



FLORIDA COURTS  
**E-FILING PORTAL**



**E-SERVICE USER GUIDE**

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## Table of Contents

|   |    |
|---|----|
| Overview .....  | 3  |
| E-service Features .....                              | 3  |
| Pre-Populated E-service Lists.....                    | 3  |
| Incorporating E-service to the Filing Process .....   | 3  |
| Screen Location for Service List.....                 | 4  |
| E-File Service List Page.....                         | 4  |
| Creating the E-service List.....                      | 4  |
| Use Profile Email Addresses .....                     | 4  |
| Designate Other Email Addresses.....                  | 4  |
| Populate E-service List .....                         | 5  |
| Select Attorney to Receive Service .....              | 5  |
| Other Attorney/Interested Party .....                 | 7  |
| Locating Attorneys to add to E-service List.....      | 7  |
| Search Registered Users.....                          | 8  |
| Search Florida Bar .....                              | 9  |
| Type Name and Email Address .....                     | 9  |
| View E-service List You Created .....                 | 11 |
| Add from E-service Favorites.....                     | 12 |
| My Cases .....  | 16 |
| Submit .....  | 17 |
| View Case Information .....                           | 18 |
| View E-service List.....                              | 18 |
| Edit E-service List .....                             | 19 |
| Bounce Back Info .....                                | 20 |
| Other Attorneys/Interested Parties .....              | 20 |
| Your Email Addresses for E-service on this case ..... | 22 |
| My Status for this Case .....                         | 23 |
| Bounce-Back Email Notification .....                  | 23 |

## **E-service User Guide**

### **Overview**

The Florida Courts E-Filing Portal (Portal) will provide an E-service component for attorneys of record beginning with the first document they file electronically through the Portal.

### **E-service Features**

E-service will provide:

- Pre-populated E-service List on first day of E-service on the portal
- Email service of documents filed electronically through the Portal to all counsel of record and interested parties to the case
- Up to three email addresses per case, per attorney to receive the electronic notification [NEF]
- A PDF of the document[s] filed electronically attached to the NEF
- The ability for an attorney to change/edit their email addresses linked to a specific case
- The ability for an attorney to remove himself from receiving NEF of documents filed for a case
- Notification of bounce-back email when E-service could not be provided due to a bad email address
- Alert on E-service page when a bounce-back email is received
- When a person is added to the E-service List, an email goes to that person advising them that they have been added to the E-service List for the case and allows them to Request Removal from the E-service List
- If removal is requested from an E-service List, an alert is added to the E-service List so the filer knows that the person added is requesting to be removed from the E-service List

### **Pre-Populated E-service Lists**

Every case in which an attorney has e-filed at least one document will appear on the My Cases page, a page found under the Filing Options tab on the Menu Bar. The attorney will be added to the E-service list for every case in which they have e-filed at least one document. By default, the attorney's profile email addresses will be listed as their E-service addresses for each case. An attorney may update their E-service email list at any time.

If it is the first time an attorney has e-filed a document in a case, it is possible that the E-service page will not have anyone listed. It will automatically add the filing attorney and then as other attorneys file to the case, they will be added to the E-service Recipient List as well.

### **Incorporating E-service to the Filing Process**

The E-service list for a filing is incorporated into the filing process after documents are attached.

# Florida Courts E-Filing Portal

## E-service User Guide

### Screen Location for Service List

#### E-File Service List Page

Service List is a tab on the menu in the middle of the page.

The screenshot shows the 'Pleading on Existing Case' interface. At the top, there are fields for Case Information: Type (Trial), County (Orange), Division (County Civil), Total Fee (\$0.00), Case # (482021SC000014A001OX), Type (Small Claims - up to \$8000 / Small Claims \$5,001 - \$8,000), Status (Open), and Case Title (MIDLAND CREDIT MANAGEMENT INC. vs. LUZ RIVERA). Below this is a navigation menu with tabs: Case Information, Case Parties, Documents, ServiceList (highlighted with a red box), Fees and Payments, and Review and Submit. Below the menu are dropdown menus for County (Orange) and Division (County Civil).

#### Creating the E-service List

Filers may create the E-service list for a case using:

- The filer's profile email addresses
- Case specific email addresses (for those who should receive E-service for this case only)

#### Use Profile Email Addresses

Select the 'my profile' radio button if the email addresses to be used for E-service are those from the filer's profile email addresses.

The screenshot shows the 'Electronic Service List' interface. At the top, there are fields for Case Information: Case # (482017CA000214A001OX), Case Name (HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA), and County (Orange). Below this is a 'Save' button. Below the button are tabs: Electronic Service Recipients, My Added Attorney/Interested Parties, My E-service Email Addresses for this Case, and My Status for this Case. Below the tabs is a section titled 'Designate your email addresses for eService on this case.' with two radio buttons: 'My profile eMail addresses should be used for eService on this case.' (selected and highlighted with a red box) and 'My case specific email addresses should be used for eService on this case.'

#### Designate Other Email Addresses

The filer should select the second radio button when designating new email addresses for E-service on this case only. Type the email addresses to use for this case.

## Florida Courts E-Filing Portal E-service User Guide

The screenshot shows the 'Electronic Service List' page for case 482017CA000214A001OX, titled 'HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA'. The page has tabs for 'Electronic Service Recipients', 'My Added Attorney/Interested Parties', 'My E-service Email Addresses for this Case', and 'My Status for this Case'. Under the 'My E-service Email Addresses for this Case' tab, there is a section to designate email addresses. The first option is 'My profile eMail addresses should be used for eService on this case.' The second option, which is selected, is 'The below listed eMail addresses should be used for eService on this case.' Below this, there are three input fields: 'Primary' (containing 'cweber1044@fake.com'), 'Alternate Email 1' (containing 'alt@lawfirm.com'), and 'Alternate Email 2' (containing 'alt2@lawfirm.com'). A 'Save' button is located above the tabs.

Electronic Service List

482017CA000214A001OX HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA Orange

Save

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

cweber1044@fake.com alt@lawfirm.com alt2@lawfirm.com x

### Populate E-service List

When you click on Next, the email addresses you selected will appear in the Electronic Service List at the top of the E-service page, as shown below.

The screenshot shows the 'Electronic Service List' page for case 482021SC000014A001OX, titled 'MIDLAND CREDIT MANAGEMENT INC. vs. LUZ RIVERA'. The page has tabs for 'Electronic Service Recipients', 'My Added Attorney/Interested Parties', 'My E-service Email Addresses for this Case', and 'My Status for this Case'. Under the 'My E-service Email Addresses for this Case' tab, there is a table listing the designated email addresses. The table has columns for Name, Bar ID, Email Status, Email Address, Email Type, and Portal Status. The first row is highlighted with a red box and contains the following data: Name: Halle Marie Weber, Bar ID: FL102382, Email Status: (empty), Email Address: abe@law.com, Email Type: Primary, Portal Status: Active. The second row contains: Email Address: alt@lawfirm.com, Email Type: Alternate 1, Portal Status: (empty). The third row contains: Email Address: assistant@lawfirm.com, Email Type: Alternate 2, Portal Status: (empty). A 'Save' button is located above the tabs.

