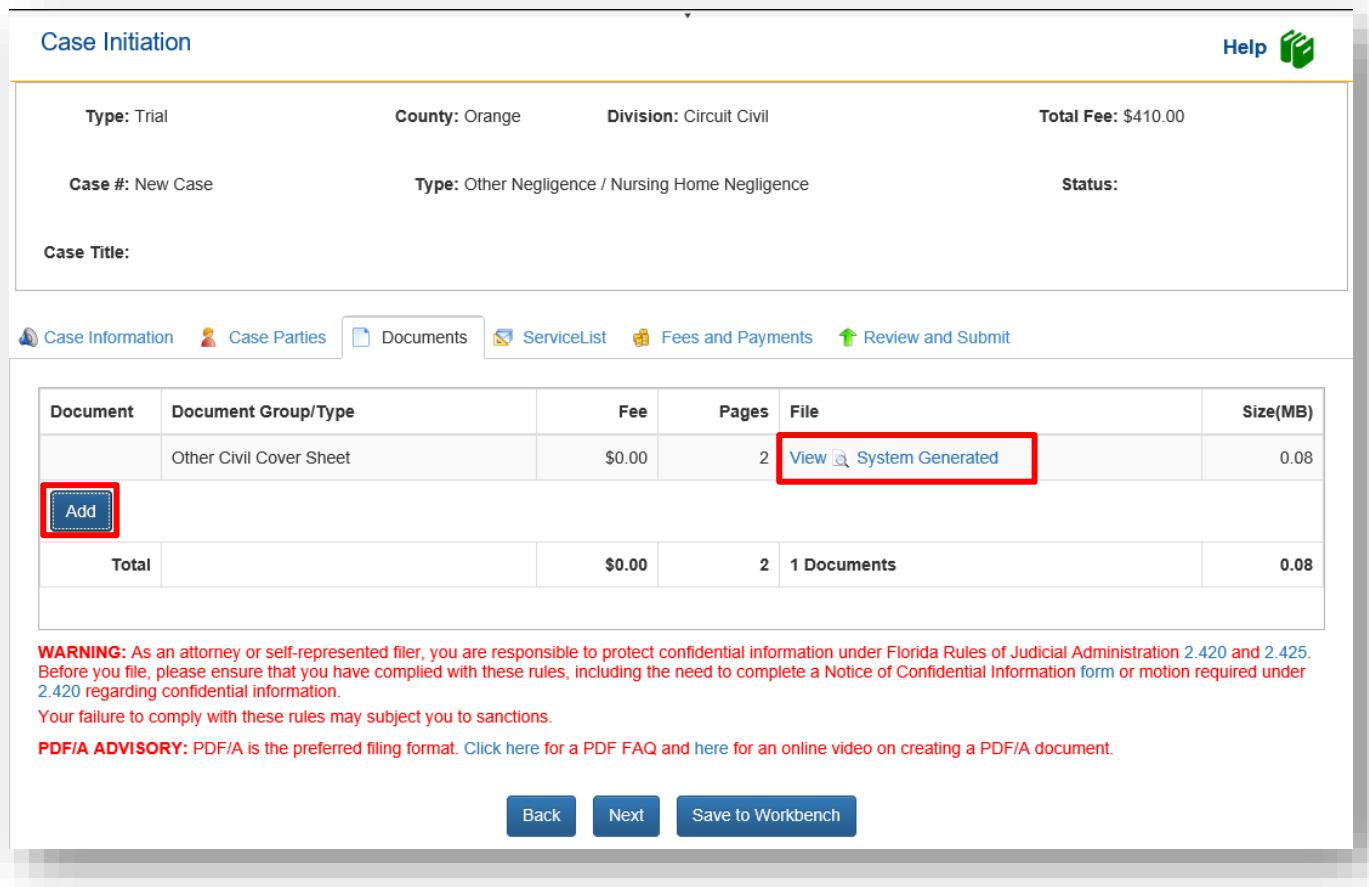
Florida Courts E-Filing Portal

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 our submission for filing at a later date, click on **Save to Workbench** and the submission will be save so you can resume filing at a later date from the Workbench.

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

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
Add					
Total		\$0.00	2	1 Documents	0.08

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

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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			
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Notice for Trial Non-Jury		

Affidavits and Oaths			
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Affidavit in Opposition	<input type="checkbox"/> Affidavit in Opposition to Claim of Exemption	<input type="checkbox"/> Affidavit in Support
<input type="checkbox"/> Affidavit of Amount Due	<input type="checkbox"/> Affidavit of Attorney's Fees	<input type="checkbox"/> Affidavit of Claim	<input type="checkbox"/> Affidavit of Compliance
<input type="checkbox"/> Affidavit of Costs	<input type="checkbox"/> Affidavit of Counsel	<input type="checkbox"/> Affidavit of Damages	<input type="checkbox"/> Affidavit of Indebtedness
<input type="checkbox"/> Affidavit of Interest	<input type="checkbox"/> Affidavit of Lost/Destroyed Instrument	<input type="checkbox"/> Affidavit of Military Service	<input type="checkbox"/> 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			
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Notice for Trial Non-Jury		

Affidavits and Oaths			
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Florida Courts E-Filing Portal

Portal Filer User Manual

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

<input type="checkbox"/> Answers and Replies			
<input type="checkbox"/> Answer to Amended Complaint/Petition			
<input type="checkbox"/> Complaints and Statement of Claim			
<input type="checkbox"/> Amended Complaint	<input type="checkbox"/> Amended Statement of Claim	<input checked="" type="checkbox"/> Complaint	<input type="checkbox"/> Fourth Party Complaint
<input type="checkbox"/> Statement	<input type="checkbox"/> Statement of Claim	<input type="checkbox"/> Supplemental Complaint	<input type="checkbox"/> 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 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

<input type="checkbox"/> Answers and Replies			
<input type="checkbox"/> Answer to Amended Complaint/Petition			
<input type="checkbox"/> Complaints and Statement of Claim			
<input type="checkbox"/> Amended Complaint	<input type="checkbox"/> Amended Statement of Claim	<input checked="" type="checkbox"/> Complaint	<input type="checkbox"/> Fourth Party Complaint
<input type="checkbox"/> Statement	<input type="checkbox"/> Statement of Claim	<input type="checkbox"/> Supplemental Complaint	<input type="checkbox"/> Third Party Complaint

◀ ◀ 1 ▶ ▶

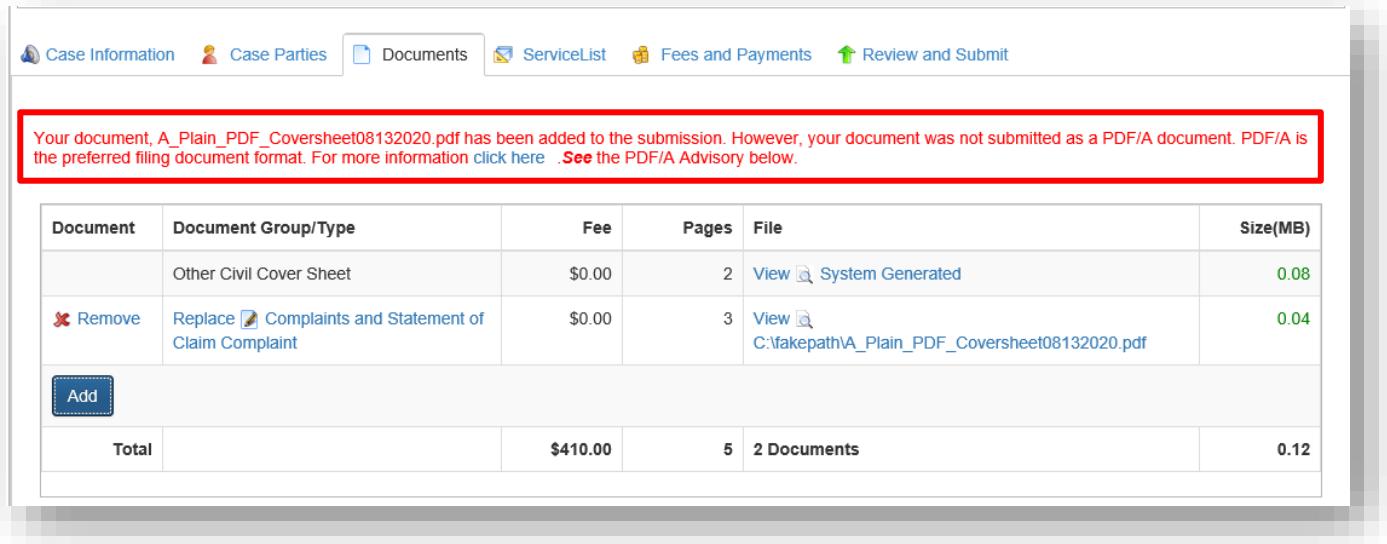
1 - 3 of 3 items

* Upload: Browse... Save Cancel

Florida Courts E-Filing Portal

Portal Filer User Manual

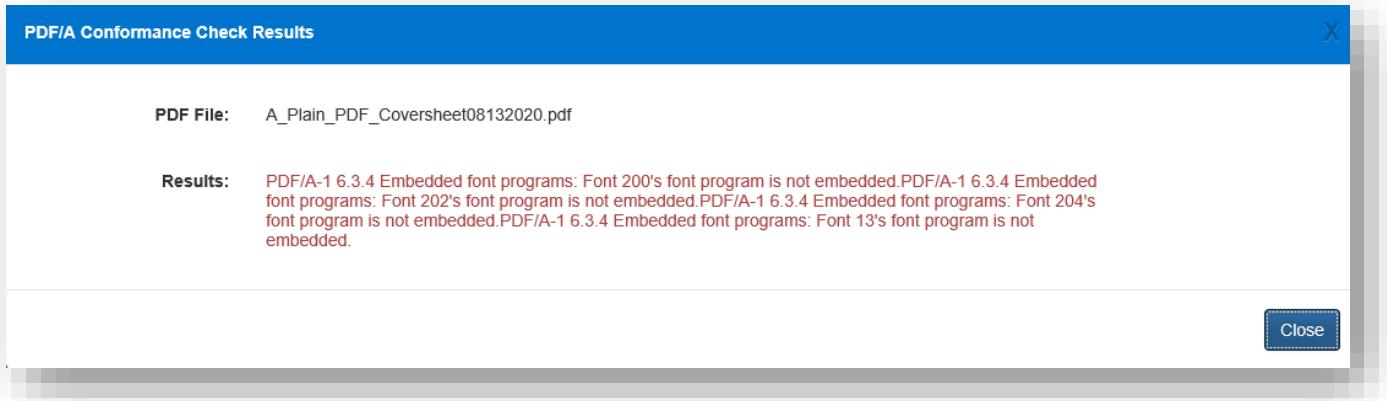
The Portal will then add that document to the list. If your document is a properly formatted PDF/A, you will not receive any warning information from the Portal. If your document is not a properly formatted PDF/A, you will receive a warning advising you what is deficient in your document.



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 to see the deficiency reasons.



PDF/A Conformance Check Results

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 of 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](#) July 2020 which is found on the Florida Courts E-Filing Authority web page under the Help menu. <https://www.myflcourtaccess.com>

FAQS FOR FILERS

[FAQS on PDF/A - April 2021](#)

[FAQS for Filers - April 2021](#)

[Adding the State Attorney or Statewide Prosecutor to the Service List 7-7-2014](#)

[E-Service Tips 2-10-14](#)

[Florida State University College of Law E-Filing Information \(link\)](#)

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
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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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

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

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
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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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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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
						
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 have the ability to file using the page number tabs at the bottom of the screen.

Florida Courts E-Filing Portal

Portal Filer User Manual

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](#) [▶](#) [▶](#)

1 - 5 of 41 items

Pages no longer required [* Upload:](#) 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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

PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) PETITION FOR ALL WRITS

BRIEFS

PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)

LETTERS

WILL FILE A PETITION FOR REVIEW WILL NOT FILE A PETITION FOR REVIEW

MOTIONS

MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION

PETITIONS

AMENDMENT/SUPPLEMENT TO PETITION APPENDIX - BAR APPENDIX – FLORIDA BOARD OF BAR EXAMINERS APPENDIX – RULES

[«](#) [«](#) [1](#) [2](#) [»](#) [»](#)

1 - 5 of 10 items

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

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 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

PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) PETITION FOR ALL WRITS

BRIEFS

PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)

LETTERS

WILL FILE A PETITION FOR REVIEW WILL NOT FILE A PETITION FOR REVIEW

MOTIONS

MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION

PETITIONS

AMENDMENT/SUPPLEMENT TO PETITION APPENDIX - BAR APPENDIX – FLORIDA BOARD OF BAR EXAMINERS APPENDIX – RULES

[«](#) [«](#) [1](#) [2](#) [»](#) [»](#)

1 - 5 of 10 items

Pages no longer required * Upload: [Browse...](#) A Computer Generated Document 41 pages.pdf Volume: [Save](#) [Cancel](#)

Florida Courts E-Filing Portal

Portal Filer User Manual

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 200MB.

