



FLORIDA COURTS  
**E-FILING PORTAL**



**JUDGE FILER USER MANUAL**

May 2022

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## Judge Filer User Manual

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## Introduction

The purpose of this User Manual is to provide the information necessary to electronically file your orders via the Florida Courts E-Filing Portal (Portal). This User Manual will step you through the process of registering as a new filer, managing your user account, and filing your orders.

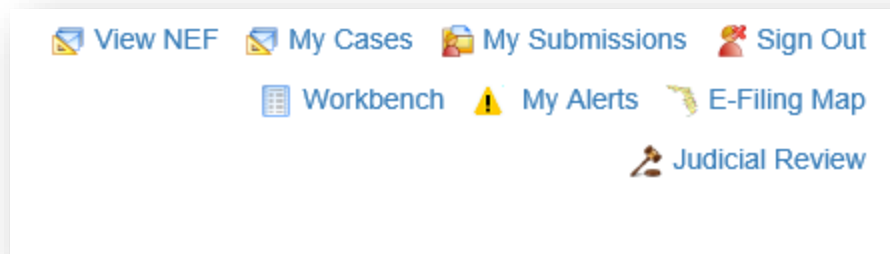
## Video Tutorials

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

## 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)

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 & Materials

Also available on the Florida Courts E-Filing Portal webpage are Training Materials, Manuals, and Helpful Links.

## Materials

Below are several training manuals and materials to help users navigate the many features of the Florida Courts E-Filing Portal.

- [FAQs for Filers](#) (Updated November 2021)
- [E-Filing Portal User Manual](#) (Updated November 2021)  
\* Includes information about filing as a Self-Represented Litigant
- [E-Filing Portal Organization Administrator User Guide](#) (Updated September 2020)
- [E-Filing Portal Document Submission Standards](#) (Updated June 2017)
- [FAQs on PDF/A](#) (Updated April 2021)
- [E-Service User Guide](#) (Updated October 2017)
- [Portal E-Commerce Update Filer Information](#) (Updated November 2021)

## Manuals

- [Trial and State Agency Clerk User Manual](#) (Updated November 2021)
- [Portal County Administrator User Manual](#) (Updated May 2022)
- [Circuit Administrator User Manual](#) (Updated November 2021)
- [Judge Filer User Manual](#) (Updated May 2022)
- [Portal Organization Administrator User Guide](#) (Updated November 2021)

## E-Filing Standards Documents

- [AOSC 09-30 Electronic Filing Specifications](#)
- [Florida Supreme Court Standards for Electronic Access to Florida's Courts v. 18](#) (Adopted August 2017)

## Helpful Links

- [Florida Courts Help – Your Guide to Navigating Florida's Court System](#)
- [Florida Court Clerks & Comptrollers](#)
- [Florida Supreme Court](#)
- [Florida State Courts](#)
- [The Florida Bar](#)
- [Florida Rules of Procedure](#)
- [Florida Supreme Court Standards for Electronic Access to the Courts](#)
- [The Florida Bar E-Filing Resources for Lawyers](#)
- [Florida Supreme Court E-Filing Resources](#)
- [Florida State University College of Law E-Filing Information](#)
- [Florida Bar letter to Clerks for Pro Hac Vice Process](#)
- [Florida Bar Process for Filing Pro Hac Vice](#) (Flabar.org)

## Account Registration

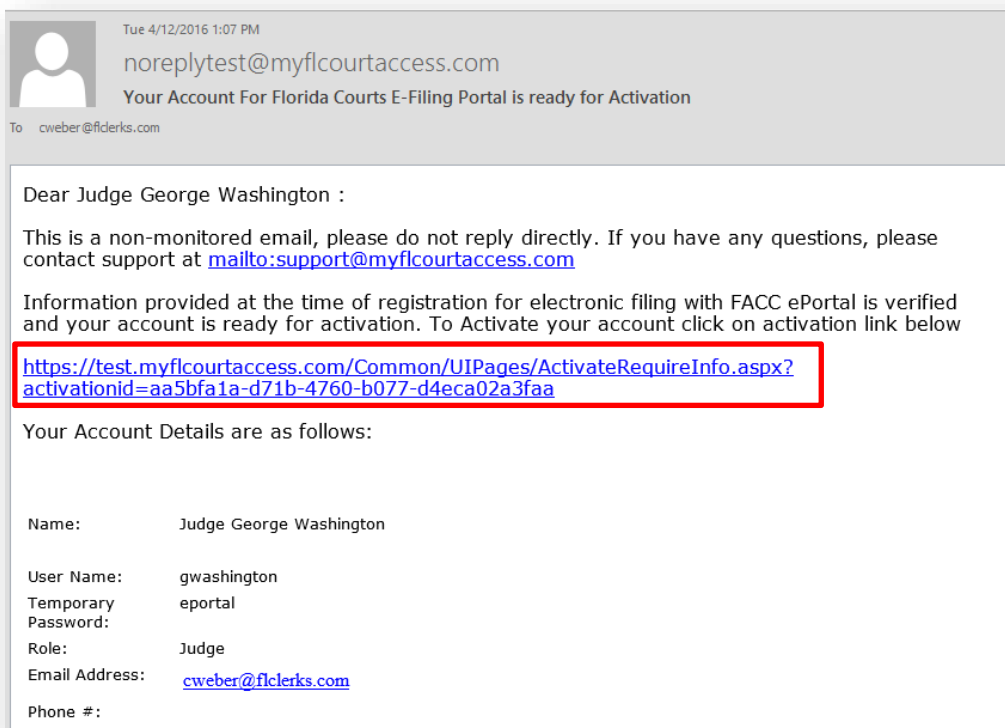
Prior to utilizing the Florida Courts E-Filing Portal you will need to contact your Judicial Circuit Administrator and request to have an E-filing account established. Once your account is created, you may access the Portal's log-in page, by typing the following URL into the web browser:

[www.myflcourtaaccess.com](http://www.myflcourtaaccess.com). You will be directed to the Florida Courts E-Filing Portal page.



### Activating Your Account

Once your Circuit Administrator has created your account, you will receive an email notification advising your account has been created and is ready for activation. In the email it displays your name, your user name and your temporary Portal password. When you are ready to activate your account, click on the link in the email as shown below.



That will take you to the **Account Activation** page in the Florida Courts E-Filing Portal.

The screenshot shows the 'Account Activation' page. It includes the following fields and options:

- Current Password:** A text box with masked characters (dots).
- New Password:** A text box with the placeholder 'New Password'. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- Re-enter Password:** A text box with the placeholder 'Re-enter Password'.
- Security Question:** A dropdown menu with the option 'Select Security Question'.
- Security Answer:** A text box with the placeholder 'Security Answer'.
- Name:** Four text boxes for 'First' (containing 'Judge'), 'Middle' (containing 'George'), 'Last' (containing 'Washington'), and 'Suffix' (empty).
- Primary Email:** A text box containing 'cweber@flclerks.com'.
- Alternate Email1/Email2:** Two text boxes for 'Alternate Email1' and 'Alternate Email2'.
- Address 1/2:** Two text boxes for 'Address 1' and 'Address 2'.
- City/State/Zip Code:** A text box for 'City', a dropdown for 'Select State', and a text box for 'Zip Code'.
- Phone #:** A text box with the placeholder 'Phone Number Format ###-###-####'.
- Activate:** A blue button at the bottom.

Type in the **Current Password** which is provided in the email you received. Then type in a **New Password** which you will use from this point on along with your user name to log into the Portal. Select a **Security Question** from the drop down and provide an answer to your **Security Question**. Make sure your **Primary Email** address is correct and feel free to add any additional email addresses you wish to have receive any email notifications sent by the Portal. Then click on **Activate**.

Next you will see the Select the **Account Activation Complete** page at which time you will be able to enter your user name and your new password to sign into the Portal.

The screenshot shows the 'Account Activation Complete' page. It includes the following elements:

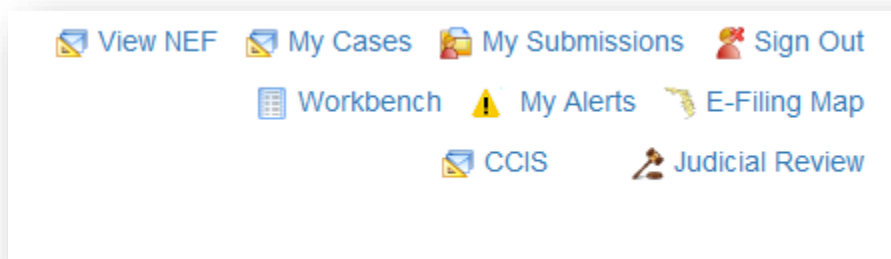
- Header:** Florida Courts E-Filing Portal logo and website URL 'www.myflcourtaaccess.com'.
- Message:** 'Account has been successfully activated.'
- Login Section:** A form with two fields: 'User Name' (containing 'gwashington') and 'Password' (masked with dots). A red box highlights these two fields. Below the fields are 'Sign In' and 'Forgot Password?' buttons.
- Register Section:** A section titled 'Do not have an account - Register Now!' with a message: 'If you need a portal account, please indicate the filer role you need and click Register.' It includes a 'Role' dropdown menu and a 'Register' button.
- Footer:** A note: 'This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.'

## Portal Navigation

Once the account is activated, you can return to the Portal home/log-in page at [www.myflcourtagency.com](http://www.myflcourtagency.com). There you will enter your **User Name** and **Password** and click **Sign In** to enter the Portal. Based on the preferences you have set up in your My Profile page, you will land on your selected Home Page.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a header with the Ninth Judicial Circuit Court of Florida logo and navigation links: View NEF, My Cases, My Submissions, Sign Out, Workbench, My Alerts, E-Filing Map, CCIS, and Judicial Review. Below the header, there is a 'Filing Options' dropdown menu and a 'Welcome' message for Judge Lisa Taylor Munyon, last signed in on 05/19/2022 11:20:09 AM. The main content area features an 'E-Filing Map' of Florida with numbered callouts (1-5) pointing to various counties. On the left side, there are sections for 'Trial Court' and 'Appellate Court' with radio buttons and dropdown menus. A 'File Now' button is located at the bottom left.

There are quick links located on the right hand side of each page in the Portal.



The Help menu is located below the user log in information. The icons will give you access to the Judge Filer User Manual, YouTube video, and Help for the page you are on in the Portal.





This icon will open the Judge Filer User Manual in PDF



This icon will open a YouTube video that explains the page you are on in the Portal

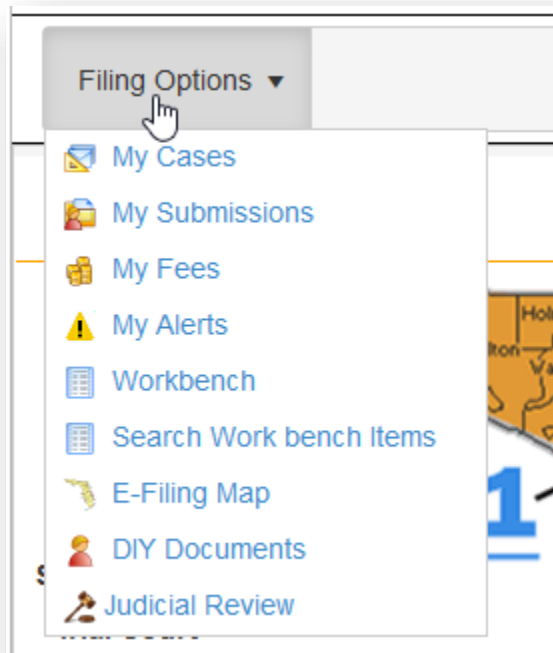


This icon will open a document in a new window that will provide help for the current page.