Electronic Service List

482021SC000014A001OX MIDLAND CREDIT MANAGEMENT INC. vs. LUZ RIVERA Orange

Save

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

| Name              | Bar ID   | Email Status | Email Address         | Email Type  | Portal Status |
|-------------------|----------|--------------|-----------------------|-------------|---------------|
| Halle Marie Weber | FL102382 |              | abe@law.com           | Primary     | Active        |
|                   |          |              | alt@lawfirm.com       | Alternate 1 |               |
|                   |          |              | assistant@lawfirm.com | Alternate 2 |               |

### Select Attorney to Receive Service

As new attorneys electronically file to this case, they will be added to the Electronic Service List. By default however, no one will be automatically selected for service on the E-service List.

## Florida Courts E-Filing Portal E-service User Guide

Electronic Service List

Electronic Service Recipients

| <input type="checkbox"/> Serve All? | Name/ID                     | Recipient Status | Affiliation/Role                        | Email Status | Email Address           | Email Type  |
|-------------------------------------|-----------------------------|------------------|---|--------------|-------------------------|-------------|
| <input type="checkbox"/>            | Carolyn M Weber<br>FL800234 | Active           | Weber & Weber Attorney<br>– Florida Bar |              | cweber1024@outlook...   | Primary     |
|                                     |                             |                  |   |              | cweber1024@gmail.com    | Alternate 1 |
|                                     |                             |                  |   | Info         | qxjones@lawfirm.com     | Alternate 2 |
| <input type="checkbox"/>            | Krys Godwin                 |                  | Unaffiliated Users<br>Interested Party  |              | cweber1024@gmail.com    | Primary     |
|                                     |                             |                  |   |              | cweber1024@outlook...   | Alternate 1 |
|                                     |                             |                  |   |              | cweber767881@aol.com    | Alternate 2 |
| <input type="checkbox"/>            | Martin Green                |                  | Unaffiliated Users<br>Interested Party  |              | cweber1024@gmail.com    | Primary     |
| <input type="checkbox"/>            | Carolyn M Weber<br>FL913073 | Active           | Marquis Attorney –<br>Florida Bar       |              | cweber1024@outlook...   | Primary     |
|                                     |                             |                  |   |              | jfishback@fliclerks.com | Alternate 1 |
|                                     |                             |                  |   |              | cweber767881@aol.com    | Alternate 2 |

The filer is responsible to select from the E-service List those that they wish to serve. To select everyone on the E-service List, place a check in the box next to 'Serve All?' at the top of the column and every person on the list will be selected. If the filer does not wish to serve a particular attorney, remove the check mark in the appropriate box in the service column and the Notification of Electronic Filing (NEF) will not be sent to that attorney.

Electronic Service List

Electronic Service Recipients

| <input checked="" type="checkbox"/> Serve All? | Name/ID                     | Recipient Status | Affiliation/Role                        | Email Status | Email Address           | Email Type  |
|--|-----------------------------|------------------|---|--------------|-------------------------|-------------|
| <input checked="" type="checkbox"/>            | Carolyn M Weber<br>FL800234 | Active           | Weber & Weber Attorney<br>– Florida Bar |              | cweber1024@outlook...   | Primary     |
|  |                             |                  |   |              | cweber1024@gmail.com    | Alternate 1 |
|  |                             |                  |   | Info         | qxjones@lawfirm.com     | Alternate 2 |
| <input checked="" type="checkbox"/>            | Krys Godwin                 |                  | Unaffiliated Users<br>Interested Party  |              | cweber1024@gmail.com    | Primary     |
|  |                             |                  |   |              | cweber1024@outlook...   | Alternate 1 |
|  |                             |                  |   |              | cweber767881@aol.com    | Alternate 2 |
| <input type="checkbox"/>                       | Martin Green                |                  | Unaffiliated Users<br>Interested Party  |              | cweber1024@gmail.com    | Primary     |
| <input checked="" type="checkbox"/>            | Carolyn M Weber<br>FL913073 | Active           | Marquis Attorney –<br>Florida Bar       |              | cweber1024@outlook...   | Primary     |
|  |                             |                  |   |              | jfishback@fliclerks.com | Alternate 1 |
|  |                             |                  |   |              | cweber767881@aol.com    | Alternate 2 |

The deselected attorney's name will appear in the NEF that is served on all other recipients in a section noting which attorneys were not served through the Portal.

# Florida Courts E-Filing Portal

## E-service User Guide

Date: 10/03/2017 09:28:41 AM

**Notice of Service of Proposed Documents**

**Filing Information**

Filing #: 446480  
Filing Time: 10/03/2017 09:28:36 AM ET  
Filer: Allison M Weber 407-461-2313  
Court: Ninth Judicial Circuit  
Case #: 482017CA000214A001OX  
Court Case #: 2017-CA-000214-O  
Case Style: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

**Documents**

| Title                     | File                   |
|---------------------------|------------------------|
| Cover Letter Cover Letter | ACoverLetterReal.pdf   |
| Judiciary Proposed Order  | An Unsigned Order.docx |

**E-service recipients selected for service:**

| Name            | Email Address          |
|-----------------|------------------------|
| Allison M Weber | cweber@flclerks.com    |
| Mary Beth Kelly | cweber1024@outlook.com |
|                 | cweber1024@gmail.com   |

**E-service recipients deselected for service:**




| Name                  | Email Address               |
|-----------------------|-----------------------------|
| Christopher M Skambis | cweber1024@outlook.com      |
| Kyle Reichert         | kreichert@flclerks.com      |
| Colin R Thacker mr    | colinthacker@rocketmail.com |
|                       | plowery@flclerks.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

### Other Attorney/Interested Party

A filer may add Other Attorneys or Interested Parties to receive E-service of documents filed to this case. To add an attorney or interested party, click on the My Added Attorney/Interested Party link in the ServiceList section of the E-service page as shown below.

Pleading on Existing Case

Help   

|  |  |                         |                   |
|--|--|-------------------------|-------------------|
| Type: Trial  | County: Orange                           | Division: Circuit Civil | Total Fee: \$0.00 |
| Case #: 482017CA000214A001OX   | Type: Other Negligence / Auto Negligence | Status: Closed          |                   |
| Case Title: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA |  |                         |                   |

[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

### Locating Attorneys to add to E-service List

To locate an attorney's email address:

- Search registered users of the E-Filing Portal
- Search the Florida Bar database
- Enter the name and email address manually

## Florida Courts E-Filing Portal

### E-service User Guide

- Select from your E-service Favorites List

Other Attorneys/Interested Party

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

Search Active E-Filing Portal Users Search Florida Bar

Enter Information:

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

\* Name:  Status:

\* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

\* Case Role:   Other:

Save Cancel

### Search Registered Users

The Search Registered Users page will allow you to search the list of active registered users in the Portal. You may then select that user and the profile email addresses listed in the Portal for that user will be added to the E-service list. Be sure that you are selecting the correct person to add to the list as you will be providing a copy of the documents filed.