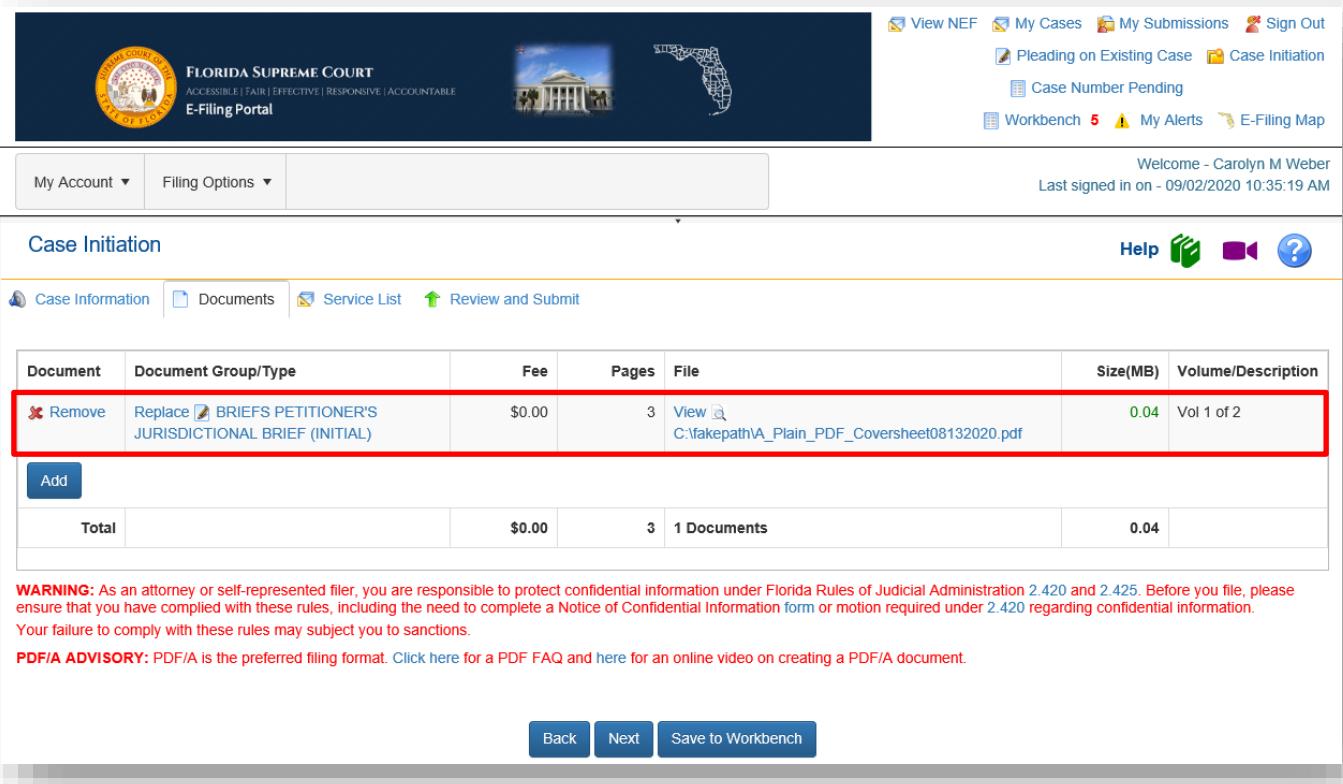
At least one document is required.

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
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The documents will display in the list.



FLORIDA SUPREME COURT
ACCESSIONAL | 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
Last signed in on - 09/02/2020 10:35:19 AM

Case Initiation

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
-------	--------	---	-------------	------

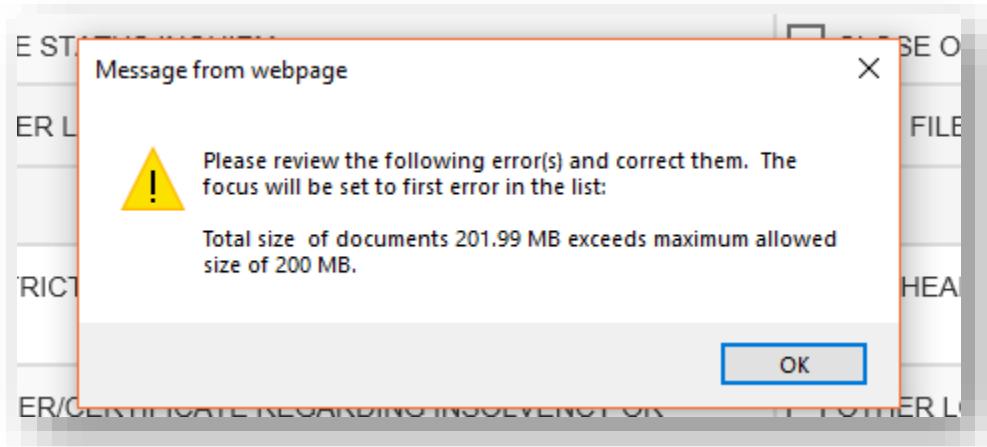
WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information 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 200MB. When the size appears in the size column, your document has completely uploaded and you may continue.

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



To file documents that are larger than 2000MB, 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

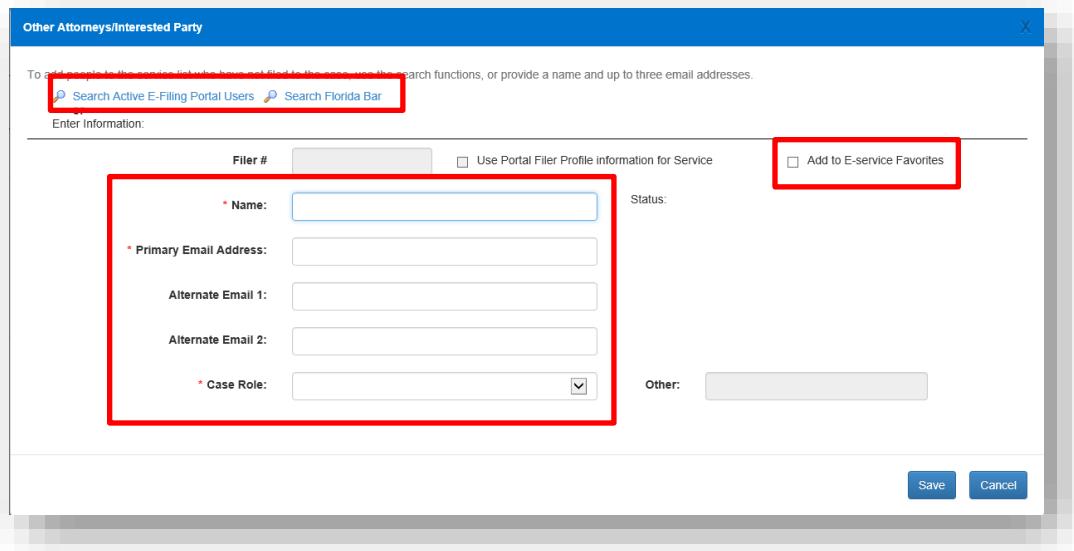
To add a person to the E-service list for a case, from the My Added Attorney/Interested Parties tab there are now two ways to do so.

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

Florida Courts E-Filing Portal Portal Filer User Manual



To add people to the service list who have not filed to the court via 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:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:

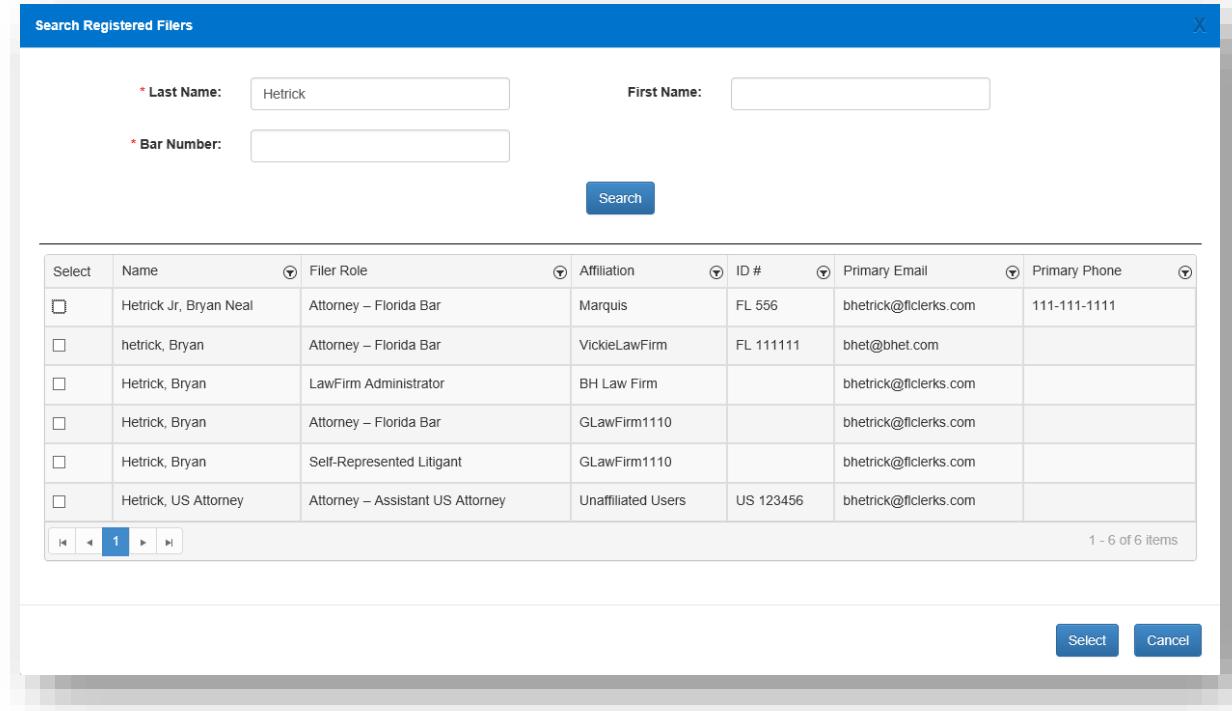
Status:

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@fclerks.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@fclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Attorney – Florida Bar	GLawFirm1110		bhetrick@fclerks.com	
<input type="checkbox"/>	Hetrick, Bryan	Self-Represented Litigant	GLawFirm1110		bhetrick@fclerks.com	
<input type="checkbox"/>	Hetrick, US Attorney	Attorney – Assistant US Attorney	Unaffiliated Users	US 123456	bhetrick@fclerks.com	