## Filing Options

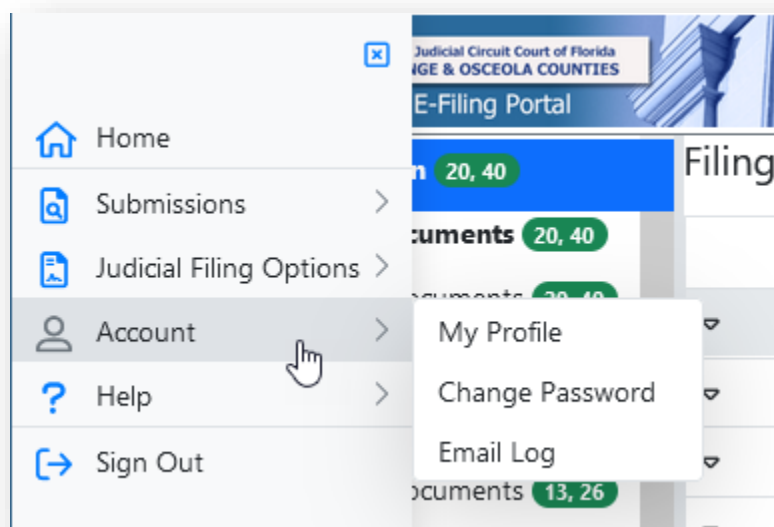
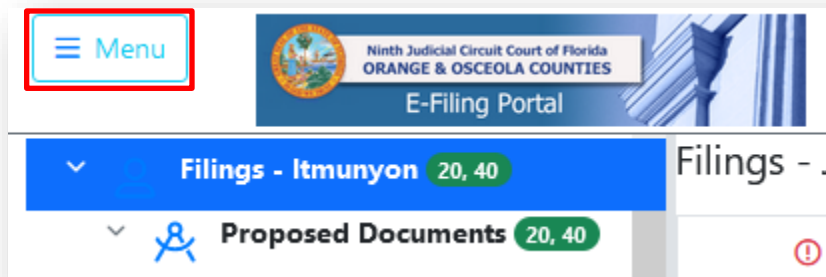
From the Filing Options menu, you will have access to the following pages in the Portal.

1. My Cases
2. My Submissions
3. My Fees
4. My Alerts
5. Workbench
6. Search Workbench Items
7. E-Filing Map
8. DIY Documents
9. Judicial Review



## Judicial Review

If you select Judicial Review, this will take you to the review side of the Portal. From the review side of the Portal using the Menu button you can access The Account menu and edit your My Profile page, change your password and view your Email Log.



## My Profile

Choosing **My Profile**, from the drop down provides E-Filers with the ability to manage their account information using **User Details**, **Preferences** and **Division Association** and **E-Service Favorites**.

### User Details

The User Details option provides you with the ability to update your profile information. You are able to update any profile information present with the exception of **User Name**, **Status**, **Role**, **Florida Bar Information** and **Organization**. When finished updating click on the **Save** button at the bottom of the page to save changes and then **Close**.

User Judge Lisa Taylor Munyon # 59829

UserDetails Preferences Division Association E-Service Favorites

\* User Name: ltmunyon \* Status: Active Registration IP: [Redacted]

\* Role: Judge ID Type: Florida Bar Number ID State: Florida ID Number: [Redacted]

Organization: Ninth Judicial Circuit Last Updated By, Time: Unknown User 05/19/2022 11:10:40 AM

\* Name - First: Judge Lisa Middle: Taylor \* Last: Munyon Suffix: [Redacted]

\* Email Address - Primary: cweber@flclerks.com Email Address - Alternate 1: Alternate Email Address 1 Email Address - Alternate 2: Alternate Email Address 2

\* Address 1: 425 North Orange Avenue Address 2: Address Line 2

\* Country: UNITED STATES \* City: Orlando \* State/Province: Florida Zip/Postal Code: 32801

\* Phone #: 407-999-9999 Extension: Extension Fax #: Fax #

Use New Review Client? [Link]

Save Close

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

### Preferences

The **Preferences** tab allows you customize the Portal to appear the way you want it to when you log into the Portal.

User Judge Lisa Taylor Munyon # 59829

UserDetails Preferences Division Association E-Service Favorites

Maximum # Filings to show in Reviewer List: 200

Home Page: E-Filing Map

Filing Path: Trial Courts - Pleading on Existing Case

Last Jurisdiction Filed To: Orange

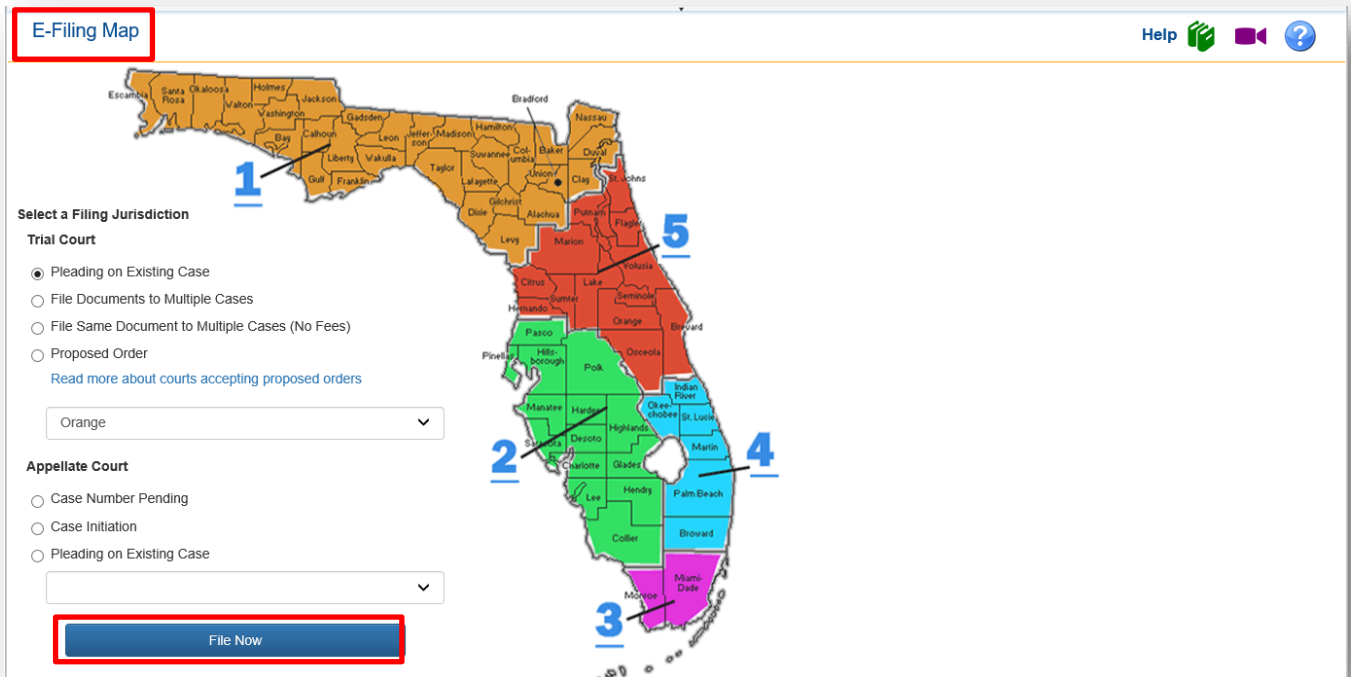
# Rows Per Page in Document Selection Grid: 5

The options you are able to set are:

1. Maximum # Filing to show in Reviewer List [100 up to All]
2. Home Page
  - a. File Notice of Appeal
  - b. My Cases
  - c. My Submissions
  - d. My Workbench
  - e. E-Filing Map

- f. Work Queues
  - i. Filings [the default work queue]
- 3. Filing Path
  - a. Trial Courts – Case Initiation
  - b. Trial Courts – Pleading on Existing Case
  - c. Trial Courts – Proposed Documents
  - d. Appellate Courts – Case Number Pending
  - e. Appellate Courts - Case Initiation
  - f. Appellate Courts – Pleading on Existing Case
  - g. Appellate Courts – Notice of Appeal
- 4. Last Jurisdiction Filed to
  - a. Any County or DCA in the Portal
- 5. # Rows Per Page in Document Selection Grid (3, 4, 5, 10, 20)

If you select a home page, a filing path and the jurisdiction, when you log into the Portal unless you have an alert pending you will be immediately taken to that page. Below is an example of a home page set to the E-Filing map, the filing path to Trial Courts – Pleading on Existing Case and the jurisdiction to Orange County. Now you are ready to file Orders on existing cases in Orange county by simply clicking on the **File Now** button.



If you have an alert pending, the Portal will automatically bypass your Preferences and take you to the **My Alerts** page. That page is where the Portal will land when you log in until you rectify or clear the pending Alert. There are four reasons why you might receive an alert.

- 1. Filing Moved to Correction Queue
- 2. E-service Email Delivery Failure
- 3. Removal from E-service List Request
- 4. Bounceback received more than five times

Once the Alert has been cleared, you will then land on your designated Home Page when you log into the Portal.

### Email Preferences

You may also select which email notifications you wish to receive in your email provider. If you do not wish to receive any of the email notifications on the list, simply slide the indicator so that No is displayed. Be sure to click on **Save** at the bottom of the page. You will no longer receive those email notifications in your email provider.

Email Preferences

Email Notification	Send to Email Provider
Filing Received	<input type="radio"/> No
Corrected Filing Received	<input type="radio"/> No
Processing Completed for Filing #####	<input checked="" type="radio"/> Yes
Filing Moved to Abandoned Filing Queue	<input checked="" type="radio"/> Yes
Portal Maintenance Notifications	<input checked="" type="radio"/> Yes

### Proposed Document Preferences

These preferences will apply if you are using a Judicial Viewer that lists the names of the Judges in the Judicial Officer/Division drop down (Mentis aiSmartBench). If a generic Circuit Judge or 13<sup>th</sup> Judicial Circuit Judge is used, these Preferences will not apply. These preferences will apply for aiSmartBench but not for ICMS.

Your proposed document preferences will establish the way you wish to receive proposed documents submitted through the Portal. We will discuss the various options below.