Search Registered Filers

\* Last Name:  First Name:

\* Bar Number:

Search

| Select                   | Name                   | Filer Role             | Affiliation | ID #      | Primary Email          | Primary Phone |
|--------------------------|------------------------|------------------------|-------------|-----------|------------------------|---------------|
| <input type="checkbox"/> | Skambis, Christopher M | Attorney - Florida Bar | Marquis 2   | FL 262358 | cweber1024@outlook.com | 407-461-2231  |

1 - 1 of 1 items

Select Cancel

Once you have selected someone to add to the E-service List, they can also be added to your E-service Favorites List. To add someone you have selected to your E-service Favorites List, make sure you place a check in the 'Add to E-service Favorites' selection box. This will add this



## E-service User Guide

person to your E-service Favorites List so you do not have to do a search to locate them. This Add to E-service Favorites option is available with every search functionality when adding Other Attorney/Interested Parties to a Service List.

**Other Attorneys/Interested Party**

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

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

Enter Information:

Filer #: 33479 ☒ Use Portal Filer Profile Information for Service ☒ Add to E-service Favorites

\* Name: Chris Skambis Status: Active

\* Primary Email Address: cweber@fclerks.com Status: Ok

Alternate Email 1:

Alternate Email 2:

\* Case Role:  Other:

Save Cancel

## Search Florida Bar

If you select Option 2, Search Florida Bar, you will be able to search The Florida Bar registry by Florida Bar Number and use the email address the attorney has listed with The Florida Bar to add to the E-service list for this case.

**Search Florida Bar File**

\* Bar Number: 84486 Search

| Select                   | Name                    | Affiliation | Bar #    | Primary Email | Primary Phone |
|--------------------------|-------------------------|-------------|----------|---------------|---------------|
| <input type="checkbox"/> | Genevieve Mendes Weaver |             | FL 84486 |               | 8642338888    |

1 - 1 of 1 items

Select Cancel

## Type Name and Email Address

Type the name and email address to add Other Attorneys or Interested Parties to the E-service list.

## Florida Courts E-Filing Portal

### E-service User Guide

**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

**The filer that entered the name is the only one who will be able to remove the attorney or interested party from the E-service List. So, be sure that you add only people that wish to receive E-service of documents electronically filed to the case.**

Once the filer clicks on SAVE at the bottom of the page, the Other Attorney or Interested Party entered will be validated against a bounce-back email data base to make sure the entered email address has not received any bounced-bad emails. The status of that email address will be shown and they will be added to the table in the middle of the E-service List page.

# Florida Courts E-Filing Portal

## E-service User Guide

### View E-service List You Created

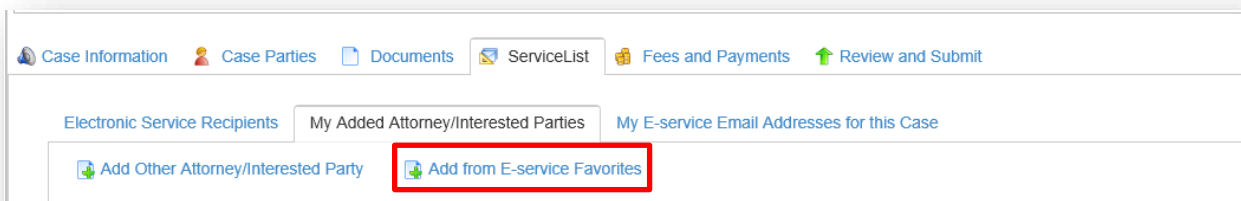
| Electronic Service Recipients              |                                   |                  |  |              |                             |             |
|--|-----------------------------------|------------------|--|--------------|-----------------------------|-------------|
| My Added Attorney/Interested Parties       |                                   |                  |  |              |                             |             |
| My E-service Email Addresses for this Case |                                   |                  |  |              |                             |             |
| <input type="checkbox"/> Serve All?        | Name/ID                           | Recipient Status | Affiliation/Role   | Email Status | Email Address               | Email Type  |
| <input type="checkbox"/>                   | Carolyn M Weber<br>FL262358       | Active           | Marquis 2 Attorney –<br>Florida Bar                        |              | cweber@anyemail.com         | Primary     |
|  |                                   |                  |  |              | alt1@lawfirm.com            | Alternate 1 |
|  |                                   |                  |  |              | alt2@lawfirm.com            | Alternate 2 |
| <input type="checkbox"/>                   | Christopher M<br>Skambis FL262358 | Active           | Marquis 2<br>Mediator/Arbitrator                           |              | cweber1024@outlook.com      | Primary     |
| <input type="checkbox"/>                   | Mary Beth Kelly<br>FL84487        | Active           | Thirteenth Judicial<br>Circuit Co-Counsel for<br>Plaintiff |              | cweber1024@outlook.com      | Primary     |
|  |                                   |                  |  |              | cweber1024@gmail.com        | Alternate 1 |
| <input type="checkbox"/>                   | Kyle Reichert<br>FL106106         | Active           | Attorneys at Law Co-<br>Counsel for Plaintiff              |              | kreichert@flclerks.com      | Primary     |
| <input type="checkbox"/>                   | Colin R Thacker mr<br>FL71268     | Active           | Reichert & Newberry<br>Law Office Interested<br>Party      |              | colinthacker@rocketmail.com | Primary     |
|  |                                   |                  |  |              | plowery@flclerks.com        | Alternate 1 |
| <input checked="" type="checkbox"/>        | John M. Smith                     |                  | Interested Party   |              | JohnSmith@lawfirm.com       | Primary     |