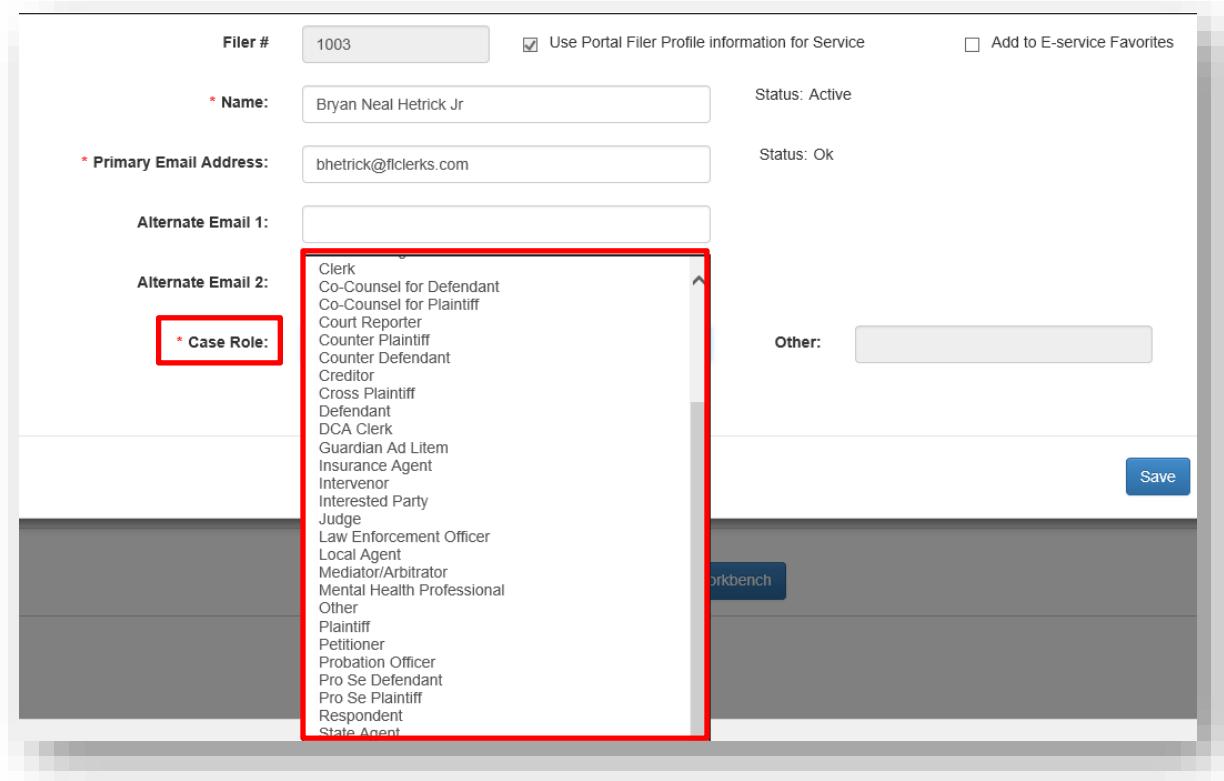
1 - 6 of 6 items

Select Cancel

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

Florida Courts E-Filing Portal

Portal Filer User Manual



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

* Name: Status: Active

* Primary Email Address: Status: Ok

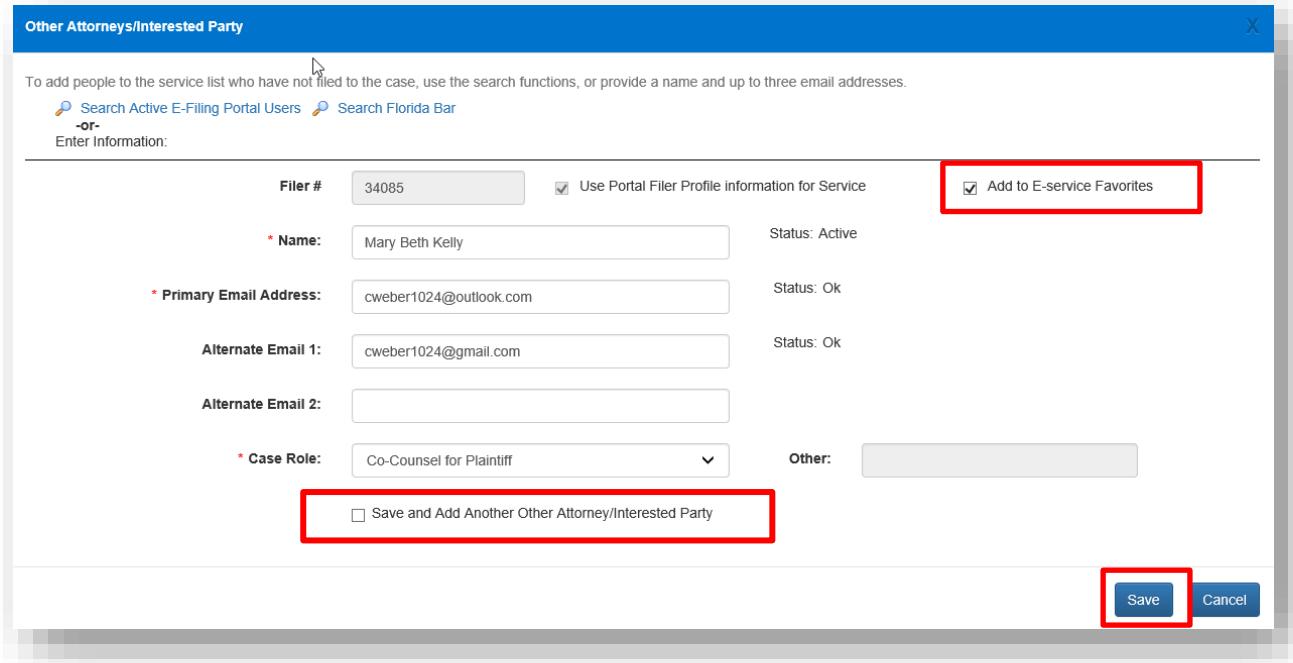
Alternate Email 1:

Alternate Email 2:

* Case Role:
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:

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**.



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.

-or-
Enter information:

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

* Name: Status: Active

* Primary Email Address: Status: Ok

Alternate Email 1: Status: Ok

Alternate Email 2:

* Case Role: Other:

Save and Add Another Other Attorney/Interested Party

Florida Courts E-Filing Portal

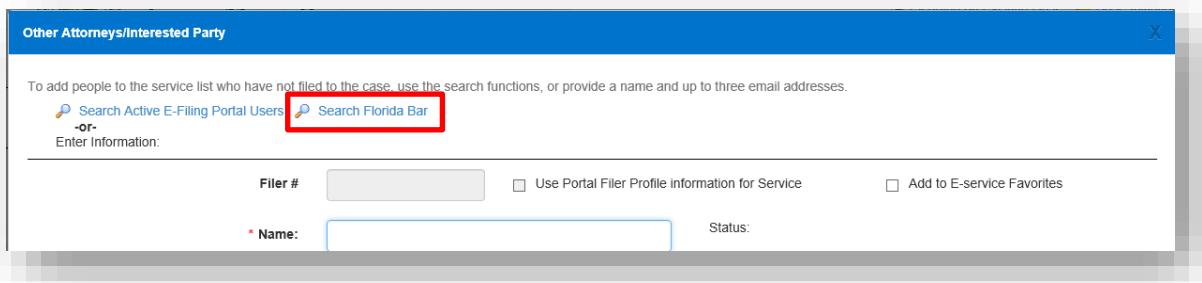
Portal Filer User Manual

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.

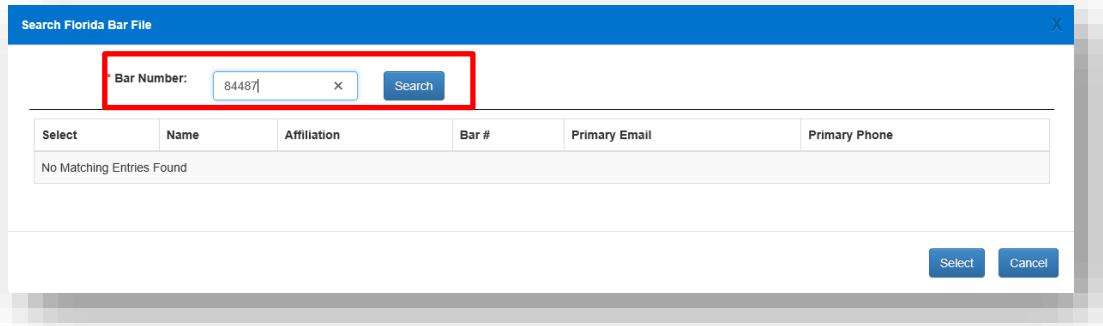


To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.

-or-
Enter Information:

Filer # Use Portal Filer Profile information for Service
* Name: Status:

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

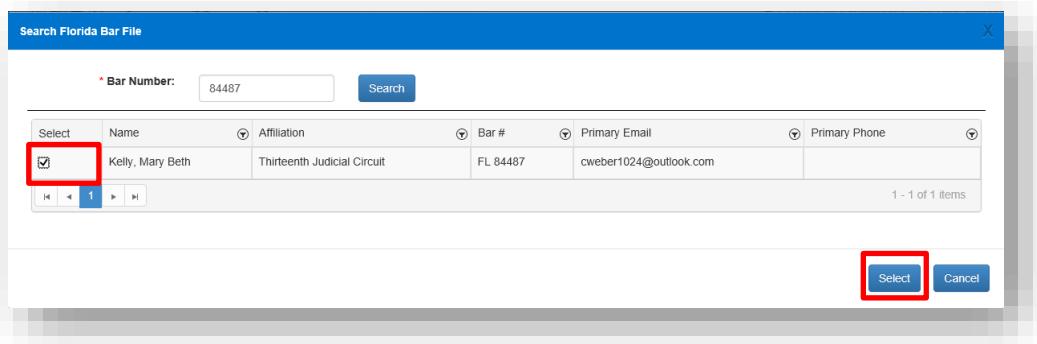


Search Florida Bar File

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	

1 - 1 of 1 items

Florida Courts E-Filing Portal

Portal Filer User Manual

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 X

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.

-OR-

Enter Information:

Filer #	34085	<input checked="" type="checkbox"/> Use Portal Filer Profile information for Service	<input checked="" type="checkbox"/> 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: <input type="text"/>	

Save and Add Another Other Attorney/Interested Party

Save Cancel

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.

Florida Courts E-Filing Portal Portal Filer User Manual

Other Attorneys/Interested Party X

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:**

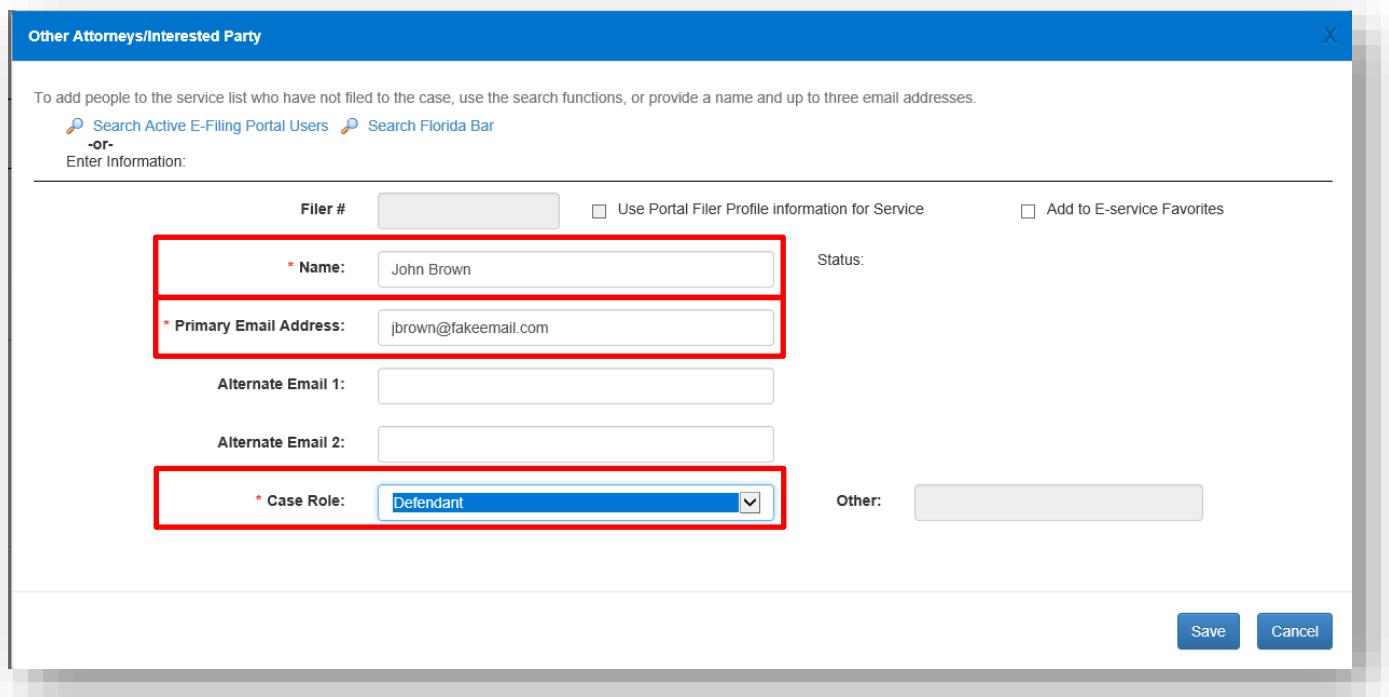
Alternate Email 1:

Alternate Email 2:

*** Case Role:**

Other:

Save **Cancel**



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.

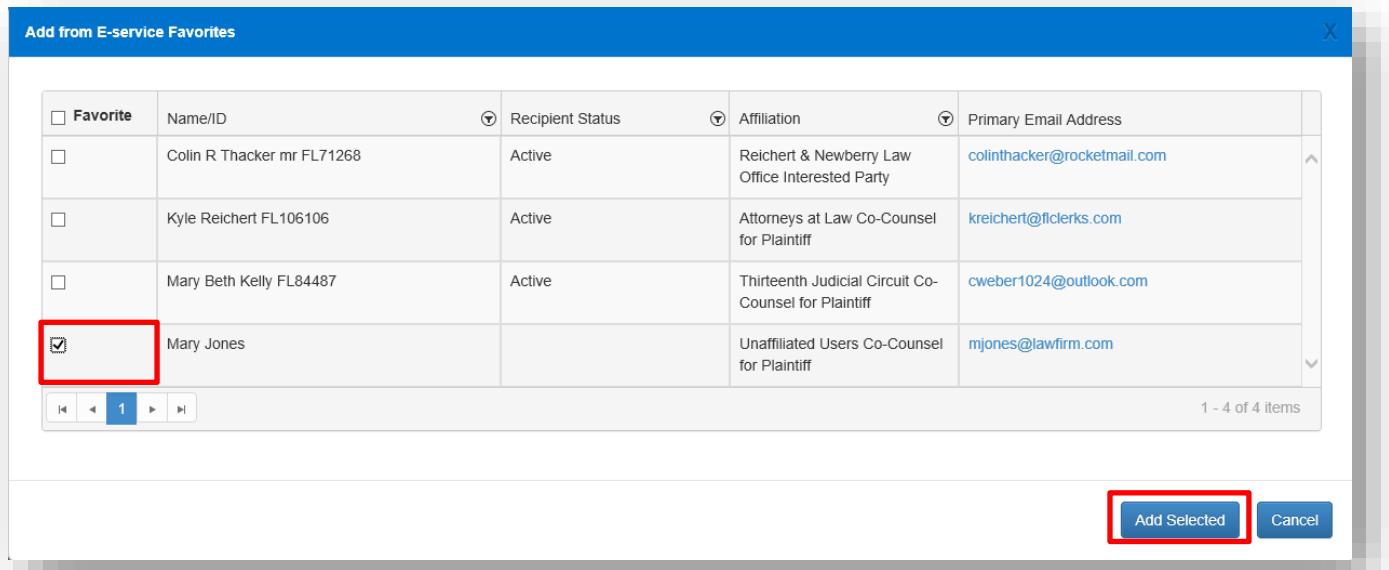
Select the name of the person you wish to add to this E-service list from your E-service favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

Add from E-service Favorites X

<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	colinlhacker@rocketmail.com
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co-Counsel for Plaintiff	kreichert@fclerks.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**



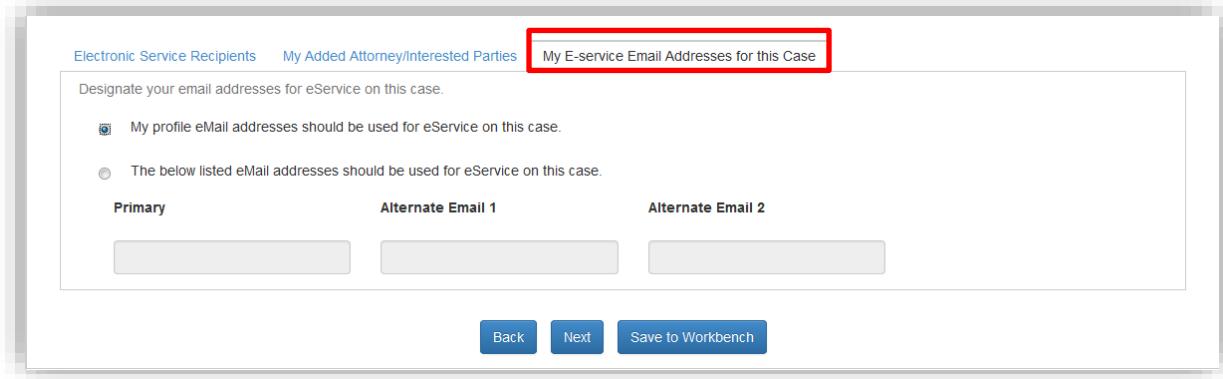
Florida Courts E-Filing Portal

Portal Filer User Manual

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.