Proposed Document Preferences

Require Cover Letter:  No

Notify Judicial Assistant upon Receipt of a Proposed Document submission:  Yes

Judicial Assistant Email Addresses:

Automatically email submitted Proposed Documents:  No

Use Judicial Officer/Division profile email addresses:  No

Send submitted Proposed Documents to these email addresses:

Mark Submission as complete when emailed to Judicial Officer/Division/Judicial Assistant:  No

Mark Submission as complete when downloaded:  No

Mark Submission as complete when printed:  No

Allow uploading of signed orders in Judicial Review:  No

Signature:  CW Sig.jpg  
 No file selected.    
Or drop files here

Submit Cover Letter To Court Clerk With Signed Orders:  No

Judicial Assistant Information for Certificate of Service:

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If you do not wish to require a cover letter, move the slider so it says No in the box. If you wish to have your Judicial Assistant notified when a proposed document is submitted, slide the slider over so that Yes appears in the appropriate box and type in the email address of your Judicial Assistant.

**Proposed Document Preferences**

Require Cover Letter:  No

Notify Judicial Assistant upon Receipt of a Proposed Document submission:  Yes

Judicial Assistant Email Addresses:

If you wish to have the proposed document automatically emailed to you or an email address of your choice when it is submitted, move the slider over so Yes appears in the appropriate box. Select to use either your profile email addresses to receive the submitted proposed document or an email address of your choice as shown below.

Automatically email submitted Proposed Documents:  Yes

Use Judicial Officer/Division profile email addresses:  No

Send submitted Proposed Documents to these email addresses:




The rest of the options on this page do not apply if you are using your Judicial Viewer. They would only apply if you are using the Portal's Judicial Review functionality.

Mark Submission as complete when emailed to Judicial Officer/Division/Judicial Assistant:  No

Mark Submission as complete when downloaded:  No

Mark Submission as complete when printed:  No

Allow uploading of signed orders in Judicial Review:  No

Signature:   No file selected.     
Or drop files here

Submit Cover Letter To Court Clerk With Signed Orders:  No

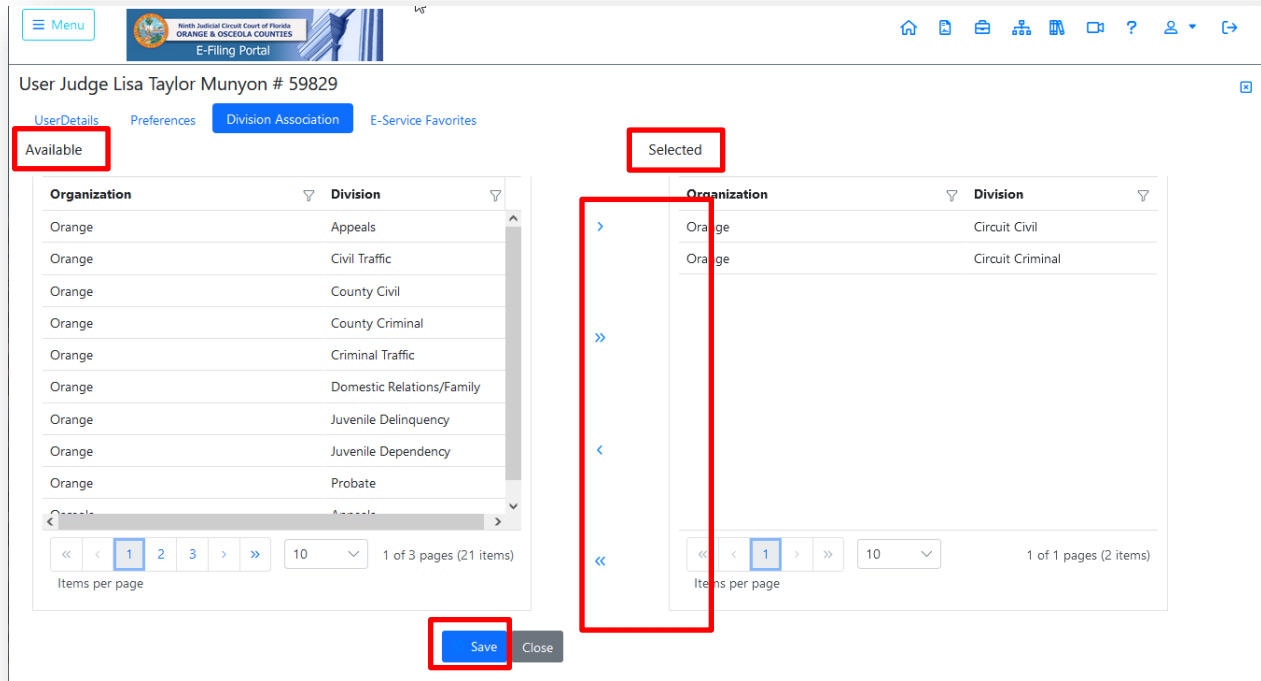
Judicial Assistant Information for Certificate of Service:

### Division Association

Using the Division Association tab on the My Profile page allows you to link yourself to a specific County and Division.

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Select the County and the Divisions you wish to receive proposed documents in and click on 'Add Selected' to move the selected Counties and Divisions to the Selected side.

Then click on **Save, OK** and then **Close**.

### E-Service Favorites

As you add E-service recipients using the Other Attorney/Interested Party tab to the E-service List you are now able to add them to your E-Service Favorites. This will allow you to quickly add E-service recipients by using the E-service Favorites link.

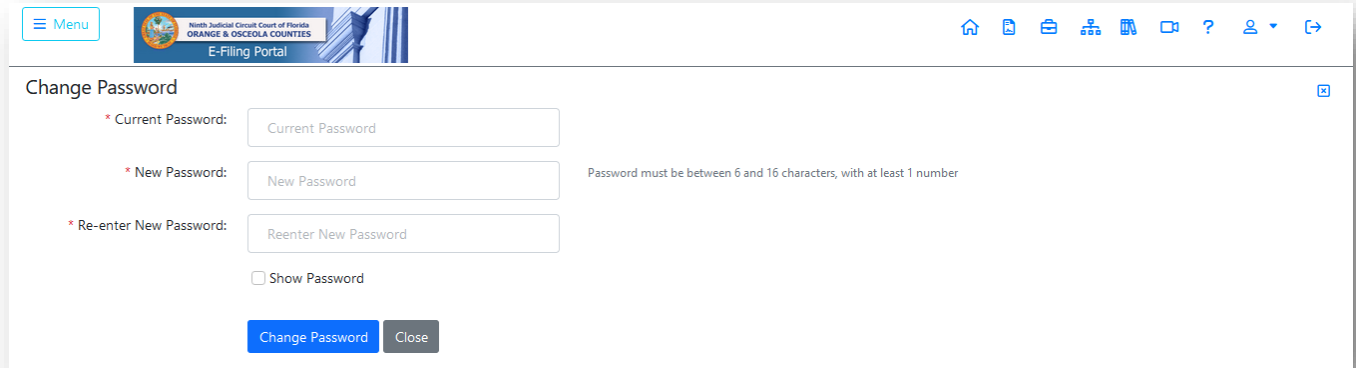
The screenshot shows the 'E-Service Favorites' interface for User Judge Lisa Taylor Munyon # 59829. It displays a table of favorite recipients with columns for Name/ID, Recipient Status, Affiliation, Primary Email Address, Alternate1 Email Address, and Alternate2 Email Address.

Favorite	Name/ID	Recipient Status	Affiliation	Primary Email Address	Alternate1 Email Address	Alternate2 Email Address
<input checked="" type="checkbox"/>	Assistant US Attorney	Active	Department of Justice	cweber1024@gmail.com		
<input checked="" type="checkbox"/>	Bethannie Smith	Active	Unaffiliated Users	bsmith@flderks.com		
<input checked="" type="checkbox"/>	Carolyn Mediator Weber	Active	Weber, Weber, and Weber	cweber@flderks.com		
<input checked="" type="checkbox"/>	Chris Skambis	Active	Marquis 2	cweber@flderks.com		
<input checked="" type="checkbox"/>	Christopher M Skambis	Active	Marquis 2	cweber1024@outlook.com		
<input checked="" type="checkbox"/>	John Jordan		Unaffiliated Users	jj@fakeemail.com		
<input checked="" type="checkbox"/>	Johnny Jumpover		Unaffiliated Users	jjump@nodomain.com		
<input checked="" type="checkbox"/>	Kyle Reichert	Active	Unaffiliated Users	kreichert@flderks.com		
<input checked="" type="checkbox"/>	Kyle Reichert		Unaffiliated Users	newemail@email.com		
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit	cweber1024@outlook.com	cweber1024@gmail.com	

You can add as many people as you need to to your E-service Favorites tab during the filing process. More information is available in the E-service section of this User Manual.

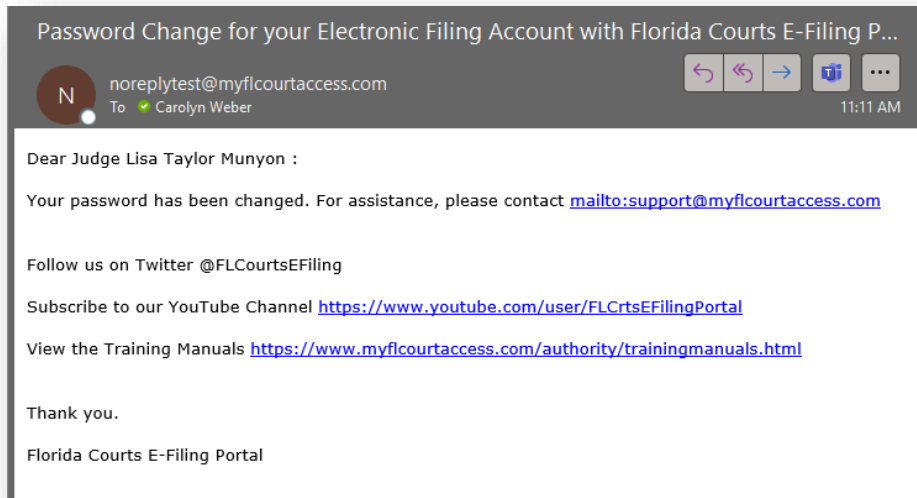
## Change Password

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



The screenshot shows the 'Change Password' form within the Florida Courts E-Filing Portal. The form includes three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. A password requirement note states: 'Password must be between 6 and 16 characters, with at least 1 number'. There is a 'Show Password' checkbox and two buttons at the bottom: 'Change Password' and 'Close'.

New passwords must meet the criteria for passwords stated on the page next to the New Password input box which is 'Password must be between 6 and 16 characters, with at least 1 number.' You will receive an email notification if your password has been changed.