| Electronic Service Recipients  |                                     |  |                  |  |             |   |                |
|--|-------------------------------------|--|------------------|--|-------------|---|----------------|
| My Added Attorney/Interested Parties   |                                     |  |                  |  |             |   |                |
| My E-service Email Addresses for this Case   |                                     |  |                  |  |             |   |                |
| <a href="#">Add Other Attorney/Interested Party</a> <a href="#">Add from E-service Favorites</a> |                                     |  |                  |  |             |   |                |
| Delete   | Favorite                            | Name/ID/Edit                                       | Recipient Status | Affiliation  | Email St... | Email Address                               | Email T...     |
|  | <input type="checkbox"/>            | <a href="#">Christopher M Skambis<br/>FL262358</a> | Active           | Marquis 2<br>Mediator/Arbitrator                           |             | <a href="#">cweber1024@outlook.com</a>      | Primary        |
|  | <input type="checkbox"/>            | <a href="#">Mary Beth Kelly<br/>FL84487</a>        | Active           | Thirteenth Judicial<br>Circuit Co-Counsel for<br>Plaintiff |             | <a href="#">cweber1024@outlook.com</a>      | Primary        |
|  |                                     |  |                  |  |             | <a href="#">cweber1024@gmail.com</a>        | Alternate<br>1 |
|  | <input checked="" type="checkbox"/> | <a href="#">Kyle Reichert FL106106</a>             | Active           | Attorneys at Law Co-<br>Counsel for Plaintiff              |             | <a href="#">kreichert@flclerks.com</a>      | Primary        |
|  | <input checked="" type="checkbox"/> | <a href="#">Colin R Thacker mr<br/>FL71268</a>     | Active           | Reichert & Newberry<br>Law Office Interested<br>Party      |             | <a href="#">colinthacker@rocketmail.com</a> | Primary        |
|  |                                     |  |                  |  |             | <a href="#">plowery@flclerks.com</a>        | Alternate<br>1 |
|  | <input type="checkbox"/>            | <a href="#">John M. Smith</a>                      |                  | Interested Party   |             | <a href="#">JohnSmith@lawfirm.com</a>       | Primary        |

## E-service User Guide

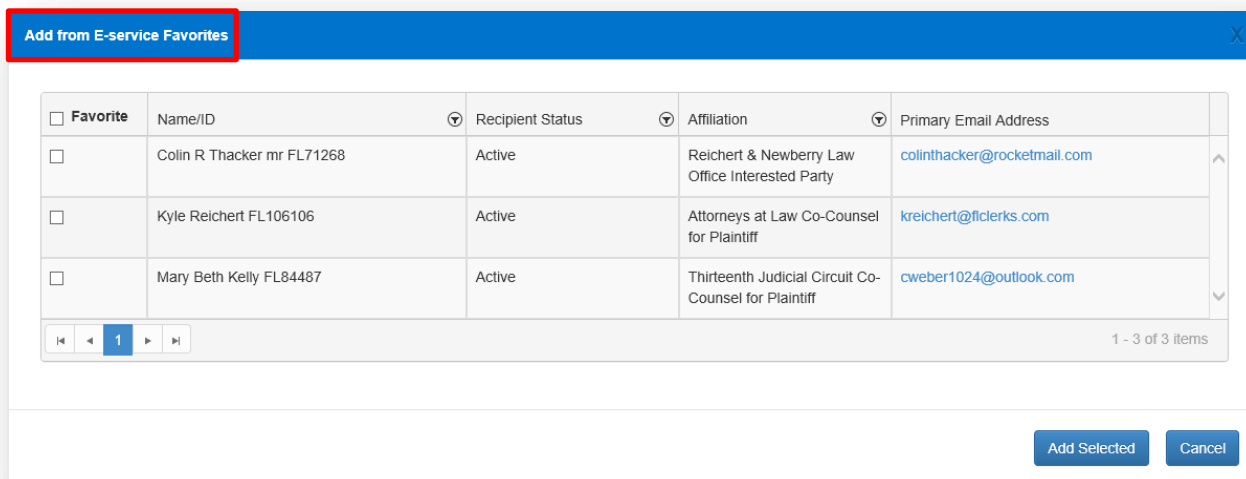
### Add from E-service Favorites

When you add Other Attorneys/Interested Parties to an E-service List using any of the above options, you are able to add the people to a personalized E-service Favorites List. Then rather than searching for a person that you add often to an E-service List, you will be able to select 'Add from E-service Favorites' to see your E-service Favorites List and add Other Attorneys/Interested Parties.



The screenshot shows the top navigation bar with tabs: Case Information, Case Parties, Documents, ServiceList, Fees and Payments, and Review and Submit. Below this, there are three sub-tabs: Electronic Service Recipients, My Added Attorney/Interested Parties, and My E-service Email Addresses for this Case. Under the 'My Added Attorney/Interested Parties' tab, there are two buttons: 'Add Other Attorney/Interested Party' and 'Add from E-service Favorites'. The 'Add from E-service Favorites' button is highlighted with a red box.

Click on 'Add from E-service Favorites' and your E-service Favorites List will pop up.



The screenshot shows a dialog box titled 'Add from E-service Favorites' with a red box around the title bar. Inside the dialog, there is a table with the following columns: Favorite, Name/ID, Recipient Status, Affiliation, and Primary Email Address. The table contains three rows of data. At the bottom right of the dialog, there are two buttons: 'Add Selected' and 'Cancel'.

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

Then simply select from your E-service Favorites List the Attorney/Interested Party you wish to add to this cases E-service List. As you add attorneys to your E-service Favorites List, it will continue to grow.

## Florida Courts E-Filing Portal

### E-service User Guide

Add from E-service Favorites

| <input type="checkbox"/> Favorite   | Name/ID                     | Recipient Status | Affiliation  | Primary Email Address  |
|-------------------------------------|-----------------------------|------------------|--|--|
| <input type="checkbox"/>            | Colin R Thacker mir FL71268 | Active           | Reichert & Newberry Law Office Interested Party      | <a href="mailto:colinthacker@rocketmail.com">colinthacker@rocketmail.com</a> |
| <input checked="" type="checkbox"/> | Kyle Reichert FL106106      | Active           | Attorneys at Law Co-Counsel for Plaintiff            | <a href="mailto:kreichert@fliclerks.com">kreichert@fliclerks.com</a>         |
| <input type="checkbox"/>            | Mary Beth Kelly FL84487     | Active           | Thirteenth Judicial Circuit Co-Counsel for Plaintiff | <a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>           |