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.

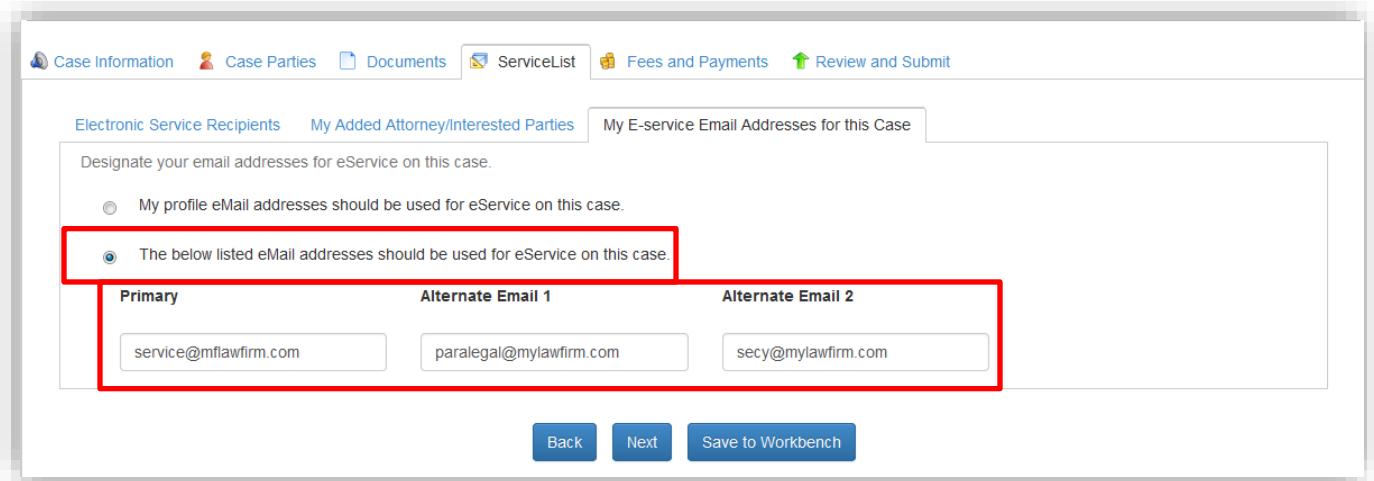
The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

service@mflawfirm.com paralegal@mylawfirm.com secy@mylawfirm.com

Back 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@mflawfirm.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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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"/>  <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"/>  <input type="checkbox"/>	Mary Beth Kelly		Unaffiliated Users Interested Party	 Info	mbkelly@thomps...	Primary
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@fclerks.c...	Primary
<input checked="" type="checkbox"/>  <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"/>  <input checked="" type="checkbox"/>	Sally Sample		Unaffiliated Users Interested Party		cweber@fclerks.com	Primary
<input checked="" type="checkbox"/>  <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"/>  <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 – Trial Court and Appellate 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the Case Initiation screen of the Florida Courts E-Filing Portal. At the top, it displays case details: Type: Trial, County: Orange, Division: Circuit Civil, Total Fee: \$410.00. Below this, Case #: New Case, Type: Other Negligence / Nursing Home Negligence, and Case Title: Hubert J Smith VS Avila Nursing Home are shown. A navigation bar at the bottom includes Case Information, Case Parties, Documents, ServiceList, Fees and Payments (which is highlighted with a red box), and Review and Submit. The Fees and Payments section is titled 'Filing Fee Summary' and lists five items with their amounts: Filing Fee (\$400.00), Additional Fee (\$1.00), Complaints and Statement of Claim Complaint (\$0.00), Service Documents Proposed Summons to be Issued by Clerk (\$0.00), and Motions Motion for Case Management Conference (\$0.00). Total Filing Fees: \$410.00, Statutory Convenience Fee: \$0.00, and Total: \$410.00. A note below states: '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.' The 'Payments' section, which includes a 'Select One to Continue' dropdown with two options (Option One: Provide Payment Information and Option Two: Request Filing Fee Waiver), is also highlighted with a red box.

A breakdown of the filing fees are 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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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 CVC/CVV

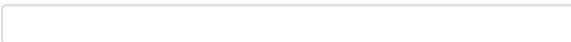
Saved Credit Cards 

Saved Accounts 

New Payment

Card number
1234 5678 9012 3456 

Expiry date  **CVC / CVV** 

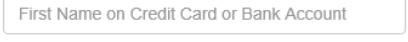
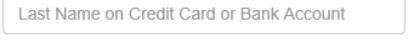
Check Routing Number 

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/Province**  *** Zip/Postal Code** 

Memo 

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

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

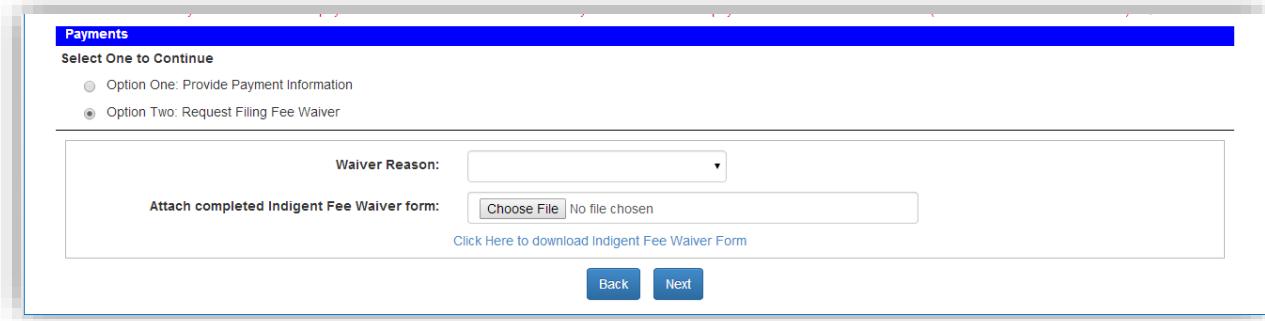
The Portal accepts the following credit cards for payment:

- American Express
- Discover

Florida Courts E-Filing Portal
Portal Filer User Manual

- MasterCard
- Visa
- ACH Account

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



Payments
Select One to Continue

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

Waiver Reason:

Attach completed Indigent Fee Waiver form: No file chosen

[Click Here to download Indigent 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 by the appropriate institution. Successful validation will place a hold on the funds **until the clerk reviews and accepts the filing**. If the submission is returned to the Correction Queue, the hold is removed. Once the submission is corrected and resubmitted, another hold will be placed on the credit card.

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**.

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Initiation

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$424.35

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**

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.

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
****No E-service Recipients have been selected! ****		

Documents will not be electronically mailed to:

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Documents		File
#	Document	
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@fclerks.com cweber1024@outlook.com cweber1024@gmail.com
Phone Number:	407-461-2313

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

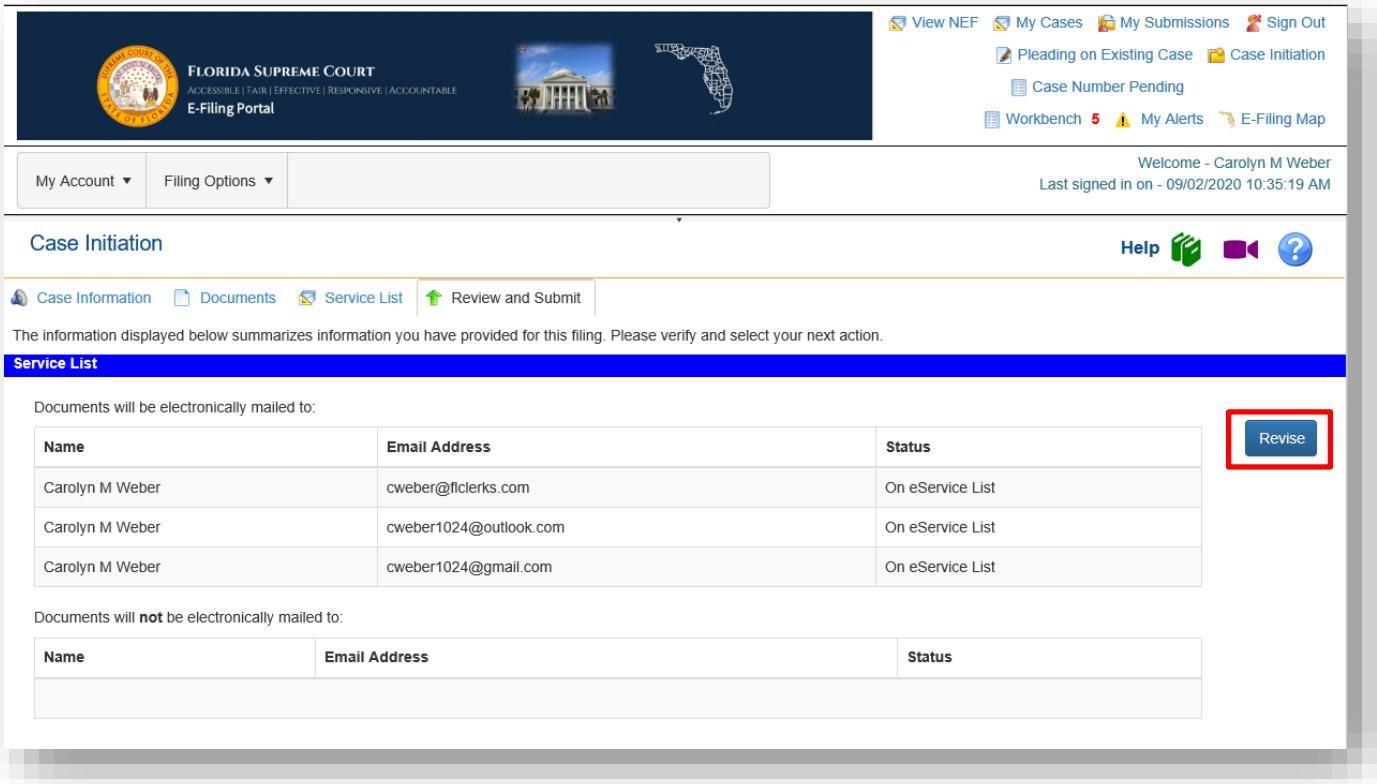
If the filer has failed to enter required information, they will receive a pop up message notifying which information is missing.