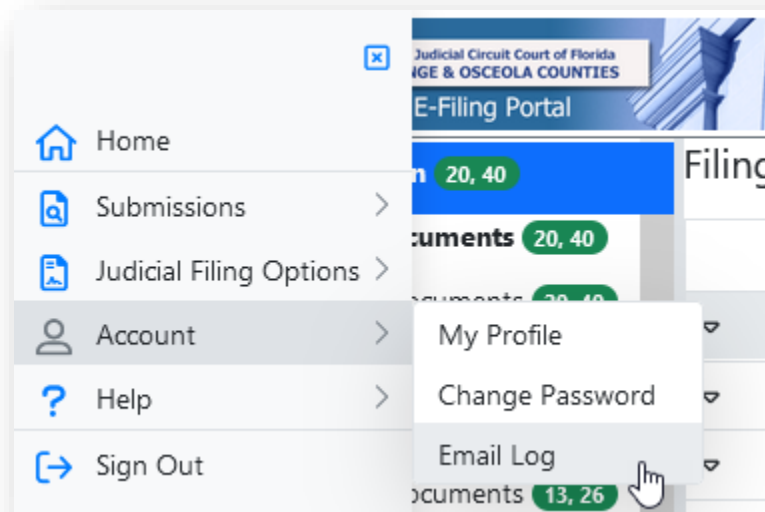


Be sure to write down your new password someplace for safe keeping as there is no way to recover a saved password. If you forget your password you will have to reset your password from the front page of the Portal or contact your Portal Circuit Administrator.

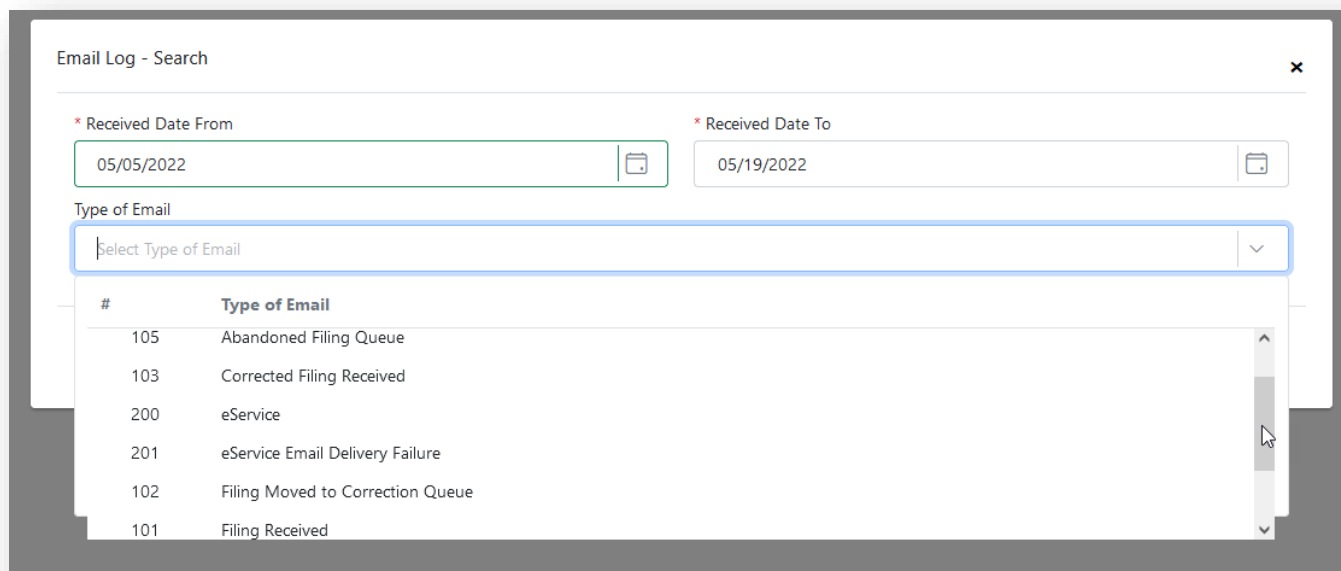
## Email Log

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





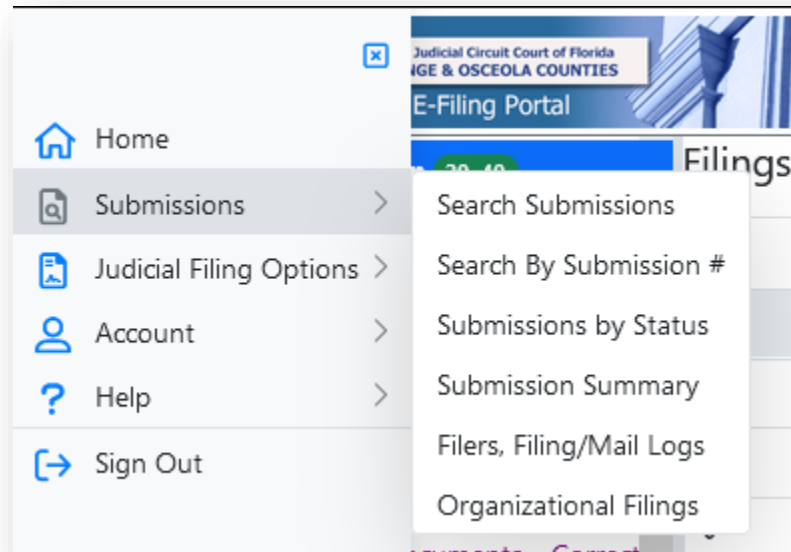
The **Email Log – Search** box will open and allow you to enter the time frame for which you are searching for a specific email. Either type in the “From” date or use the calendar fly out to select a date. Then select the Type of Email you wish to search for. Then select **Search**.



Your search results will be presented with the body of the email visible. These emails will be available for 90 days.

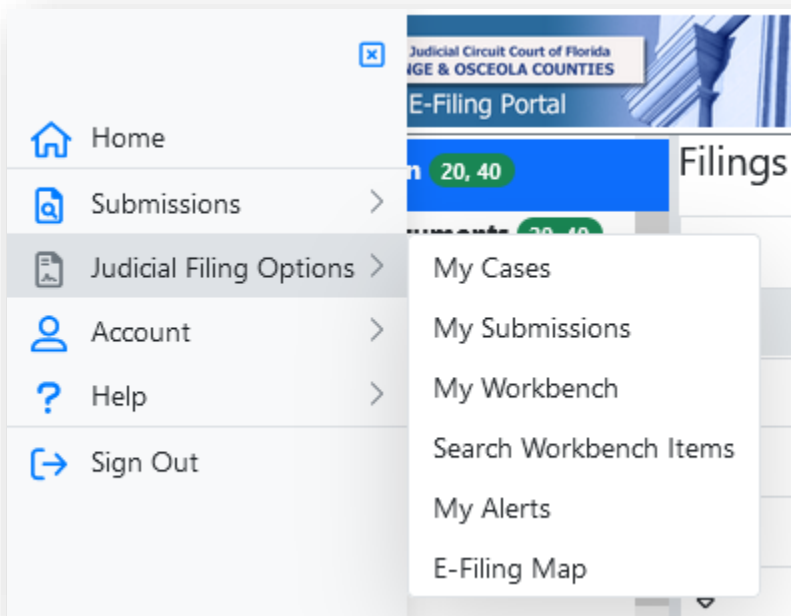
## Submissions

The Submissions tab does not apply to the Judicial Officer. This will be used more by your Portal Circuit Admin. Submissions you might make by single session filing, will be on the filer’s side of the Portal and discussed in more detail later on in this manual.



### Judicial Filing Options

Judicial Officers have the option to file directly to cases in their county and to other courts. You may use the **Judicial Filing Options** tab to get to the filer's side of the Portal to file orders through the Portal.



### My Cases

Judicial Officers will be able to view the cases they have filed to from the **My Cases** page. The filer has the ability to search and filter for particular filings if needed. To **Submit** another Order to a case you have already filed to, click on the **Submit** button and you will be taken to the Case Information page of the Filing Path. You may also pull up the official court file from this page by selecting the **Case #** link.

**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 Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input checked="" type="button" value="Submit"/>	<input type="button" value="Submit"/>	362018CF000012000ACH	18-CF-000012	Lee	State of Florida vs Duke, Alysha Ann	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021CA000012A001OX	2021-CA-000012-O	Orange	PHAN, NGAet al. vs. AMERICAN INTEGRITY INSURANCE COMPANY OF FLORIDA	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020CF000144000AOX	2020-CF-000144-A-O	Orange	STATE OF FLORIDA - VS - FERNANDESDACONCEI, PEDRO	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482020CA000144A001OX	2020-CA-000144-O	Orange	SAMAROO, ALCYIA vs. VANMARY, BERVELY	Yes	Active

### My Submissions

The **My Submissions** page shows a list of all the Judicial Officer's single session submissions and the status. The filers have the ability to search and filter for particular submissions if needed. You may also file another Order to a case by using the **Submit** button under the Pleading column.

**My Submissions**

Search Options

Submission #  Type  Status  Order #  Financial ID

Uniform Case Number(UCN)  Court Case #  Case Style

Court  Division  Matter #

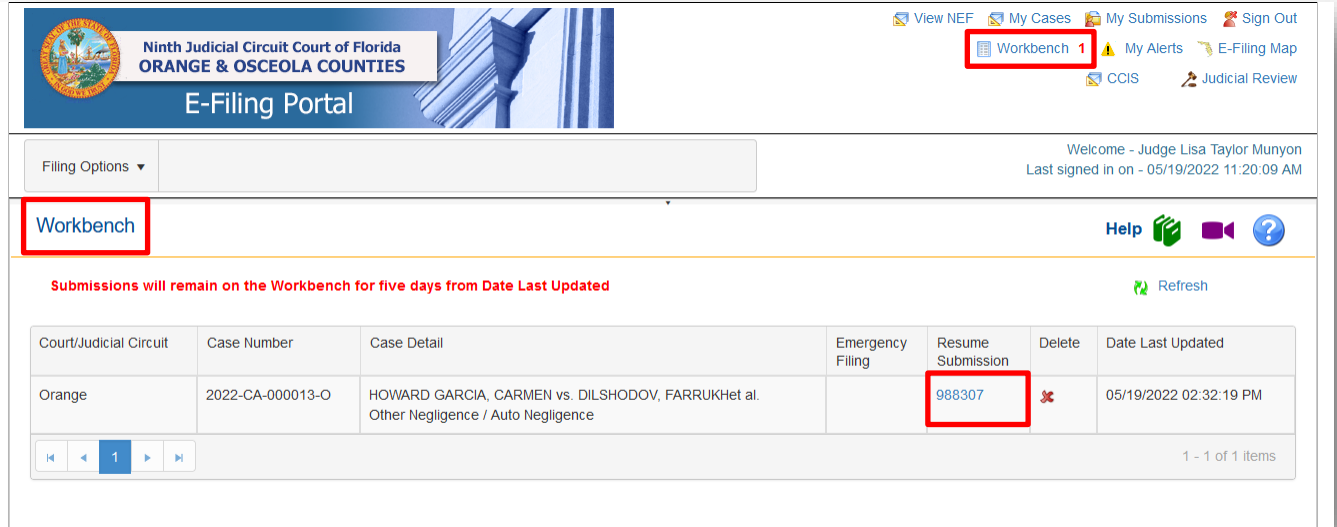
Submission Date From  Submission Date To  Completion Date From  Completion Date To

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input checked="" type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327169	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	2022-CA-000013-O	Received	Orange	05/19/2022 02:29:17 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327168	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 02:28:25 PM	

1 - 2 of 2 items

### My Workbench

**Workbench** stores submissions for the filer in case they need to stop and come back and finish the submission at a later time. Filers have the ability to resume a submission or delete the submission if necessary. The submissions will remain on the **Workbench** for five (5) days from the **Date Last Updated**.