1

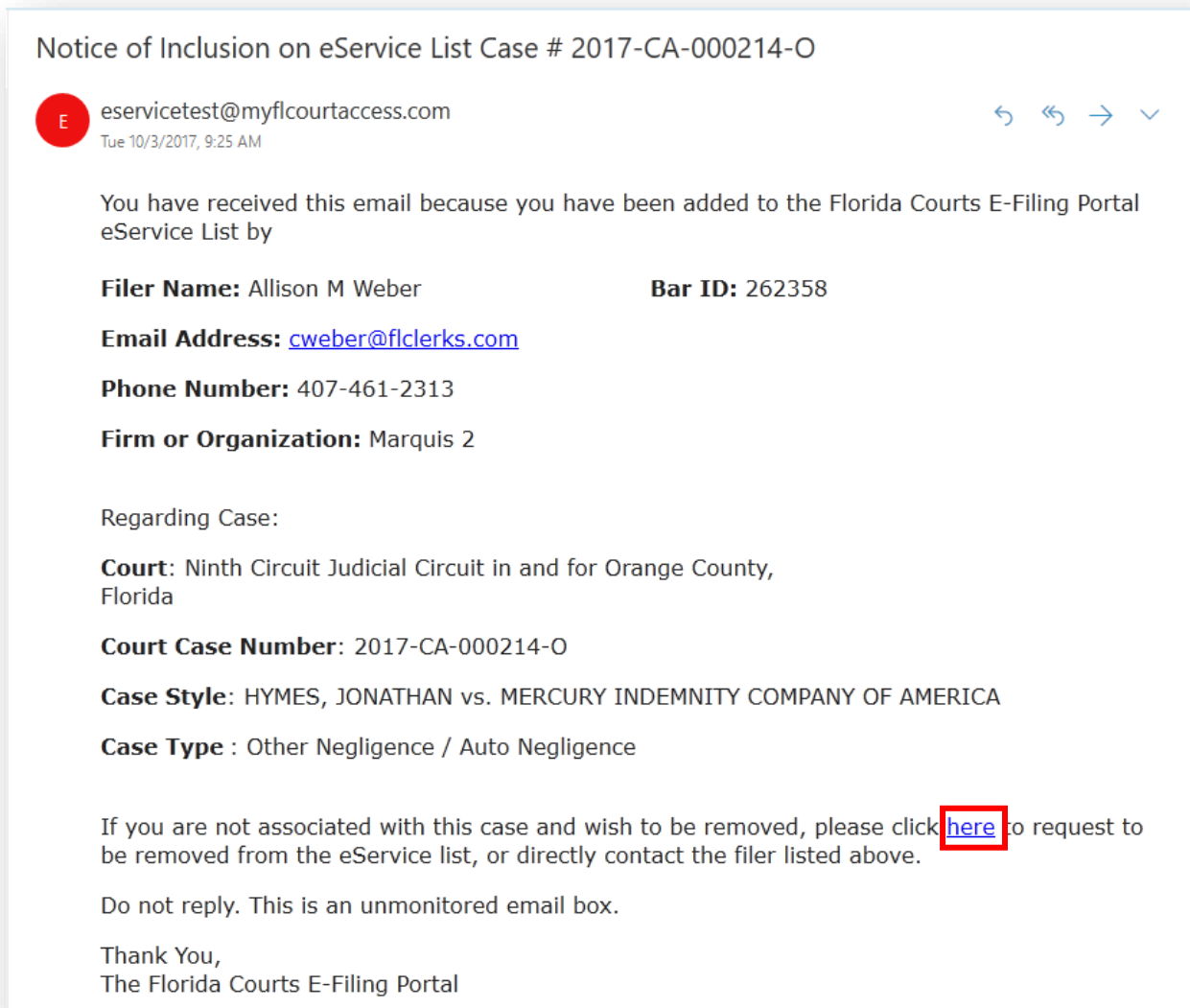
1 - 3 of 3 items

Add Selected Recipient to Other Attorney/Interested Party

Add SelectedCancel

Once a person is added to the E-service List using the Other Attorneys/Interested Parties link, the person added will receive an email address advising them that they have been added to the E-service Recipient List for the case. They will also receive the Notification of Electronic Service for the case they were just added to.

Florida Courts E-Filing Portal  
**E-service User Guide**



Toward the bottom of the above email, there is a link for them to use if they request to be removed from the E-service list for this case. Once that link has been invoked, the following page will appear.

## Florida Courts E-Filing Portal E-service User Guide

The screenshot shows the 'E-Portal Filing Page' with a blue header containing the Florida Courts E-Filing Portal logo and the URL www.myflcourtaccess.com. A 'Home' link is in the top right. The page title is 'E-Portal Filing Page' and there is a 'Help' link. The main content area is titled 'Request Removal From Service List'. It contains the following information:

**eService Recipient:** Mary Beth Kelly **Email address:** cweber1024@outlook.com cweber1024@gmail.com has been added to the Florida Courts E-Filing Portal eService List by

**Filer Name:** Carolyn M Weber **Bar ID:** FL262358  
**Email Address:** cweber@anyemail.com alt1@lawfirm.com alt2@lawfirm.com  
**Phone Number:** 407-461-2313  
**Firm or Organization:** Marquis 2

**Court:** Ninth Circuit Judicial Circuit in and for Orange County, Florida  
**Court Case Number:** 2017-CA-000214-O  
**Case Style:** HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

If you are not associated with this case and wish to be removed, please click the Request Removal button to request to be removed from the eService list, or directly contact the filer listed above.

At the bottom, there is a blue button labeled 'Request Removal'.

If you do not wish to be added to the E-service List for this case, click on Request Removal. The following message box will appear.

The dialog box contains the following text:

To Request Removal From Court Case Number 2017-CA-000214-O click OK.  
To cancel, click Cancel.

At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Select OK if you wish to be removed from the E-service List for this case. That will automatically remove you from the E-service List for this case.

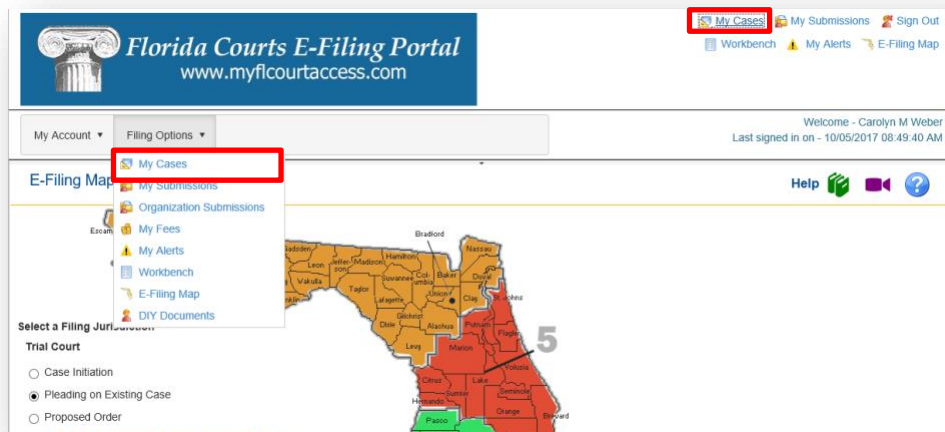
During the filing process, as indicated by the check in the box under the Serve column, the filers will be able to **uncheck** that box if they do not wish to serve a specific document on that party. Only the filer will have the option to **not** serve that party **or** to remove a party that the filer added using the Other Attorney/Interested Party link from the E-service list for this case.

# Florida Courts E-Filing Portal

## E-service User Guide

### My Cases

The My Cases page is found in the Filing Options Menu on the Menu Bar and also up in the right hand corner of the page in the Quick Links. To get to this page, either go to the Filing Options menu on the Menu Bar and select My Cases from the drop down as shown below or select My Cases in the Quick Links.