Florida Courts E-Filing Portal

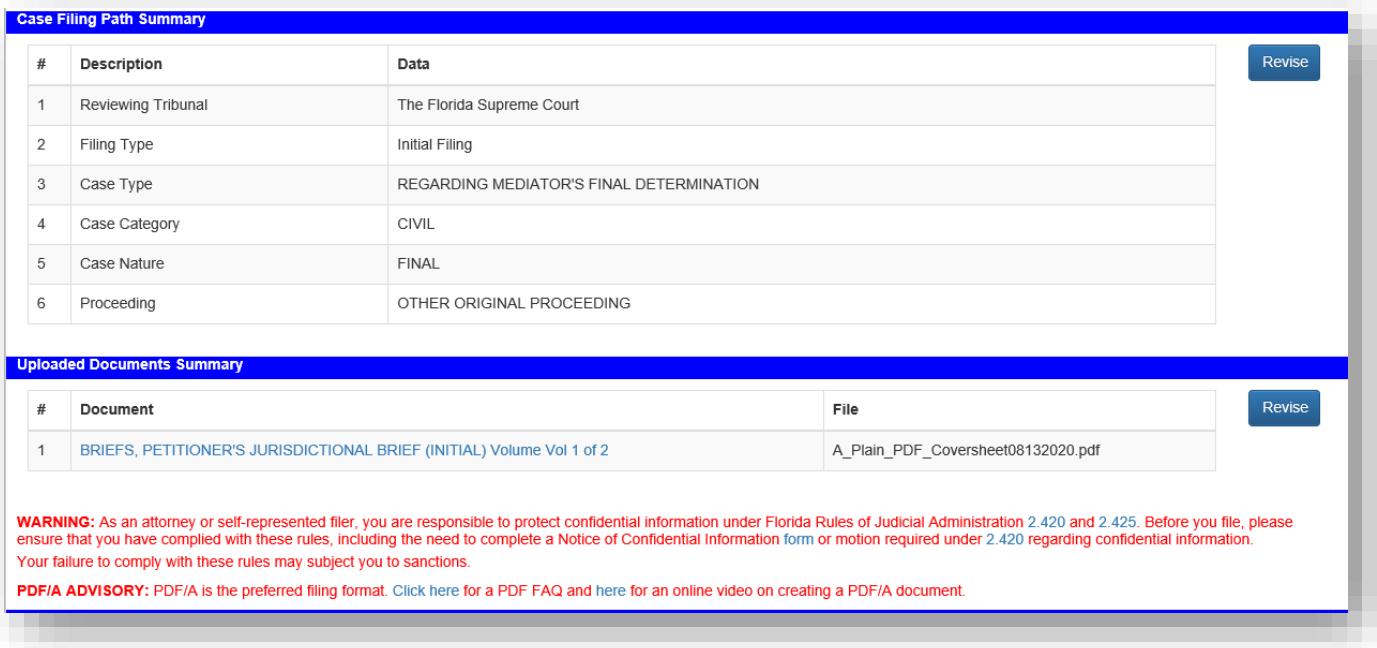
Portal Filer User Manual

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.



The screenshot shows the Florida Supreme Court E-Filing Portal. At the top, there is a banner with the court's seal, the text "FLORIDA SUPREME COURT" and "E-Filing Portal", and the motto "ACCESSIONE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE". To the right of the banner are links for "View NEF", "My Cases", "My Submissions", "Sign Out", "Pleading on Existing Case", "Case Initiation", "Case Number Pending", "Workbench", "My Alerts", and "E-Filing Map". Below the banner, a navigation bar has "My Account" and "Filing Options" dropdowns. To the right, it says "Welcome - Carolyn M Weber" and "Last signed in on - 09/02/2020 10:35:19 AM". The main content area is titled "Case Initiation" and includes tabs for "Case Information", "Documents", "Service List", and "Review and Submit". A sub-section titled "Service List" shows a table of names and email addresses with a "Status" column. The "Review and Submit" button is highlighted with a red box. Below this, another table shows names and email addresses with a "Status" column. A "Revise" button is located in the top right corner of the "Service List" table.



The screenshot shows the "Case Filing Path Summary" and "Uploaded Documents Summary" sections of the portal. The "Case Filing Path Summary" table lists the following steps: 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), and 6. Proceeding (OTHER ORIGINAL PROCEEDING). The "Uploaded Documents Summary" table lists a single document: "BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) Volume Vol 1 of 2" with the file name "A_Plain_PDF_Coversheet08132020.pdf". A "Revise" button is highlighted with a red box in the top right corner of the "Case Filing Path Summary" table. A "WARNING" message at the bottom states: "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." A "PDF/A ADVISORY" message at the bottom says: "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."

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

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 CVC/CVV

Saved Credit Cards

Saved Accounts

New Payment

Card number

 1234 5678 9012 3456

Expiry date

 MM/YY

CVC / CVV

 3 digits

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

 First Name on Credit Card or Bank Account

Last Name

 Last Name on Credit Card or Bank Account

Business Name

 Business Name on Credit Card or Bank Account

* Address1

 Payor Street Address 1

Address2

 Payor Street Address 2

* Country

* City

 Payor City

* State/Province

 Select State

* Zip/Postal Code

 Payor Zip/Postal Co

Memo

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

 Back Next Save to Workbench

Florida Courts E-Filing Portal

Portal Filer User Manual

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

No file selected.

OR

Attach Lower Tribunal Clerk's Certification of Insolvency

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.

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 at a later time 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: 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

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

Florida Courts E-Filing Portal

Portal Filer User Manual

FLORIDA SUPREME COURT
ACCESIBLE | 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 4 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

My Account ▾ Filing Options ▾

Filing Received Confirmation

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

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	
▶		100195604	LOPEZ SANTIAGO, LUISvs.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.

FLORIDA SUPREME COURT
ACCESIBLE | 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 4 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

My Account ▾ Filing Options ▾

Filing Received Confirmation

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

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	
▶		100195604	LOPEZ SANTIAGO, LUISvs.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

Florida Courts E-Filing Portal
Portal Filer User Manual

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:

Filing Received

 noreplytest@myflcourtaccess.com

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Tue 10/26/2021 9:54 AM

Dear Halle Marie Weber:

This email verifies the receipt of 1 document submitted by you to Orange Circuit Civil on 10/26/2021 09:54:11 AM.

UCN: 482021CA000123A001OX

Clerk Case #: 2021-CA-000123-O

Case Style: MCNAIR, ERICA vs. ANTHONY, TAMMY

Document Title: Proposed Summons to be Issued by Clerk

Matter #:

Memo:

Filing Fee: \$0.00

Additional Fee: \$60.00

Service Documents Proposed Summons to be Issued by Clerk: \$0.00

Statutory Convenience Fee: \$5.00

Total Fee: \$65.00

Fee Status: Assessed

Paid By: Pay by Check

Order #: 20620

Financial ID: 100216

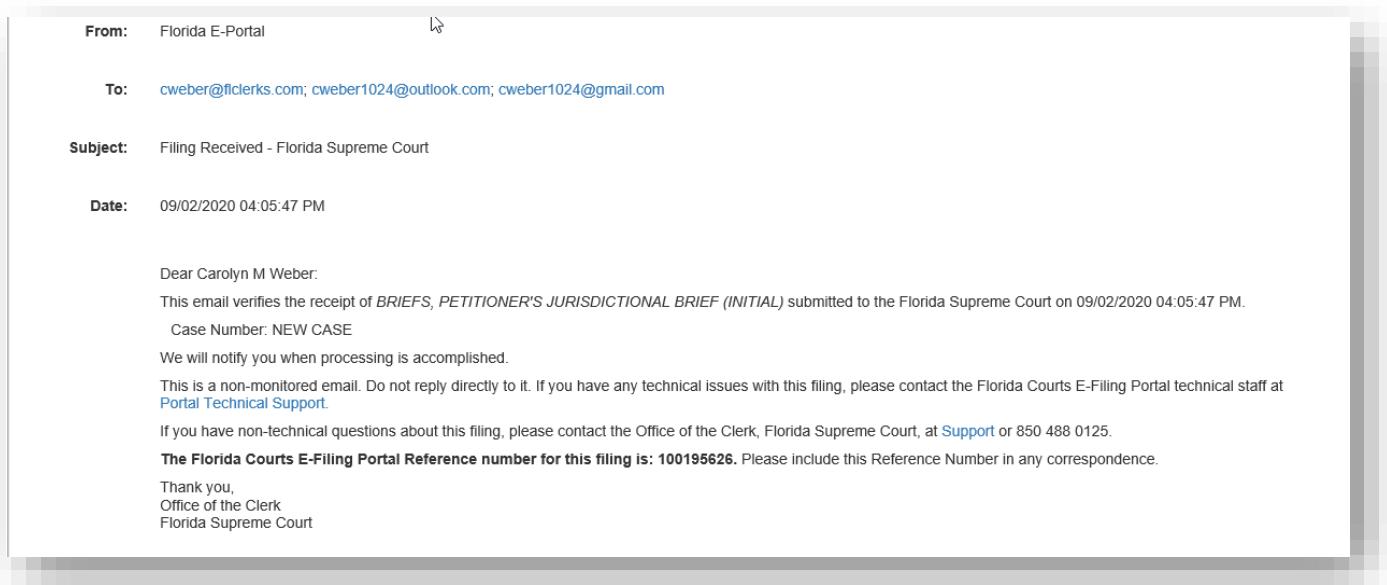
The E-Portal reference number of this filing is: 100290705. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk. At that time, the fee settlement will be transmitted to your banking institution for payment. You, as the filer are responsible for fee payment. If there are any issues

Florida Courts E-Filing Portal

Portal Filer User Manual

From the Florida Supreme Court:



3. The document displays in **My Submissions** (notice there is no **Completion Date** at this time). When the filer returns to the **My Submissions** listing the new filing is displayed in the list.

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	
▶	<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

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 # 100290705



noreplytest@myflcourtaccess.com

To



9:59 AM

Dear Halle Marie Weber:

This email verifies the processing of your Filing # **100290705** with the Orange County, Florida Circuit Civil Division.

Status: **Accepted**
Filing Date/Time: 10/26/2021 09:54:11 AM
UCN: 482021CA000123A001OX
Clerk Case #: 2021-CA-000123-O
Case Style: MCNAIR, ERICA vs. ANTHONY, TAMMY
Matter #:
Memo:
Filing Fee: \$0.00
Additional Fee: \$60.00
Service Documents Proposed \$0.00
Summons to be Issued by
Clerk:
Statutory Convenience Fee: \$5.00
Total Paid: \$65.00
Fee Status: Processing
Paid By: Pay by Check
Order #: 20620
Financial ID: 100216

Florida Courts E-Filing Portal
Portal Filer User Manual

Documents

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	Service Documents Proposed Summons to be Issued by Clerk	Accepted	10/26/2021		Summons to be Issued.docx

Fees

Your filing has been docketed with the Clerk's office. The fee is in the process of Processing. At that time, the fee settlement will be transmitted to your banking institution for payment. 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 Circuit 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	

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
 Pleading on Existing Case
 File Documents to Multiple Cases
 File Same Document to Multiple Cases (No Fees)
 Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Appellate Court

Case Number Pending
 Case Initiation
 Pleading on Existing Case

File Now

Go through the filing process for each case your 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.

Florida Courts E-Filing Portal Portal Filer User Manual

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 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 **E0service** 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 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.

Florida Courts E-Filing Portal Portal Filer User Manual

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

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

Case Information Case Parties Documents ServiceList Review

* County: Orange * Division: Circuit Civil

* Year: 2019 * Sequence #: 25 * Court Type: Circuit Civil (CA)

Party Identifier Branch Location

Search Clear

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.

File Documents to Multiple Cases

Help

Save All and Submit Later Confirm and Submit all Now

Cases

County: Orange Division: Circuit Civil LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A001OX Court Case #: 2020-CA-000012-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
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 your are ready to send theses 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 **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 in to the Portal in one submission. See below.

Florida Courts E-Filing Portal

Portal Filer User Manual

Filing Received Confirmation

Your documents are successfully submitted
Reference # for thefilings 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

	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

	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.

Florida Courts E-Filing Portal
Portal Filer User Manual

E-Filing Map

1 Escambia, Santa Rosa, Okaloosa, Holmes, Walton, Jackson, Washington, Calhoun, Bay, Liberty, Franklin, Wakulla, Jefferson, Madison, Hamilton, Bradford, Nassau, Dixie, Union, Clay, St. Johns, Gilchrist, Alachua, Levy, Marion, Putnam, Flagler, Volusia, Citrus, Lake, Seminole, Orange, Brevard, Pinellas, Hillsborough, Polk, Osceola, Indian River, St. Lucie, Martin, Broward, Monroe, Miami-Dade.