### Search Workbench Items

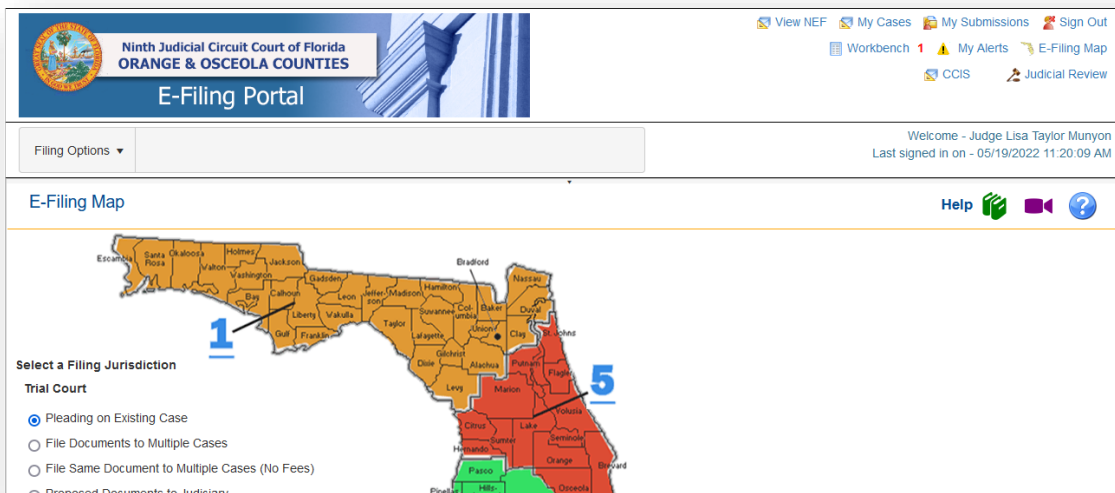
Allows the Judicial Officer to search the **Workbench** for a specific submission by Workbench Item Number.

### My Alerts

If there are any Alerts pending for the filer, they will appear on their **My Alerts** page.

### E-Filing Map

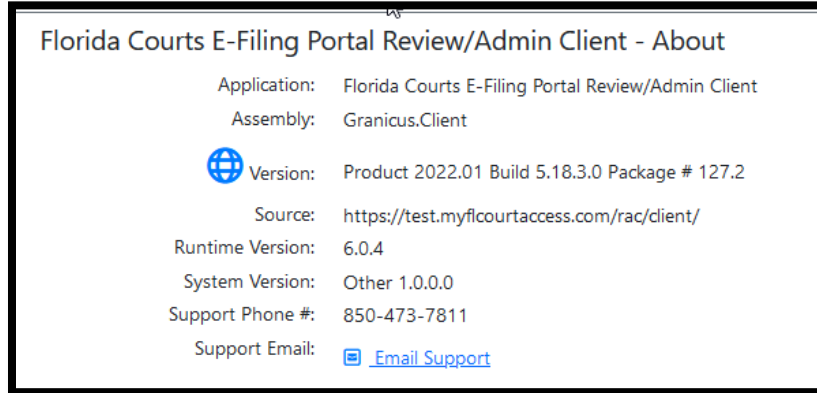
The **E-Filing Map** will take you back to the map. This will give the Judge filer the ability to file to a case for the first time.



## Help

### About

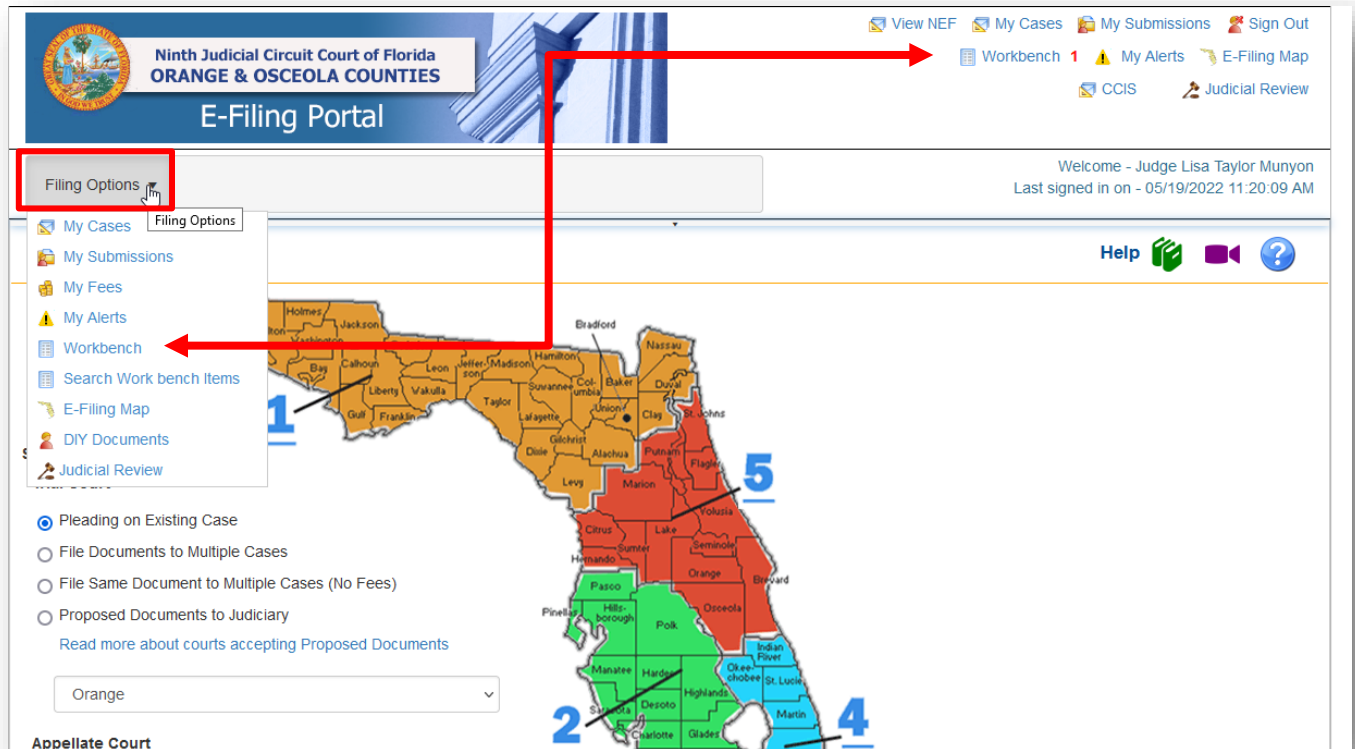
This tab shows the user the Application, Assembly, Version, Source, Runtime Version, and System Version. It also will allow you to contact support by opening your email provider and creating a new message with the address already filled in.



## Filing an Order

### Using the E-Filing Map

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 Portal Quick Links.



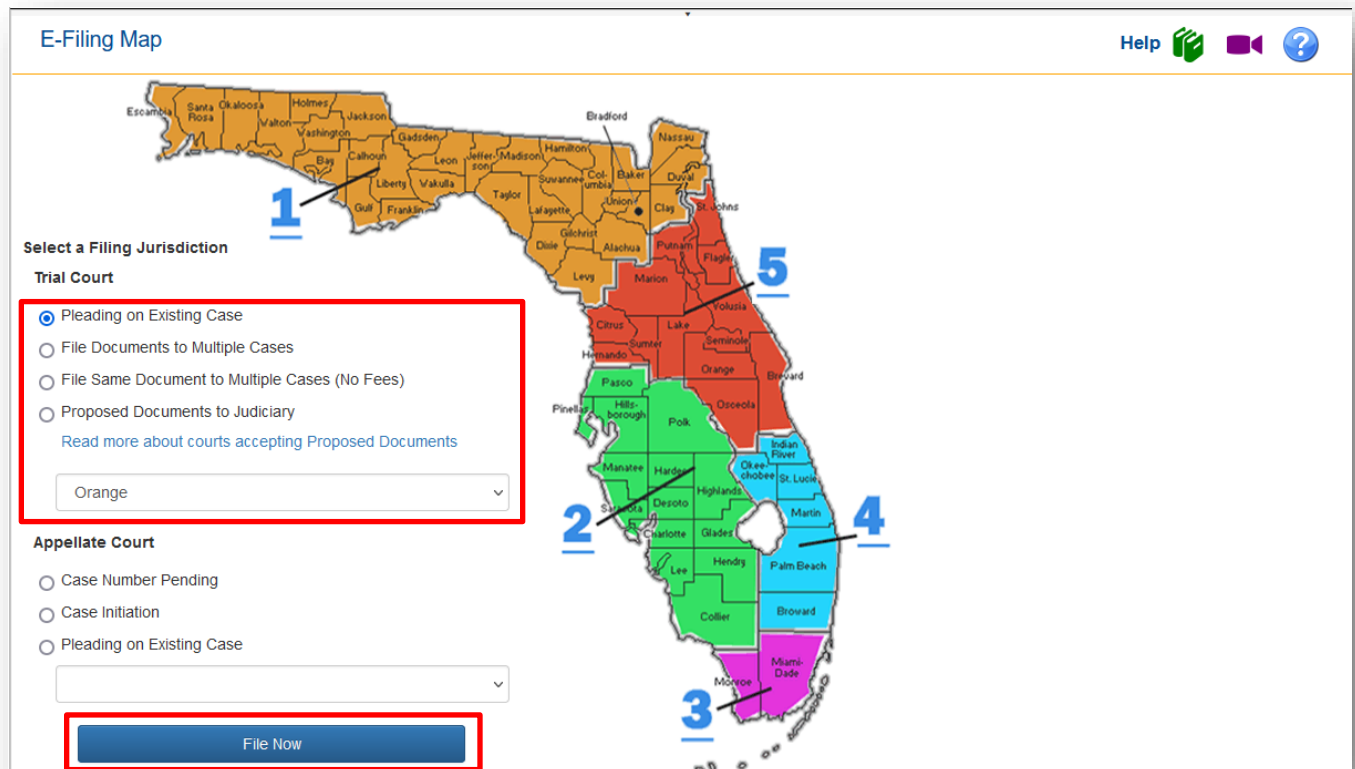
You may file an Order from either the **E-Filing Map** [if filing to a case for the first time] or your **My Cases** page if you have already filed an Order to an existing case. Once you file an Order to an existing case, it is automatically added to your **My Cases** page for quick access through the **Submit** button when you are ready to file again to that same case.

When filing to a case for the first time, select the **E-Filing Map**. If you have set your **Preferences** to display the **E-Filing Map** as your Home Page then that is where you will land when you log into the Portal unless you have Alerts pending.

Select **Pleading on an Existing Case** and click on the County name in the **E-Filing Map** or select the county name from the drop down. These two selections can also be set as a **Preference** when you log into the Portal. To set up your **Preferences**, see the **My Account** section above.