My Cases will allow you to view case information by selecting the Case #, view the E-service List for the case by selecting the Court Case #, change your email addresses for E-service on a specific case, remove yourself from the E-service List for a case and mark a case inactive.

You will also be able to file directly to a case from the My Cases page by selecting the 'Submit' button on the left hand side of the page. If a Judicial Officer is accepting Proposed Orders through the Portal, there will be a 'Submit' button enabled under the Proposed Order column on the My Cases page that will take you directly to the Case Information page to submit a Proposed Order.

My Cases

Search Options

Court:  Court Case #:

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

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

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

Cases per page:  Include: ☐ Active ☐ Inactive ☒ All

Added as Other Attorney/Interested Party: ☐

| Pleading                              | Proposed Order                        | Case #               | Court Case #     | Court  | Case Title   | Receiving Service | Status |
|---------------------------------------|---------------------------------------|----------------------|------------------|--------|--|-------------------|--------|
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 372015CA000123XXXXXX | 2015 CA 000123   | Leon   | CAPITAL CITY BANK vs. RICHARDSON'S FAMILY FUNERAL CARE INC | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 372014CF000123XXXXXX | 2014 CF 000123 A | Leon   | STATE OF FLORIDA vs. FANCHER, QUENNIE L                    | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 372014CA000123XXXXXX | 2014 CA 000123   | Leon   | US BANK NATIONAL ASSOCIATION vs. STEWART, ROBERT J         | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 372014CA00012XXXXXX  | 2014 CA 000012   | Leon   | MITCHELL, RAYMOND vs. FREEMAN, WARDEN                      | Yes               | Active |
|                                       |                                       | NEW CASE_324370      | NEW CASE         | Marion | David Brown VS Sally Fields                                | Yes               | Active |



## E-service User Guide

If you have a large list of My Cases, use the 'Search Options' available at the top of the page to further define your search to quickly access the case you are looking for.

Search Options

Court:

Case Style:

Service lists using my profile email addresses: ☐

I have removed myself from the Service List: ☐

Cases per page:

Added as Other Attorney/Interested Party: ☐

Court Case #:

Service lists containing case-specific email address:

Service lists using case-specific email addresses: ☐

Bounce backs received on my email addresses: ☐

Include: ☐ Active ☐ Inactive ☒ All

## Submit

By selecting the 'Submit' button, you will bypass selecting the County, Division and typing in the Case Number on the Case Information page. The Portal will pull this information based on your case selection and take you to the bottom of the Case Information page where you can mark you filing as an emergency or add a Matter Number for the submission. Then you click on Next and continue down the filing path.

| My Cases                              |                                       |                      |                           |                                 |   |                   |        |
|---------------------------------------|---------------------------------------|----------------------|---------------------------|---------------------------------|---|-------------------|--------|
| Search Options                        |                                       |                      |                           |                                 |   |                   |        |
| Pleading                              | Proposed Document                     | Case #               | Court Case #              | Court                           | Case Title  | Receiving Service | Status |
| <input type="button" value="Submit"/> |                                       | 1D2019-1             | 1D2019-1                  | First District Court of Appeal  | Dolly Smith vs.me   | Yes               | Active |
| <input type="button" value="Submit"/> |                                       | 4D2019-98            | 4D2019-98                 | Fourth District Court of Appeal | TYRONE CHESTER HILLS vs STATE OF FLORIDA                        | Yes               | Active |
| <input type="button" value="Submit"/> |                                       | 4D2016-12            | 4D2016-12                 | Fourth District Court of Appeal | ARMANDO PESTANA vs DEPT. OF REVENUE, CHILD SUPPORT ENF., et al. | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 102020CA000012CAAXXX | 2020CA000012              | Clay                            | DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES    | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 122019CA000010CAAXMX | 19000010CAAXMX            | Columbia                        | RYAN, SHANNON VS BAYA URGENT CARE                               | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 122018DP00001DPAXMX  | 18000001DPAXMX            | Columbia                        | Not Available   | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 162018CA000012XXXXMA | 16-2018-CA-000012-XXXX-MA | Duval                           | HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY        | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292020DR000013A001HC | 20-DR-000013              | Hillsborough                    | WADE,KIYANI VS CULPEPPER,ZELQUANED                              | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR007618A001HC | 19-DR-007618              | Hillsborough                    | MYERS,WILLIAM M VS. WILLIAMSON,KATHERINE L                      | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR007023A001HC | 19-DR-007023              | Hillsborough                    | DICKEY, MERNA vs DICKEY, GEORGE W.                              | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR001742A001HC | 19-DR-001742              | Hillsborough                    | Bradford, Jeffery Scott vs Collins, Angelina                    | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 482021SC000014A001OX | 2021-SC-000014-O          | Orange                          | MIDLAND CREDIT MANAGEMENT INC vs LUZ RIVERA                     | Yes               | Active |

## E-service User Guide

### View Case Information

To view case information, the docket sheet and the documents, select the Case Number in the first column on the page.

| My Cases                              |                                       |                      |                           |                                 |   |                   |        |
|---------------------------------------|---------------------------------------|----------------------|---------------------------|---------------------------------|---|-------------------|--------|
| Search Options                        |                                       |                      |                           |                                 |   |                   |        |
| Pleading                              | Proposed Document                     | Case #               | Court Case #              | Court                           | Case Title  | Receiving Service | Status |
| <input type="button" value="Submit"/> |                                       | 1D2019-1             | 1D2019-1                  | First District Court of Appeal  | Dolly Smith vs.me   | Yes               | Active |
| <input type="button" value="Submit"/> |                                       | 4D2019-98            | 4D2019-98                 | Fourth District Court of Appeal | TYRONE CHESTER HILLS vs STATE OF FLORIDA                        | Yes               | Active |
| <input type="button" value="Submit"/> |                                       | 4D2016-12            | 4D2016-12                 | Fourth District Court of Appeal | ARMANDO PESTANA vs.DEPT. OF REVENUE, CHILD SUPPORT ENF., et al. | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 102020CA000012CAAXXX | 2020CA000012              | Clay                            | DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES    | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 122019CA000010CAAXMX | 19000010CAAXMX            | Columbia                        | RYAN, SHANNON VS BAYA URGENT CARE                               | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 122018DP000001DPAXMX | 18000001DPAXMX            | Columbia                        | Not Available   | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 162018CA000012XXXXMA | 16-2018-CA-000012-XXXX-MA | Duval                           | HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY        | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292020DR000013A001HC | 20-DR-000013              | Hillsborough                    | WADE,KIYANI VS CULPEPPER,ZELQUANED                              | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR007618A001HC | 19-DR-007618              | Hillsborough                    | MYERS,WILLIAM M VS WILLIAMSON,KATHERINE L                       | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR007023A001HC | 19-DR-007023              | Hillsborough                    | DICKEY, MERNA vs DICKEY, GEORGE W.                              | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 292019DR001742A001HC | 19-DR-001742              | Hillsborough                    | Bradford, Jeffery Scott vs Collins, Angelina                    | Yes               | Active |
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 482021SC000014A001OX | 2021-SC-000014-O          | Orange                          | MIDLAND CREDIT MANAGEMENT INC.vs.LUZ RIVERA                     | Yes               | Active |

For most counties, this will open a new page and display the docket sheet and provide access to the documents in the case.