2 Orange

3

4

5

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange

Appellate Court

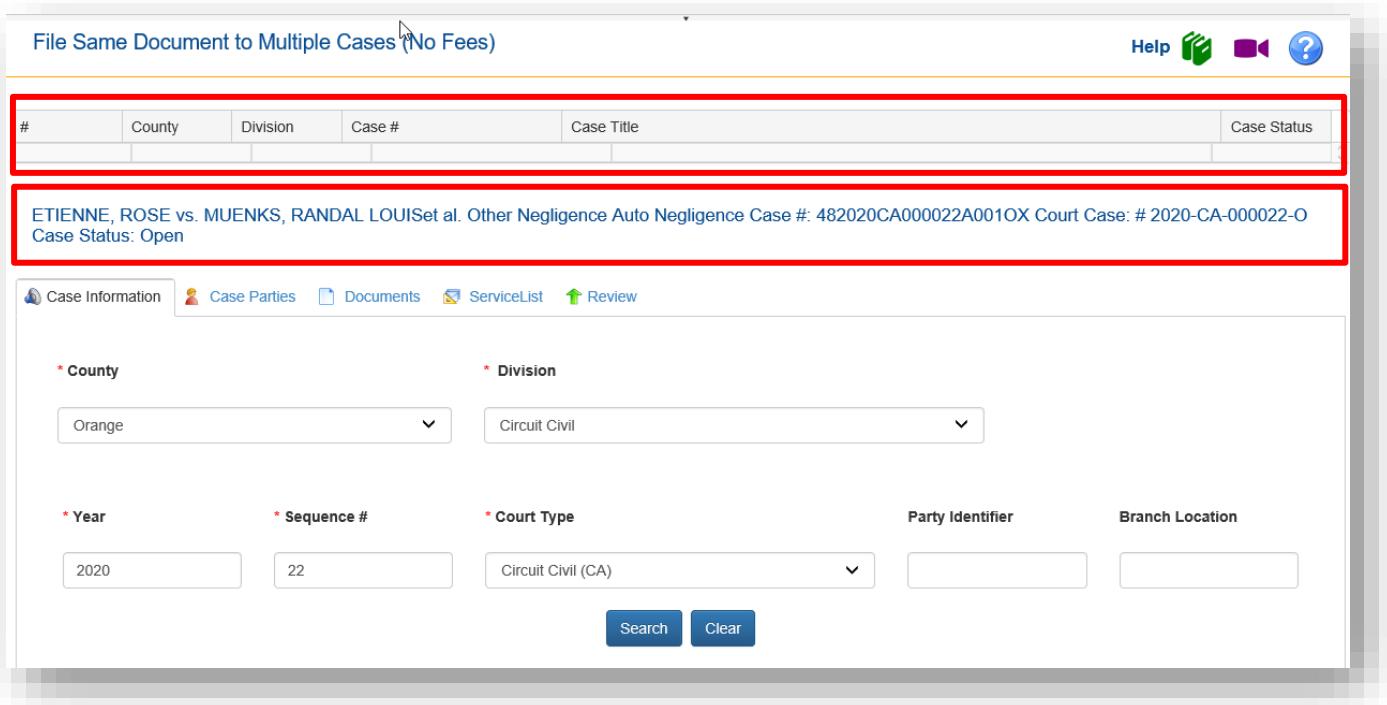
- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

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.

Florida Courts E-Filing Portal

Portal Filer User Manual



File Same Document to Multiple Cases (No Fees)

#	County	Division	Case #	Case Title	Case Status

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Other Negligence Auto Negligence Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O
Case Status: Open

Case Information Case Parties Documents ServiceList Review

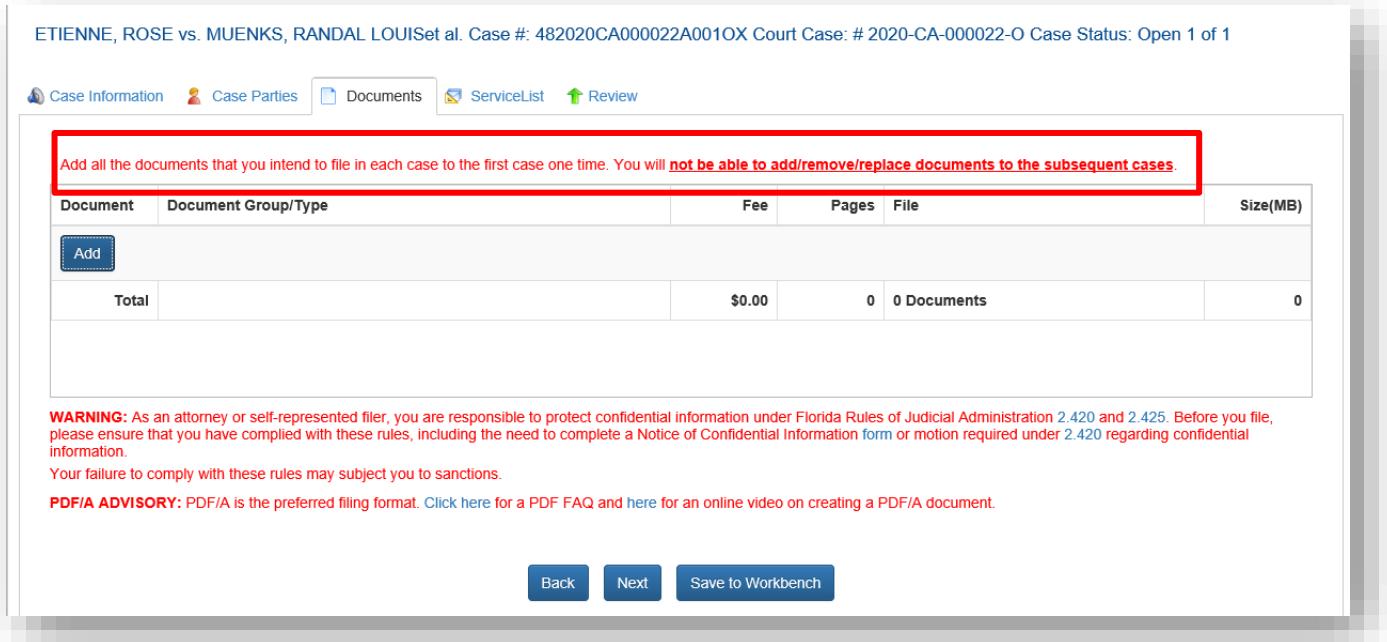
* County: Orange * Division: Circuit Civil

* Year: 2020 * Sequence #: 22 * Court Type: Circuit Civil (CA)

Party Identifier Branch Location

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 #: 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.

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.

Florida Courts E-Filing Portal Portal Filer User Manual

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)
<input checked="" type="checkbox"/> 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.

File Same Document to Multiple Cases (No Fees)

Help   

#	County	Division	Case #	Case Title	Case Status
1 <input checked="" type="checkbox"/>	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: Orange

* Division: Circuit Criminal

Florida Courts E-Filing Portal

Portal Filer User Manual

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 LOUISet al. Case #: 482020CA000022A001OX Court Case #: 2020-CA-000022-O Case Status: Open

Revise 

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

Florida Courts E-Filing Portal

Portal Filer User Manual

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

Your documents are successfully submitted
Reference # for thefilings 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

	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. MUENK, RANDAL LOUISet al.	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. MUENK, RANDAL LOUISet al.	2020-CA-000022-O	Filed	Orange	09/04/2020 10:18:40 AM	09/04/2020 10:19:00 AM

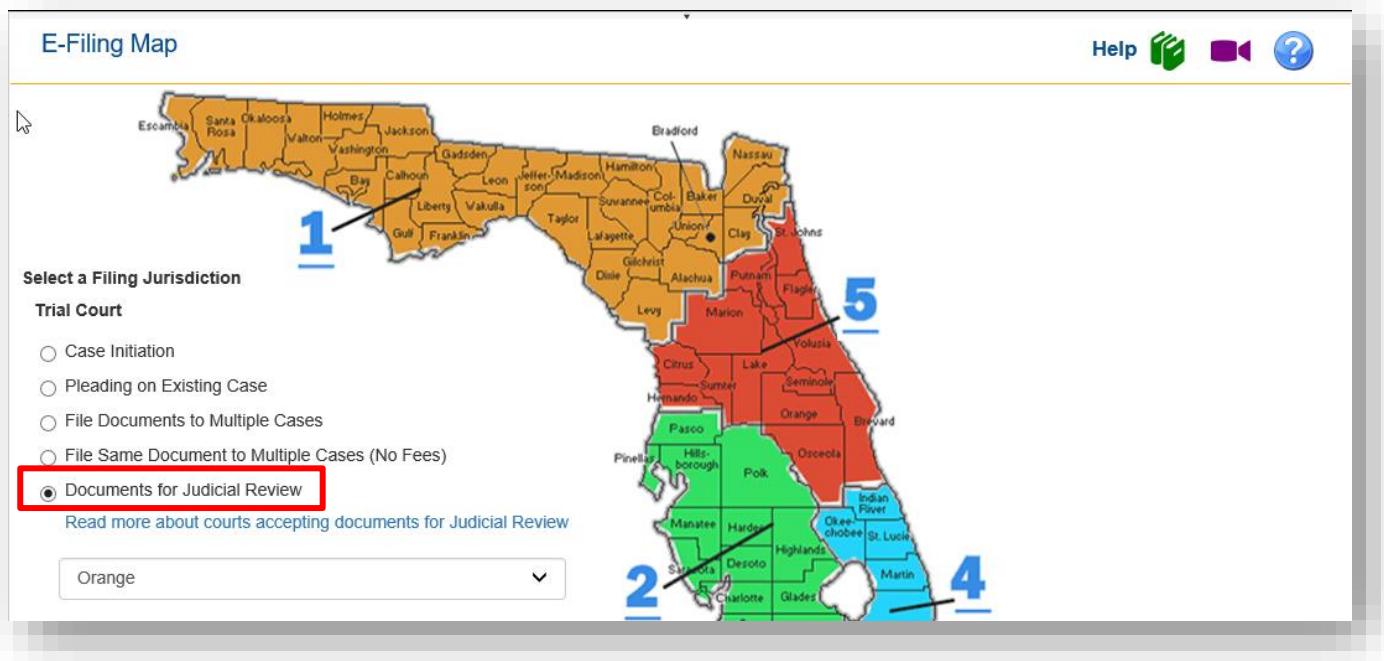
Documents for Judicial Review (f/k/a Proposed Orders)

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 order, click on the **Documents for Judicial Review** filing path. **File Now**

Florida Courts E-Filing Portal Portal Filer User Manual



Enter in the **Case Information** and then click on **Search**.

Documents for Judicial Review

Circuit: Ninth Judicial Circuit County: Orange Division: Circuit Civil

Case #: 482020CA000023A001OX 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

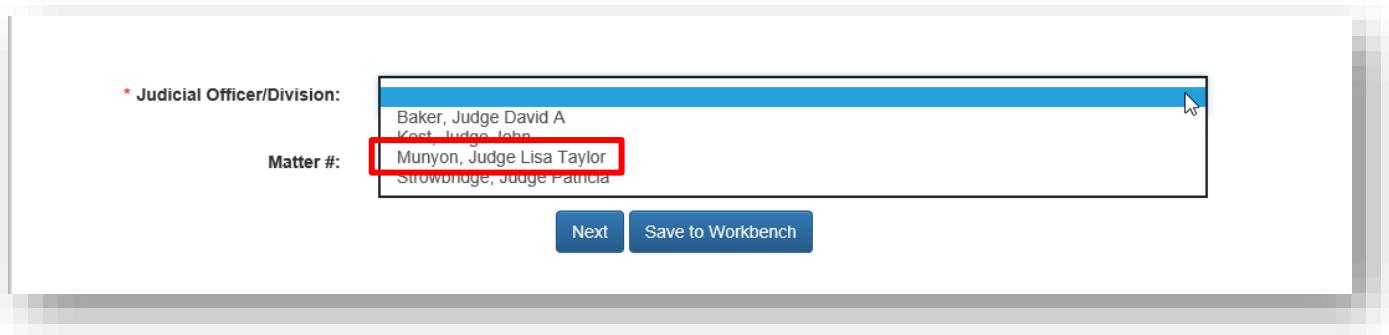
* Year: 2020 * Sequence #: 23 * Court Type: Circuit Civil (CA) Party Identifier: Branch Location:

Search Clear

The Portal will pull up the case information and next you need to click on the **Judicial Officer/Division** drop down and select what is appropriate. Some circuits will display the individual Judge's name while other will say Judicial Circuit Judge. Based on your circuit, select what is available.

Florida Courts E-Filing Portal

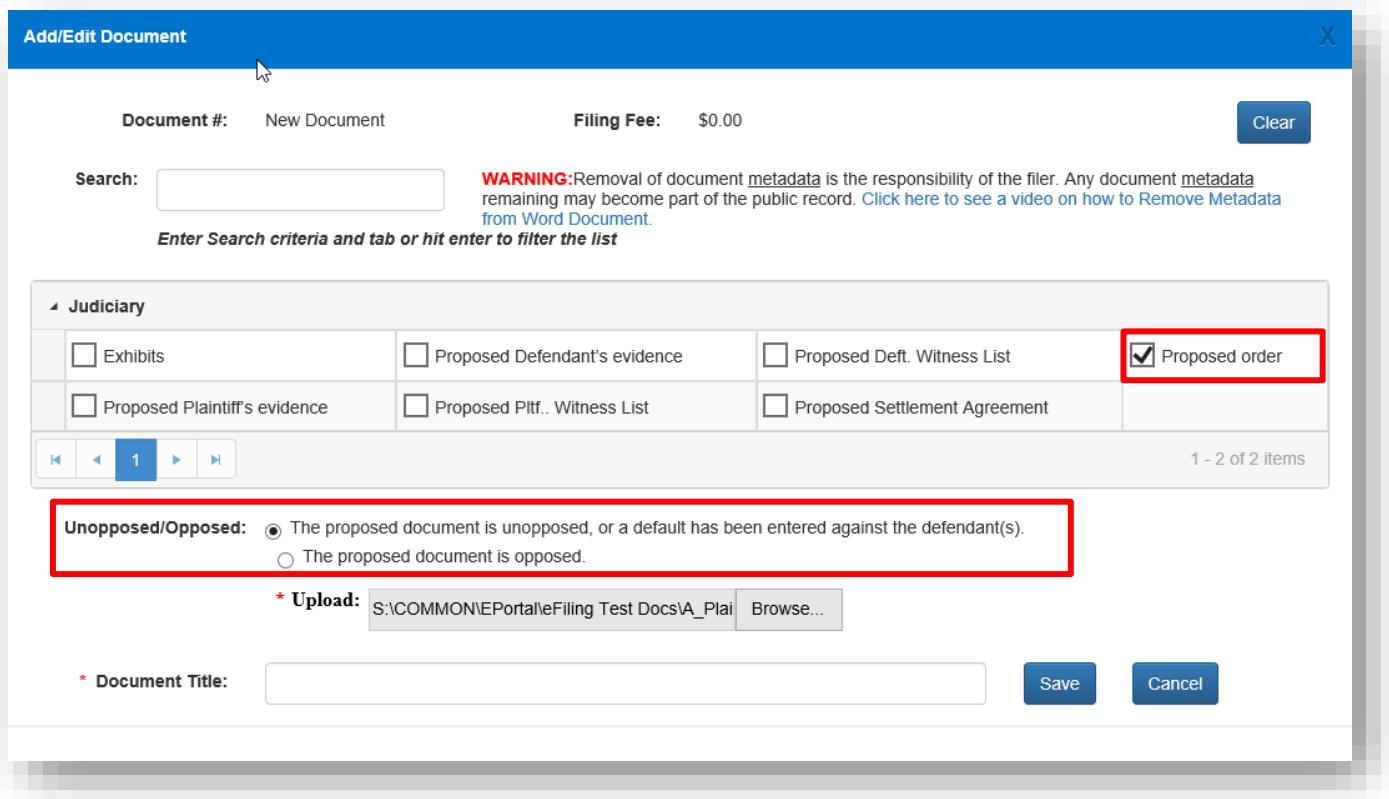
Portal Filer User Manual



* Judicial Officer/Division:

Matter #:

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 will be selected to submit a proposed order to the Judge. **Please Note: No all circuits will allow the complete list of documents shown below. Each circuit may designate which proposed documents they wish to receive.**



Add/Edit Document X

Document #: New Document Filing Fee: \$0.00

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

Judiciary

<input type="checkbox"/> Exhibits	<input type="checkbox"/> Proposed Defendant's evidence	<input type="checkbox"/> Proposed Deft. Witness List	<input checked="" type="checkbox"/> Proposed order
<input type="checkbox"/> Proposed Plaintiff's evidence	<input type="checkbox"/> Proposed Pltf. Witness List	<input type="checkbox"/> Proposed Settlement Agreement	

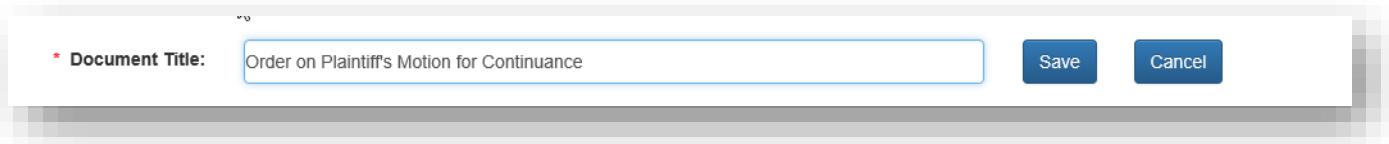
1 - 2 of 2 items

Unopposed/Opposed: The proposed document is unopposed, or a default has been entered against the defendant(s). The proposed document is opposed.

Upload:

* Document Title:

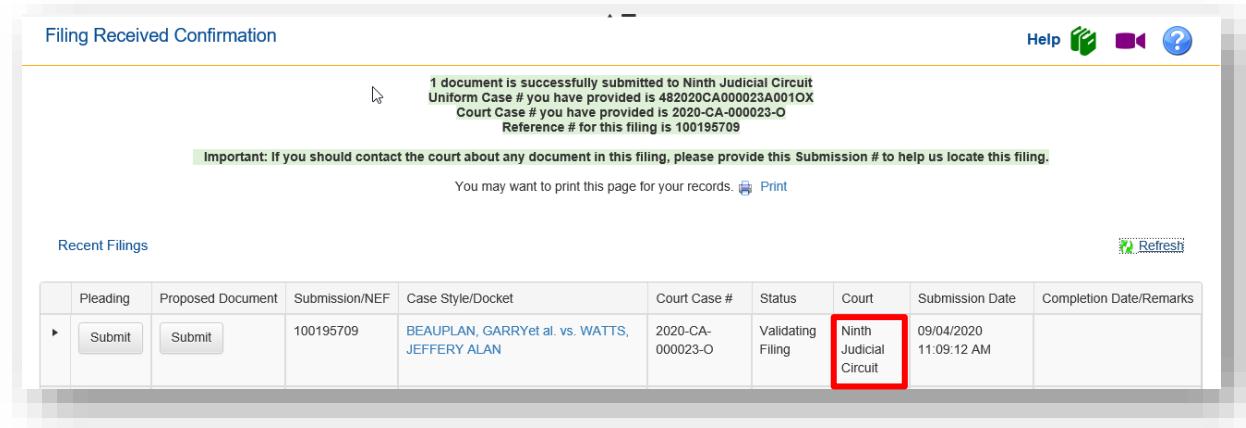
The **Document Title** field is a required field. Type in the name of the Order you are submitting as shown below. The click on **Save**.



* Document Title: Order on Plaintiff's Motion for Continuance

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.

Florida Courts E-Filing Portal Portal Filer User Manual



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			
Search Options			
10	records per page		
	From	Subject	Submitted
Submitted: 09/02/2020			
	Florida E-Portal	Processing Completed for Filing # 100195627	09/02/2020 04:18:10 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER New Case Hubert J Smith VS Avila Nursing Home	09/02/2020 04:16:00 PM
	Florida E-Portal	Filing Received	09/02/2020 04:15:51 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE	09/02/2020 04:06:03 PM
	Florida E-Portal	Filing Received - Florida Supreme Court	09/02/2020 04:05:47 PM
	Florida E-Portal	Filing Received	09/02/2020 11:16:48 AM
Submitted: 09/01/2020			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482020CA000012A001OX Email Delivery Failure	09/01/2020 04:19:11 PM
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE	09/01/2020 09:34:19 AM
	Carolyn M Weber	SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE	09/01/2020 09:33:38 AM
Submitted: 08/31/2020			
	Florida E-Portal	Filing Received	08/31/2020 02:16:54 PM

Florida Courts E-Filing Portal
Portal Filer User Manual

Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days but the PDF document filed is not available in the Email Log.

Working Filings in the 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 the **My Alerts** page. You may access the Correction Queue filing path by clicking on the **Filing #** link as shown below.

The screenshot shows the 'My Alerts' page of the Florida Courts E-Filing Portal. At the top, there is a search bar with various filters: 'Alert Date From' (with a calendar icon), 'To' (with a calendar icon), 'Type of Alert' (dropdown), 'Filing ID' (text input), 'Filer' (dropdown), and 'Alerts per page' (dropdown set to 10). Below the search bar is a 'Search' button and a 'Clear Search Criteria' button. A 'Clear Selected Alert(s)' button is located on the left side of the results table. The results table has columns: 'Select' (checkbox), 'Filing #' (link), 'Case Style' (text), 'Court Case #' (text), 'Court' (text), 'Alert Date' (text), 'Type of Alert' (text), and 'Remarks' (text). A single row is shown, with the 'Filing #' column (100195703) and the 'Remarks' column (containing the text 'Filing Moved to Correction Queue Document was submitted to the incorrect case number.' and a red box around the entire row) both highlighted with a red border. At the bottom of the table, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	100195703	LOPEZ SANTIAGO, LUISvs.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.

Remarks will be shown on **My Submissions** page and the filer is notified of the specific issue by email notification as well.

Email received:

Florida Courts E-Filing Portal
Portal Filer User Manual

Filing # 100290707 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue



noreplytest@myflcourtaccess.com

To

Reply

Reply All

Forward

...

Tue 10/26/2021 10:20 AM

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 10/26/2021 10:19:39 AM

Dear Halle Marie Weber:

Your filing with the Orange County, Florida County Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 100290707

Status: Correction Queue

Filing Date/Time: 10/26/2021 10:17:08 AM

UCN: 482021CC000123A001OX

Clerk Case #: 2021-CC-000123-O

Case Style: VINCENT ANDERSONvs.CHRISHENDA WILKES

Matter #:

Please be advised that Filing Reference Number 100290707 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): Document you attached is illegible. Please replace 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 and another payment will be charged to your credit card or ACH account. The payment you made when you initially submitted your document(s) was refunded by the Portal when the submission was returned to the Correction**

Queue. 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, County Civil Division Carolyn Weber, cweber@flclerks.com.

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

The Correction Queue email is also sent to all of the recipients on the E-service list.

Florida Courts E-Filing Portal

Portal Filer User Manual

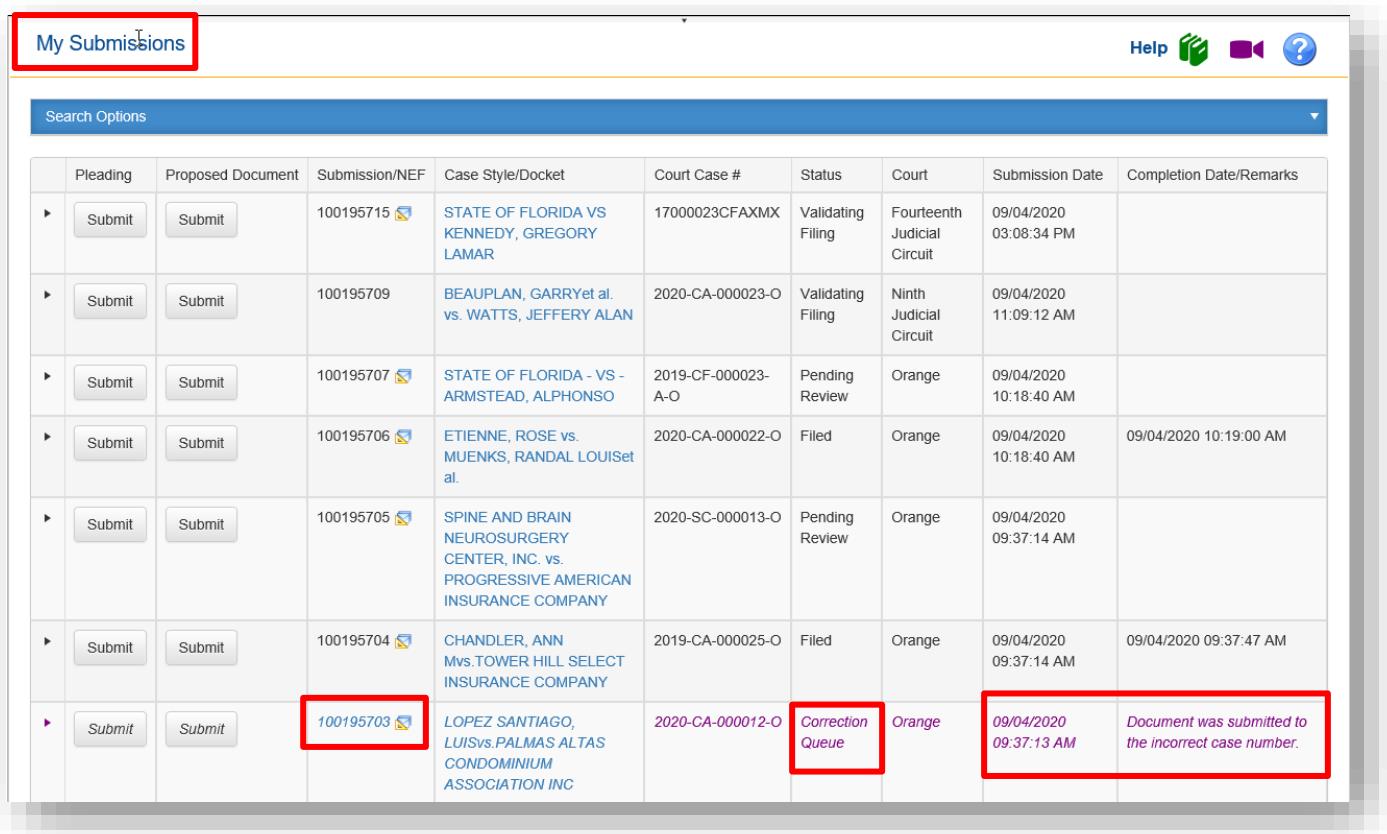
When you correct the submission and resubmit, another Notification of Electronic Filing goes out to the E-service recipient list with a PDF of the resubmitted document attached.

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.



The screenshot shows the 'My Alerts' page with a single alert listed. The alert details are as follows:

Alert Date	Type of Alert	Remarks
09/08/2020 10:25:38 AM	Filing Moved to Correction Queue	Document was submitted to the incorrect case number.



The screenshot shows the 'My Submissions' page with a list of filings. One filing, with Filing # 100195703, is highlighted and has a red box around it. The filing details are as follows:

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
ETIENNE, ROSE vs. MUENKS, RANDAL LOUISET al.	100195706	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
LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC	100195703	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.

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** for correction must be corrected by the filer and

Florida Courts E-Filing Portal

Portal Filer User Manual

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.