Select **File Documents to Multiple Cases** if you wish to submit documents to multiple cases in one session. Complete the **Case Information, Parties, Documents, ServiceList, Review** tabs and then Add another Case or Submit Now.

Select **File Document to Multiple Cases** if you wish to file the same document [e.g. Trial Order] to multiple cases. Complete the **Case Information, Parties, Documents, ServiceList, Review** tabs and then Add another Case or Submit Now.



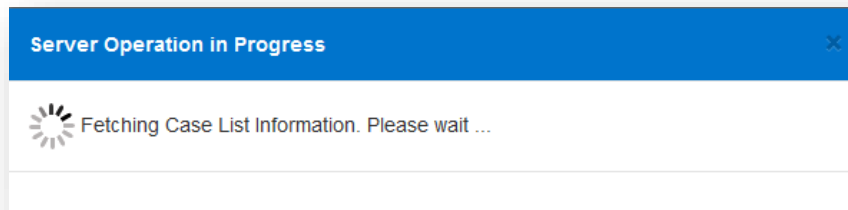
Then click on **File Now**.

### Case Information

From the **Division** drop down select the Division of the case you are filing to, then type in the **Year** and the **Sequence #** and select a **Court Type** [if necessary] from the drop down and then click on **Search**.

The screenshot shows the 'Pleading on Existing Case' interface. At the top, it displays 'Type: Trial', 'County: Orange', 'Division: Circuit Civil', and 'Total Fee: \$0.00'. Below this, there are fields for 'Case #:', 'Type:', and 'Status:'. A 'Case Title:' field is also present. A navigation bar includes 'Case Information' (highlighted with a red box), 'Documents', 'ServiceList', and 'Review and Submit'. The search criteria section includes: '\* County' (Orange), '\* Division' (Circuit Civil, highlighted with a red box), '\* Year' (2022, highlighted with a red box), '\* Sequence #' (123, highlighted with a red box), '\* Court Type' (Circuit Civil (CA), highlighted with a red box), 'Party Identifier', and 'Branch Location'. 'Search' and 'Clear' buttons are at the bottom.

This will pull back the Case Information from your CMS and display that information in the section at the top of the page.



The screenshot shows the 'Pleading on Existing Case' interface with populated information. It displays 'Type: Trial', 'County: Orange', 'Division: Circuit Civil', and 'Total Fee: \$0.00'. The 'Case #' field is populated with '482022CA000123A0010X'. The 'Type:' field is populated with 'Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC'. The 'Status:' field is populated with 'Open'. The 'Case Title:' field is populated with 'CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY'.

Once you verify you are filing to the right case, click on **Next** at the bottom of the screen or select **Documents** from the Menu Bar.

The screenshot shows the top navigation bar with tabs for Case Information, Documents (highlighted with a red box), ServiceList, and Review and Submit. Below the navigation bar, there are two dropdown menus: County (set to Orange) and Division (set to Circuit Civil).

## Documents

Now you are ready to add the order you wish to file or by selecting **Save to Workbench** at the bottom of the **Case Information** page, you can save this submission for filing at a later date.

The screenshot shows the Emergency Filing section with a checkbox and a text input field labeled "Matter #:". Below the input field, there are two buttons: "Next" and "Save to Workbench" (highlighted with a red box).

If you **Save to Workbench** you can resume this submission at a later date by going to your **Workbench** page and clicking on **Resume**. If, however, you go to the **Documents** page you are now ready to upload and submit your Order. Click on the **Add** button to select the document you will be submitting.

The screenshot shows the "Pleading on Existing Case" page. At the top, there are navigation tabs: Case Information, Documents, ServiceList, and Review and Submit. Below the tabs, there is a summary of case information:

Type: Trial	County: Orange	Division: Circuit Civil	Total Fee: \$0.00
Case #: 482022CA000123A0010X	Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC	Status: Open	
Case Title: CASTILLO, MAROSA et al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY			

Below the summary, there is a table with columns: Document, Document Group/Type, Fee, Pages, File, and Size(MB). The "Add" button in the first row is highlighted with a red box.

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

Below the table, there are three warning and advisory messages:

- 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, there are three buttons: Back, Next, and Save to Workbench.



# Florida Courts E-Filing Portal

## Judge Filer User Manual

The list of Orders is created by the Clerk. You may search this list of documents by typing in part of the title of your Order and use the **tab** or **enter** key. This should pull up a list of Orders that contain that word. You may also use the page numbers at the bottom of the screen to search for your Order if you need to. If there is an Order that you need to file that is not in the list of documents, you may either contact the Clerk or select the **Order** document and the Clerk will make the necessary changes when they do their Clerk Review.

**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"/> Case Management Order	<input type="checkbox"/> Final Judgment	<input type="checkbox"/> Order on Motion to Withdraw as Counsel	<input type="checkbox"/> Order Striking
--	---	---	---

**▾ Affidavits and Oaths**

<input type="checkbox"/> Notice of Test			
---	--	--	--

**▾ Discovery**

<input type="checkbox"/> Request			
----------------------------------	--	--	--

**▾ Judiciary**

<input type="checkbox"/> Amended Final Judgment	<input type="checkbox"/> Amended Order	<input type="checkbox"/> Amended Order	<input type="checkbox"/> Case Management Order
<input type="checkbox"/> Contempt Order	<input type="checkbox"/> Contempt Order	<input type="checkbox"/> Default Final Judgment	<input type="checkbox"/> Final Judgment

1 2 3 4 5 6 7 8 9 10 ...      1 - 5 of 57 items

\* Upload:  No file selected.      **Save**      **Cancel**

Then click on **Browse** to browse out to your computer to find the document you created, signed and is ready to be filed and then click on **Save**.

**Frequently Filed Documents**

Case Management Order     Final Judgment     Order on Motion to Withdraw as Counsel     Order Striking

**Affidavits and Oaths**

Notice of Test

**Discovery**

Request

**Judiciary**

Amended Final Judgment     Amended Order     Amended Order     Case Management Order

Contempt Order     Contempt Order     Default Final Judgment     Final Judgment

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 57 items

\* Upload:  PDF\_A\_Doc.pdf       

Your Order will be displayed on your **Document** list.

Case Information **Documents** ServiceList Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<input type="button" value="Remove"/>	Replace  Judiciary Case Management Order	\$0.00	2	<a href="#">View</a> C:\fakepath\PDF_A_Doc.pdf	0.79
<input type="button" value="Add"/>					
<b>Total</b>		<b>\$0.00</b>	<b>2</b>	<b>1 Documents</b>	<b>0.79</b>

You may add as many Orders to this submission as you need to file to this one case. Then either click on **Next** or select the **ServiceList** tab from the menu bar.

### ServiceList

From the **ServiceList** tab you may select the parties to whom you wish to provide service of your Order. Attorneys that have filed electronically to the case are automatically added to the E-service List and they may specify which email addresses they wish to use for E-service as to each case. You as the filer are also added to the E-service List but if you do not wish to receive an email copy of the Order you may de-select yourself from the E-service List. You will **not** be automatically added to the E-service List for the case but you do have the option to receive service of the Orders you file. If you wish to **Serve All** simply place a check in the box at the top of the column.

Case Information Documents **ServiceList** Review and Submit

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

<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 FL106454	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
					cweber1024@outlook.com	Alternate 1
					cweber1024@gmail.com	Alternate 2
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>	Judge Lisa Taylor Munyon	Active	Ninth Judicial Circuit Judge		*****	Primary

### My Added Attorney/Interested Parties

You may also add Other Attorneys or Interested Parties to this E-service List for serving your Order. To add other attorneys or parties use the **My Added Attorney/Interested Parties** tab.

Case Information Documents ServiceList Review and Submit

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email T...
No Other Attorney(s)/Interested Parties							

Then click on the **Add Other Attorney/Interested Party** link or **Add from E-service Favorites**. To add using the **Add Other Attorney/Interested Party** link you may type in the name and email address or you may **Search Active E-Filing Portal Users** or **Search Florida Bar**.

The screenshot shows a web form titled "Other Attorneys/Interested Party" with a blue header and a close button (X) in the top right. Below the header is a blue bar with the text "Other Attorneys/Interested Party". The main content area has a blue background with a white border. It contains the following elements:

- Instructional text: "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 buttons: "Search Active E-Filing Portal Users" (highlighted with a red box) and "Search Florida Bar".
- Form section: "Enter Information:" followed by a horizontal line.
- Fields: "Filer #" (text input), "Name:" (text input), "Primary Email Address:" (text input), "Alternate Email 1:" (text input), "Alternate Email 2:" (text input), "Case Role:" (dropdown menu), and "Other:" (text input).
- Checkboxes: "Use Portal Filer Profile information for Service" and "Add to E-service Favorites" (both unchecked).
- Footer: "Save and Add Another Other Attorney/Interested Party" (unchecked) and "Save" / "Cancel" buttons.

### Search Active E-Filing Portal Users

From the **Other Attorneys/Interested Party** screen select **Search Active E-Filing Portal Users**.

This screenshot is identical to the one above, showing the "Other Attorneys/Interested Party" form. A mouse cursor is positioned over the "Search Active E-Filing Portal Users" button, which is highlighted with a red box. The rest of the form, including the instructional text, search buttons, input fields, checkboxes, and footer buttons, remains the same.

From the **Search Registered Users** screen type in the last name of the user you wish to add. Then click on **Search**.

Search Registered Filers

\* Last Name:  First Name:

\* Bar Number:

It will pull up a list of Portal Users that match the Last Name and allow you to select which user you wish to add to the E-service List.

Search Registered Filers

\* Last Name:  First Name:

\* Bar Number:

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Kelly, Karen	Attorney – Florida Bar	Unaffiliated Users		karen.kelly@provest.us	
<input type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	Unaffiliated Users		cweber1024@outlook.com	

1 - 2 of 2 items

Once you select the user you wish to add to the E-service List, click on **Select** and that user's information will populate the **Other Attorneys/Interested Party** screen and validate the information. Next you will have to select their role in this case by invoking the Case Role drop down and making a selection. You can also add this attorney to your **E-service Favorites** list which will make adding Other Attorneys/Interested Parties easier as your E-service Favorites list grows. If you want to **Save and Add Another Other Attorney/Interested Party** place a check in the appropriate box.

**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:

<b>Filer #</b>	34085	<input checked="" type="checkbox"/> Use Portal Filer Profile information for Service	<input type="checkbox"/> Add to E-service Favorites
<b>* Name:</b>	Mary Beth Kelly	Status: Active	
<b>* Primary Email Address:</b>	cweber1024@outlook.com	Status: Ok	
<b>Alternate Email 1:</b>	cweber1024@gmail.com	Status: Ok	
<b>Alternate Email 2:</b>			
<b>* Case Role:</b>		<b>Other:</b>	
		<input type="checkbox"/> Save and Add Another Other Attorney/Interested Party	

**Save** **Cancel**

Click **Save**.