### View E-service List

To view the E-service list for that case, select the Clerk Case #, as shown in the second column below.

# Florida Courts E-Filing Portal




## E-service User Guide

| My Cases       |                   |                      |                           |                                 |  |                   |        |
|----------------|-------------------|----------------------|---------------------------|---------------------------------|--|-------------------|--------|
| Search Options |                   |                      |                           |                                 |  |                   |        |
| Pleading       | Proposed Document | Case #               | Court Case #              | Court                           | Case Title   | Receiving Service | Status |
| Submit         |                   | 1D2019-1             | 1D2019-1                  | First District Court of Appeal  | Dolly Smith vs. me   | Yes               | Active |
| Submit         |                   | 4D2019-98            | 4D2019-98                 | Fourth District Court of Appeal | TYRONE CHESTER HILLS vs STATE OF FLORIDA                         | Yes               | Active |
| Submit         |                   | 4D2016-12            | 4D2016-12                 | Fourth District Court of Appeal | ARMANDO PESTANA vs. DEPT. OF REVENUE, CHILD SUPPORT ENF., et al. | Yes               | Active |
| Submit         | Submit            | 102020CA000012CAAXXX | 2020CA000012              | Clay                            | DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES     | Yes               | Active |
| Submit         | Submit            | 122019CA000010CAAXMX | 19000010CAAXMX            | Columbia                        | RYAN, SHANNON VS BAYA URGENT CARE                                | Yes               | Active |
| Submit         | Submit            | 122018DP000001DPAXMX | 18000001DPAXMX            | Columbia                        | Not Available  | Yes               | Active |
| Submit         | Submit            | 162018CA000012XXXXMA | 16-2018-CA-000012-XXXX-MA | Duval                           | HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY         | Yes               | Active |
| Submit         | Submit            | 292020DR000013A001HC | 20-DR-000013              | Hillsborough                    | WADE, KIYANI VS CULPEPPER, ZELQUANED                             | Yes               | Active |
| Submit         | Submit            | 292019DR007618A001HC | 19-DR-007618              | Hillsborough                    | MYERS, WILLIAM M VS. WILLIAMSON, KATHERINE L                     | Yes               | Active |
| Submit         | Submit            | 292019DR007023A001HC | 19-DR-007023              | Hillsborough                    | DICKEY, MERNA vs DICKEY, GEORGE W.                               | Yes               | Active |
| Submit         | Submit            | 292019DR001742A001HC | 19-DR-001742              | Hillsborough                    | Bradford, Jeffery Scott vs Collins, Angelina                     | Yes               | Active |
| Submit         | Submit            | 482021SC000014A001OX | 2021-SC-000014-O          | Orange                          | MIDLAND CREDIT MANAGEMENT INC. vs. LUZ RIVERA                    | Yes               | Active |

## Edit E-service List

When selected, the Electronic Service List for that case will open and give the filer access to editing/changing any necessary information.

Electronic Service List

Help

482014CA000012A001OX JONES, TYRONEvs.CITY OF ORLANDO

Orange

Save

Electronic Service Recipients

My Added Attorney/Interested Parties

My E-service Email Addresses for this Case

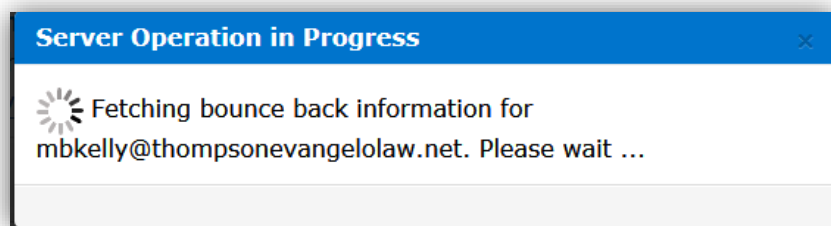
My Status for this Case

| Name                      | Bar ID   | Email Status | Email Address             | Email Type  | Portal Status |
|---------------------------|----------|--------------|---------------------------|-------------|---------------|
| Carolyn M Weber           | FL913073 |              | cweber@flclerks.com       | Primary     | Active        |
|                           |          |              | cweber1024@outlook.com    | Alternate 1 |               |
| Carolyn M Weber           | FL913073 |              | cweber1024@outlook.com    | Primary     | Active        |
|                           |          |              | cweber@flclerks.com       | Alternate 1 |               |
|                           |          |              | cweber767881@aol.com      | Alternate 2 |               |
| Carolyn M Weber           | FL262358 |              | cweber@flclerks.com       | Primary     | Active        |
| Firmsolutions Batch Admin |          |              | dfraser@FirmSolutions.com | Primary     | Active        |
| JJL Process Batch         |          |              | andrew.stobbe@gmail.com   | Primary     | Active        |
| Ruth McDonald             | FL140266 |              | dv.rao@granicus.com       | Primary     | Active        |
|                           |          |              | dvrao.aus@gmail.com       | Alternate 1 |               |

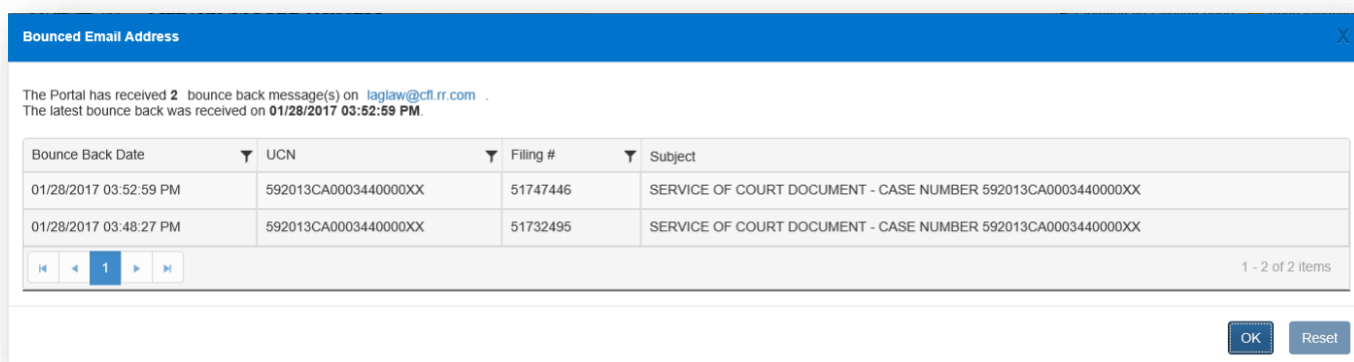
## E-service User Guide

### Bounce Back Info

If you click on 'Info' in the Email Status Column, you will see the Bounced Email Address information.