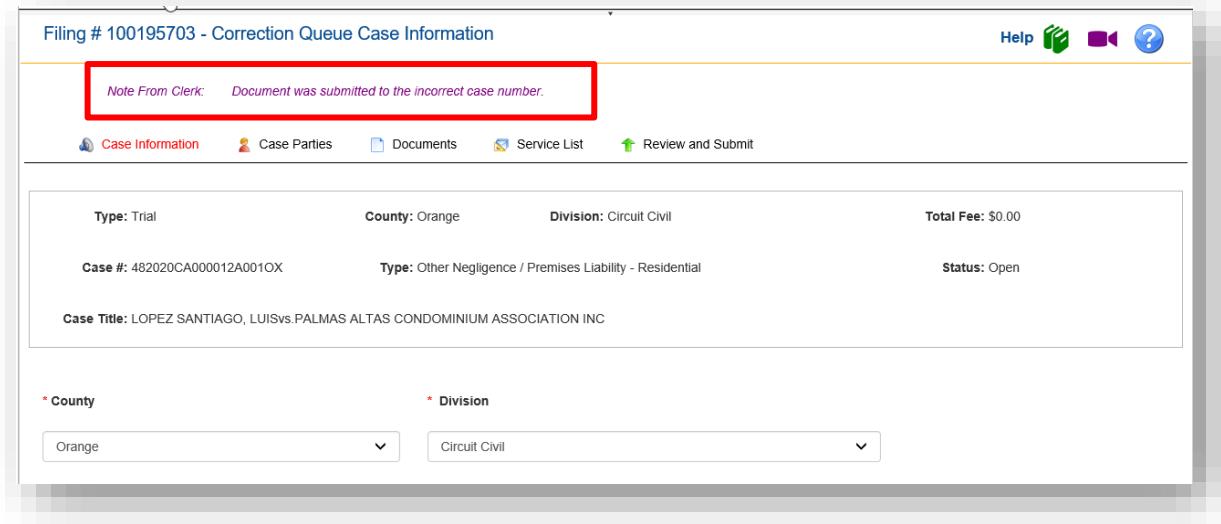
Case Information Case Parties Documents Service List Review and Submit

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: Orange * Division: 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

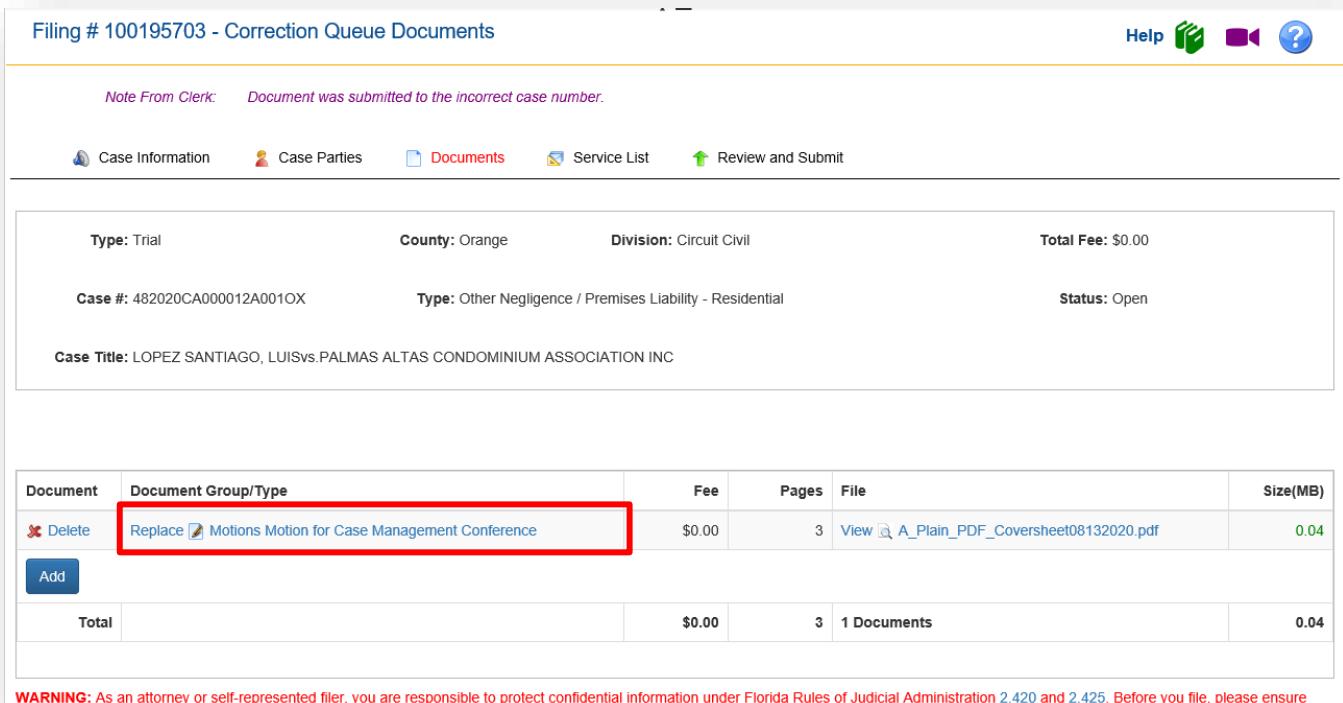
Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

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)
<input checked="" type="checkbox"/> 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



If you delete the document and add a new document, the official file stamp date and time will be the **current date**.

Florida Courts E-Filing Portal

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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)
<input checked="" type="button"/> 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

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.

Florida Courts E-Filing Portal

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Filing # 100195703 - Correction Queue Service List

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	*****	cweber1024@outlook.com	Primary
<input type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Co-Counsel for Defendant	*****	cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>	FL84487					

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. Your payment is not reconciled until the submission has been approved and accepted by the Clerk. The prior authorization will be removed when the submission is returned to the **Correction Queue** as well.

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.

Florida Courts E-Filing Portal

Portal Filer User Manual

Filing # 100195703 - Correction Queue Review and Submit

Note From Clerk: Document was submitted to the incorrect case number.

Help   

 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 Ian 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 

Florida Courts E-Filing Portal

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Uploaded Documents Summary		
#	Document	File
1	Motion for Case Management Conference	A_Plain_PDF_Coversheet08132020.pdf

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

Case Parties Summary

#	Type	Name	Contact Information
No Parties associated with current filing			

If

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 your credit card issuer or financial institution.

Filing Fee Summary

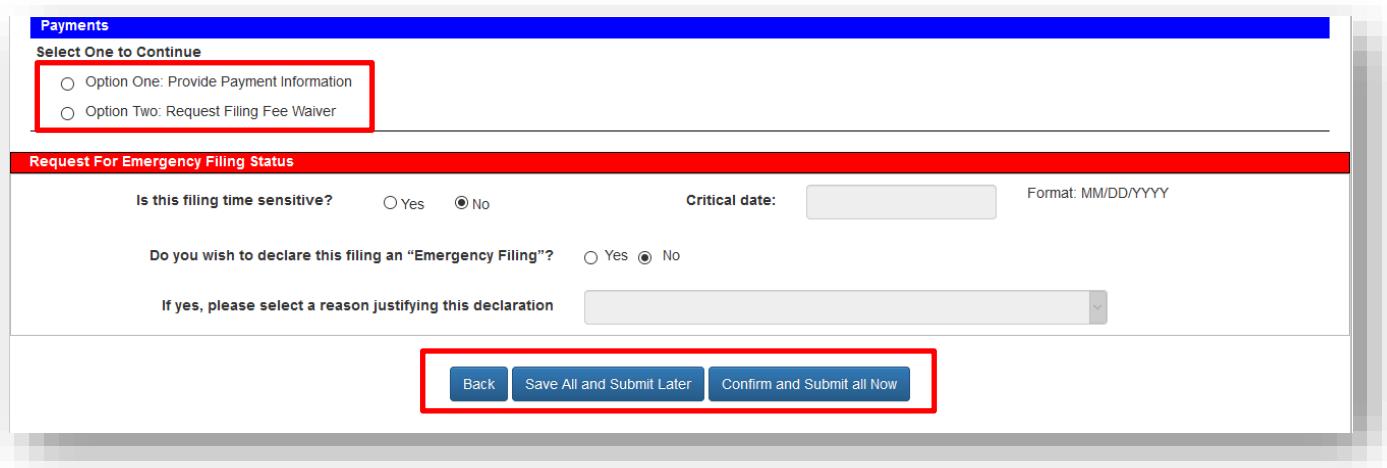
#	Description	Amount
1	Filing Fee	\$0.00
2	Motions Motion for Case Management Conference	\$0.00
	Total Filing Fees:	\$0.00
	Statutory Convenience Fee:	\$0.00
	Total:	\$0.00

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.

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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

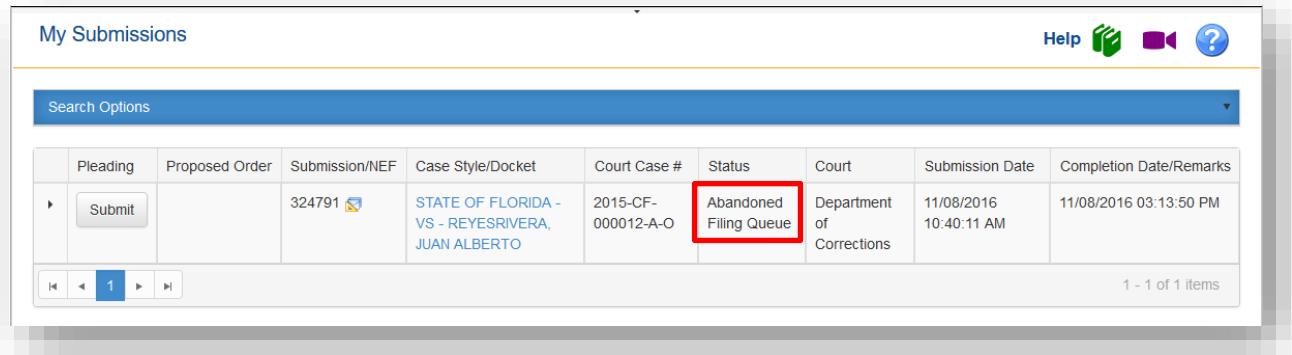
If yes, please select a reason justifying this declaration

Buttons: Back, Save All and Submit Later, Confirm and Submit all Now

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 **Correction Queue** has not been corrected within five (5) business days, the county has the ability to 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 Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	<input type="button" value="Submit"/>		324791	STATE OF FLORIDA - VS - REYESRIVERA, JUAN ALBERTO	2015-CF-000012-A-O	Abandoned Filing Queue	Department of Corrections	11/08/2016 10:40:11 AM	11/08/2016 03:13:50 PM
1 - 1 of 1 items									

Open Multiple Portal Sessions

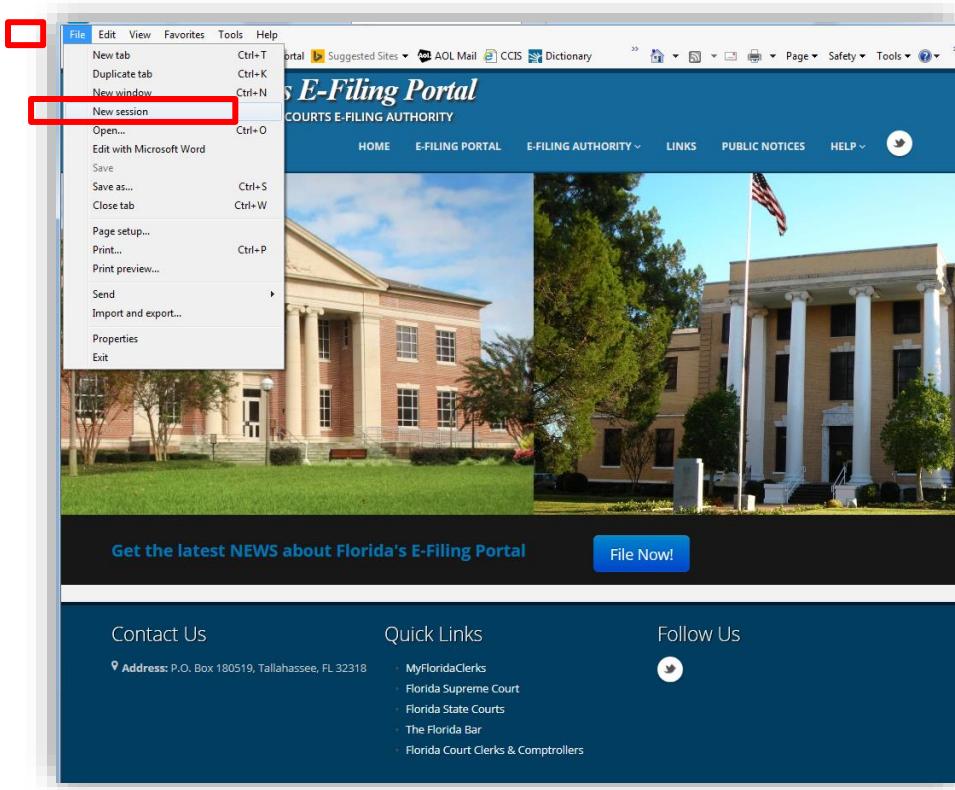
When opening multiple sessions of the Portal do not open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session

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Portal Filer User Manual



Documents Filed Through the Portal

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 1/2 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 1/2 by 14 inches) documents to letter size (8 1/2 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