**Other Attorneys/Interested Party**

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

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

-or-  
Enter Information:

<b>Filer #</b>	34085	<input checked="" type="checkbox"/> Use Portal Filer Profile information for Service	<input checked="" type="checkbox"/> Add to E-service Favorites
<b>* Name:</b>	Mary Beth Kelly	Status: Active	
<b>* Primary Email Address:</b>	cweber1024@outlook.com	Status: Ok	
<b>Alternate Email 1:</b>	cweber1024@gmail.com	Status: Ok	
<b>Alternate Email 2:</b>			
<b>* Case Role:</b>	Co-Counsel for Defendant	<b>Other:</b>	
		<input checked="" type="checkbox"/> Save and Add Another Other Attorney/Interested Party	

**Save** **Cancel**

Your user is now added to the E-service List for this case, also to your E-service Favorites.

# Florida Courts E-Filing Portal

## Judge Filer User Manual

Case Information Documents **ServiceList** Review and Submit

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email T...
	<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Co-Counsel for Defendant		cweber1024@outlook.com	Primary
						cweber1024@gmail.com	Alternate 1

And when you return to the **Electronic Service Recipients** list you will see the user you added on the Service List with the appropriate email addresses displayed and already selected for E-service. You can see that this person was added to the E-service List as an Other Attorney/Interested Party by the avatar shown to the right of the check box. You can also see that this person was added by the judicial filer shown directly above the added person.

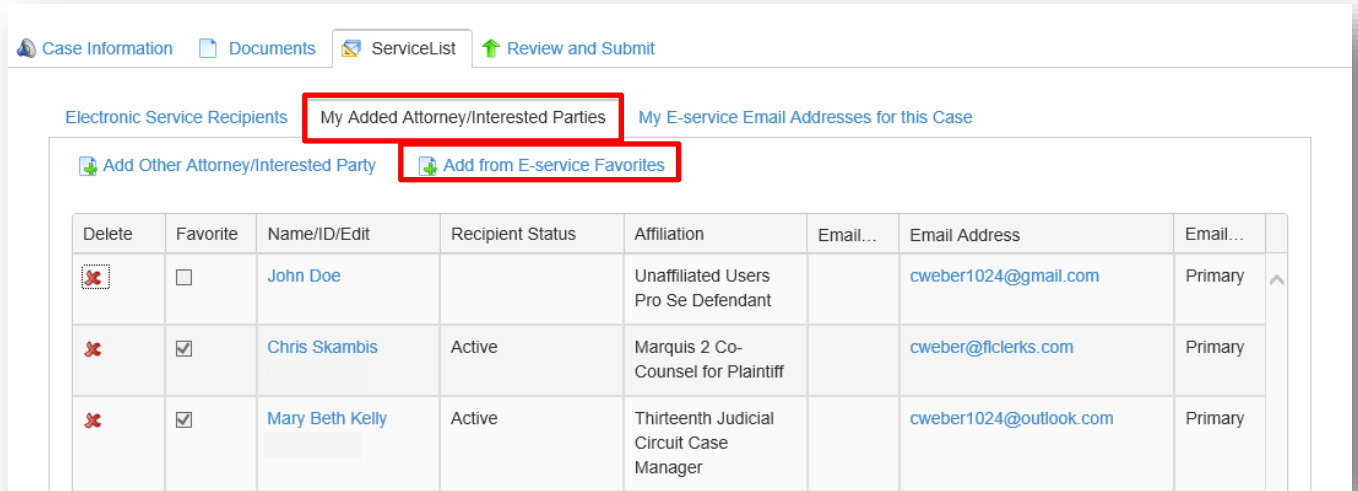
Case Information Documents ServiceList Review and Submit

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

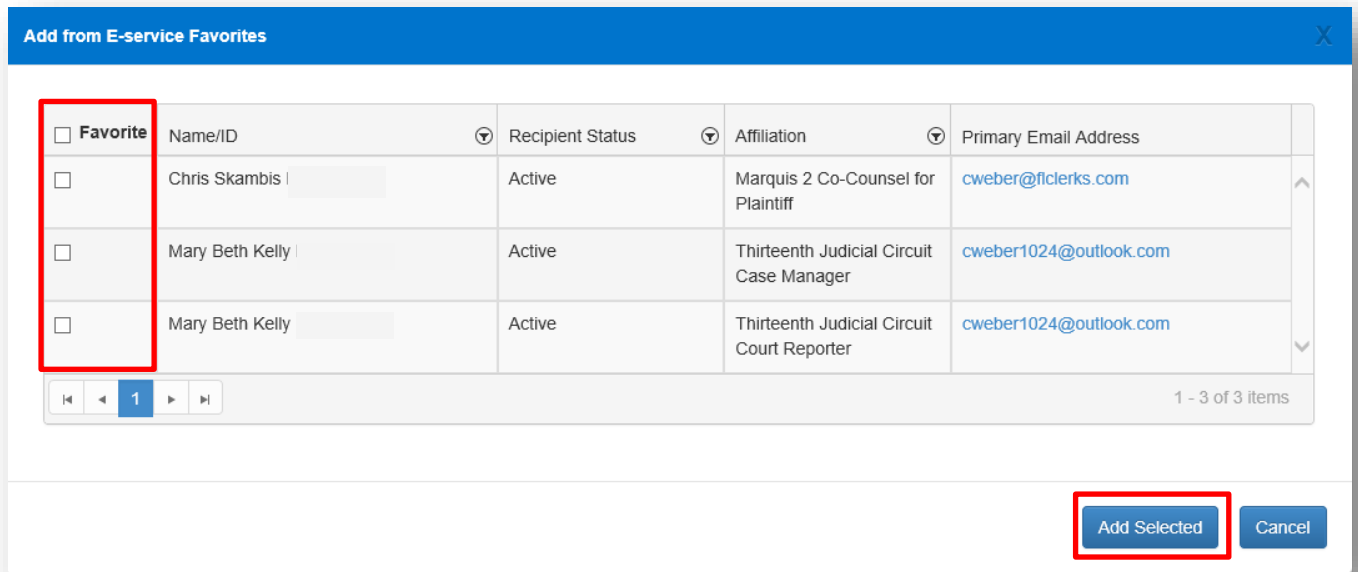
<input checked="" type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber FL106454	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
					cweber1024@outlook.com	Alternate 1
			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

**E-service Favorites**

Your E-service Favorites list will continue to grow as you add Other Attorneys/Interested Parties to your cases as long as you select the person you are adding to be added to your E-service Favorites List. Then, you will be able to select the 'Add from E-service Favorites' tab from the My Added Attorney/Interested Parties tab.



Select from your E-service Favorites list the people you would like to add to the E-service List for this case and then click on 'Add Selected.'



That will add those people selected from your E-service Favorites list to the E-service List for this case.

You are now ready to move to the **Review and Submit** page by selecting the tab in the tab bar or **Next** at the bottom of the **ServiceList** page.

**Search Florida Bar**

You may also search The Florida Bar list of attorneys by name or Florida Bar Number to use the email address provided to The Florida Bar on the E-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](#)

-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 and Add Another Other Attorney/Interested Party

**Save** **Cancel**

Type in The Florida Bar number of the person you are adding to the E-service List.

**Search Florida Bar File**

**\* Bar Number:**  **Search**

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

**Select** **Cancel**

The Portal will search The Florida Bar list of attorneys and pull up the person with that Florida Bar number with their Florida Bar registered email address. Place a check in the box under the **Select** column and click on **Select**.

**Search Florida Bar File**

**\* Bar Number:**  **Search**

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

1 - 1 of 1 items

**Select** **Cancel**

Florida Courts E-Filing Portal  
**Judge Filer User Manual**

That person will be added to the E-service List after their account information validates, you select the Case Role of the party added and you click on **Save**. You can also add this person to your E-service Favorites List as well by placing a check in the box in the upper right hand corner of the screen.

**Other Attorneys/Interested Party**

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

-or-

Enter Information:

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

**\* Name:** Mary Beth Kelly Status: Active

**\* Primary Email Address:** cweber1024@outlook.com Status: OK

**Alternate Email 1:** cweber1024@gmail.com Status: OK

**Alternate Email 2:**

**\* Case Role:**  Other:

Save and Add Another Other Attorney/Interested Party

When you click on **Save** Your User is now added to the E-service List for this case.

Case Information | Documents | ServiceList | Review and Submit

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

+ Add Other Attorney/Interested Party

Delete	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email Type
	<a href="#">Mary Beth Kelly</a>	Active	Unaffiliated Users Attorney - Florida Bar		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1

And when you return to the **Electronic Service Recipients** list you will see the user you added on the Service List with the appropriate email addresses displayed and already selected for E-service.

Case Information Documents ServiceList Review and Submit

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

<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 FL48466	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	STINE J DUGAN FL11111	Active	ACME LAW FIRM Attorney – Florida Bar		chris.dugan@brevardclerk.us	Primary
					laurie.rice@brevardclerk.us	Alternate 1
					kim.landiers@brevardclerk.us	Alternate 2
<input checked="" type="checkbox"/>	Judge George Washington	Active	Ninth Judicial Circuit		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1

You are now ready to move to the **Review and Submit** page by selecting the tab in the menu bar or **Next** at the bottom of the **ServiceList** page.

### Review and Submit

This page is a recap of the previous four tabs you have gone through. If you have failed to select anyone from the E-service List a message will appear advising you that Service will not be provided on this submission. To make any corrections to this page that are necessary, click on the corresponding tab in the tab bar or use the **Back** button on the **Review and Submit** page.

Case Information Documents ServiceList Review and Submit

Back Submit

**Service List**




Documents will be electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber@flclerks.com	Active
STINE J DUGAN	chris.dugan@brevardclerk.us	Active
Judge George Washington	cweber@flclerks.com	Active
Mary Beth Kelly	cweber1024@outlook.com	Active

When you are ready to submit your Order click on the **Submit** button.

### Filing Received Confirmation


Once you have submitted an Order, you will see the **Filing Received Confirmation** page. This will give you access to all the filing information and provide you a link to **Submit** another Order to this same case. You will also have access to the Notification of Electronic Filing [NEF] that shows who was served with this submission.



**Filing Received Confirmation** Help   

**1 document is successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division**  
**Uniform Case # you have provided is 482022CA000123A0010X**  
**Court Case # you have provided is 2022-CA-000123-O**  
**Reference # for this filing is 100327175**

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




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

**Recent Filings**  Refresh




Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327175	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Received	Orange	05/19/2022 03:24:15 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327169 	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	2022-CA-000013-O	Pending Review	Orange	05/19/2022 02:29:17 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327168 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 02:28:25 PM	

1 - 3 of 3 items

To see the NEF click on the icon in the **Submission/NEF** column.