The Portal will show you how many bounce back messages have been received from that email address and the latest date one was received.



You will also be able to Reset this email address if the reason for the bounce back has been resolved. When you select Reset it will remove that email address from the bounce back data base. However, if that email address bounces again, it will receive the bounce back alert icon once again.

### Other Attorneys/Interested Parties

The filer may remove any Other Attorneys/Interested Parties listed in this section or add new Attorneys/Interested Parties to the E-service list. To remove a party, simply click the red "x" in the # column as shown below.

## Florida Courts E-Filing Portal E-service User Guide



Electronic Service List

482017CA000060A001OX SYLVAIN, GLADYSvs.LIBERTY MUTUAL FIRE INSURANCE COMPANY Orange

Save

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

Add Other Attorney/Interested Party Add from E-service Favorites

| Delete  | Favorite                 | Name/ID/Edit            | Recipient Status | Affiliation  | Email Status | Email Address          | Email Type  |
|---|--------------------------|-------------------------|------------------|--|--------------|------------------------|-------------|
|  | <input type="checkbox"/> | Mary Beth Kelly FL84487 | Active           | Thirteenth Judicial Circuit Co-Counsel for Plaintiff |              | cweber1024@outlook.com | Primary     |
|   |                          |                         |                  |  |              | cweber1024@gmail.com   | Alternate 1 |
|  | <input type="checkbox"/> | John Hart               |                  | Unaffiliated Users Counter Plaintiff                 |              | cweber@ficlerks.com    | Primary     |

A message is generated to advise that the user wishes to remove the person from the Other Attorney/Interested Parties list for that case.

Message from webpage

Are you sure you want to remove 'Mary Beth Kelly' from Other Attorneys/Interested Parties?

OK Cancel

By clicking on OK, that name is removed from the list as shown below.


Electronic Service List

482017CA000060A001OX SYLVAIN, GLADYSvs.LIBERTY MUTUAL FIRE INSURANCE COMPANY Orange

Save

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

Add Other Attorney/Interested Party Add from E-service Favorites

| Delete  | Favorite                 | Name/ID/Edit | Recipient Status | Affiliation                          | Email Status | Email Address       | Email Type |
|---|--------------------------|--------------|------------------|--------------------------------------|--------------|---------------------|------------|
|  | <input type="checkbox"/> | John Hart    |                  | Unaffiliated Users Counter Plaintiff |              | cweber@ficlerks.com | Primary    |

## E-service User Guide

Other Attorneys/Interested Parties can be added from this page as well. Follow the steps shown above in the Other Attorneys/Interested Parties section.

### Your Email Addresses for E-service on this case

Email addresses for E-service on this case can be updated by selecting to use the filer's Profile email addresses or by designating up to three new email addresses to be used for this case only. The filer may also select to be removed from receiving E-service on this case completely.

The screenshot shows the 'Electronic Service List' interface. At the top, the case number '482020SC000013A001OX' and the case name 'SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY' are displayed. A 'Save' button is visible. Below the case information, there are four tabs: 'Electronic Service Recipients', 'My Added Attorney/Interested Parties', 'My E-service Email Addresses for this Case' (which is highlighted with a red box), and 'My Status for this Case'. Under the selected tab, the instruction 'Designate your email addresses for eService on this case.' is followed by two radio button options. The first option, 'My profile eMail addresses should be used for eService on this case.', is selected. The second option is 'The below listed eMail addresses should be used for eService on this case.', which has three input fields labeled 'Primary', 'Alternate Email 1', and 'Alternate Email 2'. At the bottom, there is a radio button option 'Remove me from the eService list for this case.' which is also highlighted with a red box.

If a filer removes him or herself from E-service on a case, an email notification will go out to the E-service list recipients in the case advising that the filer has removed herself from E-service on that case.

If a filer removes herself in error, she may always select to receive E-service again by designating the appropriate email addresses to be used and then click on Save at the bottom of the page.

This screenshot is similar to the one above, showing the 'Electronic Service List' page. The 'My E-service Email Addresses for this Case' tab is selected and highlighted with a red box. In this instance, the radio button for 'My profile eMail addresses should be used for eService on this case.' is selected, and it is also highlighted with a red box. The other options and input fields remain the same as in the previous screenshot.

## Florida Courts E-Filing Portal

### E-service User Guide

#### My Status for this Case

This allows you to set up your My Cases page the way you wish. If you mark a case as active and select to include on your 'Active' cases, then the cases marked 'Active' will appear on your My Cases list. If you select to show only the 'Inactive' cases, then only those cases marked 'Inactive' will appear on the list.

Electronic Service List

482016CA000066A0010X FIFTH THIRD MORTGAGE COMPANY vs. DRAKE, VERONICA Jet al. Orange

Save

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

Designate if this is an active case and should be displayed on My Cases List.

☒ This is an active Case. Show on MY Cases List.

☐ This is not an active Case. Do not Show on MY Cases List.

The ability to configure the way your My Cases page looks is part of the 'Search Options' available on the My Cases page.

My Cases

Search Options

Court: [dropdown] Court Case #: [input]

Case Style: [input] Service lists containing case-specific email address: [input]

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: 10 [dropdown] Include: ☐ Active ☐ Inactive ☒ All

Added as Other Attorney/Interested Party: ☐

Search Clear

Select whether you wish to view All, Active or only Inactive cases on your My Cases page as shown above.

#### Bounce-Back Email Notification

The Portal will send the filer an email notification of any bounce-back emails when the Portal is notified that an email did not go through. It may take almost a day for the email server to be notified that the email did not go through, depending on the reason for the failure. If sending to a valid domain but with an invalid address, it fails immediately. For example, if sending to [cweb@flclerks.com](mailto:cweb@flclerks.com), this will fail immediately as flclerks.com is a valid domain name but cweb is an invalid address. The same thing is true for an invalid domain name. For example, [cweber@fakedomainname.com](mailto:cweber@fakedomainname.com). In this example, fakedomainname.com is not a valid domain name so it will fail immediately.

Your email provider will receive the notification, as will the Email Log in the Portal.

## **E-service User Guide**

The deficient email address is shown and it is the filer's responsibility to serve the documents filed in this submission by another method that is in compliance with Rule 2.516. **It is also the filer's responsibility to notify or correct the bad email address so that E-service does not continue to go to a bad email address. This person will also be deselected from the E-service Recipient List when going through the filing process until the bad email address is corrected.**