**My Submissions** Help   

Search Options ▼

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327175 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 03:24:15 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327169 	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	2022-CA-000013-O	Pending Review	Orange	05/19/2022 02:29:17 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100327168 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 02:28:25 PM	

1 - 3 of 3 items

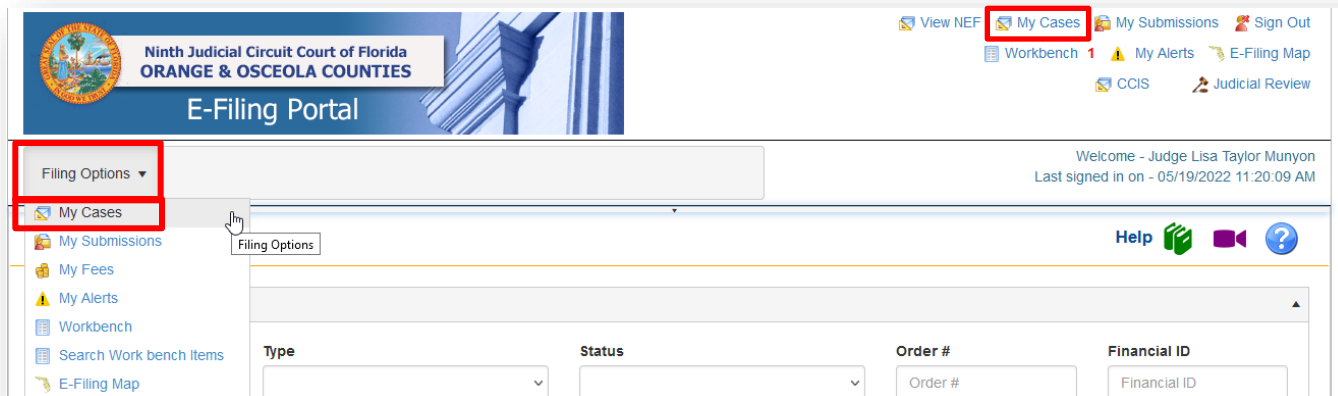
Your Order is now with the Clerk pending review.

### Using My Cases Page

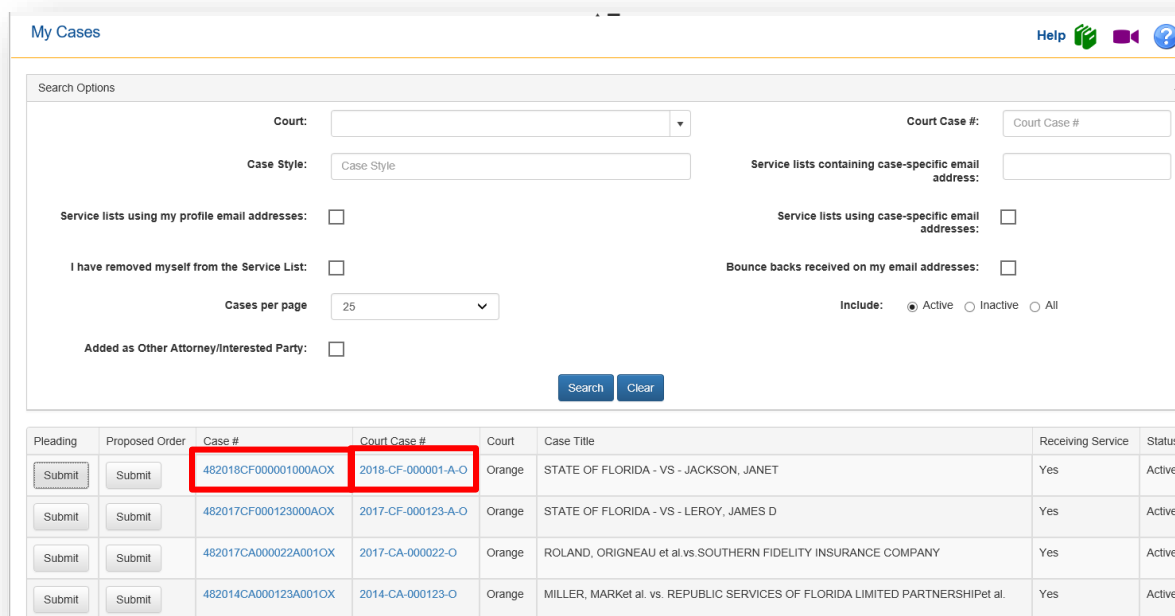
To go to the **My Cases** page, select **Filing Options** from the menu bar and then highlight and select **My Cases** or use the **My Cases** menu in the Quick Links section of the page.

# Florida Courts E-Filing Portal

## Judge Filer User Manual



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.



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.

When a County and the Judicial Officers are ready to accept Proposed Documents electronically through the Portal, you will also see a **Submit** button in the Proposed Order column. Until that time, there will be no way to submit a Proposed Document through the Portal to that case.

# Florida Courts E-Filing Portal

## Judge Filer User Manual

Ninth Judicial Circuit Court of Florida  
ORANGE & OSCEOLA COUNTIES

E-Filing Portal

Workbench 1 My Alerts E-Filing Map  
CCIS Judicial Review

Welcome - Judge Lisa Taylor Munyon  
Last signed in on - 05/19/2022 11:20:09 AM

Filing Options ▾

My Cases Help

Search Options

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit	Submit	362018CF000012000ACH	18-CF-000012	Lee	State of Florida vs Duke, Alysha Ann	Yes	Active
Submit	Submit	482022CA000123A001OX	2022-CA-000123-O	Orange	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	Yes	Active
Submit	Submit	482022CA000013A001OX	2022-CA-000013-O	Orange	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	Yes	Active
Submit	Submit	482021CA000012A001OX	2021-CA-000012-O	Orange	PHAN, NGAet al. vs. AMERICAN INTEGRITY INSURANCE COMPANY OF FLORIDA	Yes	Active
Submit	Submit	482020CF000144000AOX	2020-CF-000144-A-O	Orange	STATE OF FLORIDA - VS - FERNANDESDACONCEI, PEDRO	Yes	Active
Submit	Submit	482020CA000144A001OX	2020-CA-000144-O	Orange	SAMAROO, ALYCIA vs. VANMARY, BERVELY	Yes	Active
Submit	Submit	482020CA000123A001OX	2020-CA-000123-O	Orange	ABSALON, LOUISEet al. vs. FAMILY SECURITY INSURANCE COMPANY INC	Yes	Active

### Case Information

All the **Case Information** is filled in when you file using the **Submit** button on the **My Cases** page. Verify you have selected the correct case by reviewing the **Case Information** section of the page.

Pleading on Existing Case Help

Type: Trial County: Brevard Division: County Civil Total Fee: \$0.00

Case #: 052015CC010260XXXXX Type: COUNTY CIVIL / COUNTY EVICTION Status: ORIGINAL PEND

Case Title: R LEVINE VS P HARTFIELD

Case Information Documents ServiceList Review and Submit

### Documents

Now you are ready to go to the **Documents** tab. You may get there by selecting **Documents** on the Menu Bar

Case Information Documents ServiceList Review and Submit

Or by selecting **Next** or **Save to Workbench** at the bottom of the **Case Information** page.

If you **Save to Workbench** you can resume this submission at a later date by going to your **Workbench** page and clicking on **Resume**. If, however, you go to the **Documents** page you are now ready to upload and submit your Order.

Click on the **Add** button to select the document you will be submitting. The list of Orders is created by the Clerk. You may search this list of documents by typing in part of the title of your Order and use the **tab** or **enter** key. This should pull up a list of Orders that contain that word. You may also use the page numbers at the bottom of the screen to search for your Order if you need to. If there is an Order that you need to file that is not in the list of documents, you may either contact the Clerk or select the **Order** document and the Clerk will make the necessary changes when they do their Clerk Review.

Then click on **Browse** to browse out to your computer to find the document you created, signed and is ready to be filed and then click on **Save**.

The screenshot shows a 'Judiciary' form with a grid of checkboxes. The checkbox for 'Order Setting Hearing' is checked and highlighted with a red box. Below the grid is a pagination bar with numbers 1 through 10, and '26 - 30 of' on the right. At the bottom, there is an 'Upload:' field with a file path: '\\faccsrv.flclerks.local/home/cweber/Document:'. The 'Browse...' button next to the path is also highlighted with a red box. To the right of the upload field are 'Save' and 'Cancel' buttons.

Your Order will be displayed on your **Document** list.

The screenshot shows a navigation bar with 'Case Information', 'Documents' (selected and highlighted with a red box), 'ServiceList', and 'Review and Submit'. Below is a table with the following data:

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace  Judiciary Order	\$0.00	1	<a href="#">View  Order Denying Motion for Rehearing.pdf</a>	0.03
<a href="#">Add</a>					
<b>Total</b>		<b>\$0.00</b>	<b>1</b>	<b>1 Documents</b>	<b>0.03</b>

A red arrow points to the 'Remove' icon in the first row of the table.

You may add as many Orders to this submission as you need to file to this one case. Then either click on **Next** or select the **ServiceList** tab from the menu bar.

**ServiceList**

From the **ServiceList** tab you may select the parties to whom you wish to provide service of your Order. Attorneys that have filed electronically to the case are automatically added to the E-service List and they may specify which email addresses they wish to use for E-service as to each case. You as the filer are also added to the E-service List but if you do not wish to receive an email copy of the Order you may de-select yourself from the E-service List. You will not be automatically added to the E-service List for the case but you do have the option to receive service of the Orders you file. If you wish to **Serve All** simply place a check in the box at the top of the column.



Case Information Documents ServiceList Review and Submit

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

<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 FL48466	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	STINE J DUGAN FL11111	Active	ACME LAW FIRM Attorney – Florida Bar		chris.dugan@brevardclerk.us	Primary
					laurie.rice@brevardclerk.us	Alternate 1
					kim.landars@brevardclerk.us	Alternate 2
<input checked="" type="checkbox"/>	Judge George Washington	Active	Ninth Judicial Circuit		cweber@flclerks.com	Primary

**My Added Attorney/Interested Parties**

You may also add Other Attorneys or Interested Parties to this E-service List for serving your Order. To add other Attorneys or Parties use the **My Added Attorney/Interested Parties** tab.

Case Information Documents ServiceList Review and Submit

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

[Add Other Attorney/Interested Party](#)

Delete	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email Type
No Other Attorney(s)/Interested Parties						

Then click on the **Add Other Attorney/Interested Party** link.

Case Information Documents ServiceList Review and Submit

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email T...
No Other Attorney(s)/Interested Parties							

# Florida Courts E-Filing Portal

## Judge Filer User Manual

You may type in the name and email address or you may **Search Active E-Filing Portal Users** or **Search Florida Bar**.

### Search Active E-Filing Portal Users

From the **Other Attorneys/Interested Party** screen select **Search Active E-Filing Portal Users**.

The screenshot shows a web form titled "Other Attorneys/Interested Party" with a blue header and a close button (X) in the top right. Below the header, there is a text instruction: "To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses." Below this instruction are two search buttons: "Search Active E-Filing Portal Users" (highlighted with a red box) and "Search Florida Bar". Underneath is a section labeled "Enter Information:" containing several input fields and checkboxes. The fields include: "Filer #" (text input), "Name:" (text input, marked with an asterisk), "Primary Email Address:" (text input, marked with an asterisk), "Alternate Email 1:" (text input), "Alternate Email 2:" (text input), "Case Role:" (dropdown menu, marked with an asterisk), and "Other:" (text input). There are also checkboxes for "Use Portal Filer Profile information for Service", "Add to E-service Favorites", and "Save and Add Another Other Attorney/Interested Party". At the bottom right of the form are "Save" and "Cancel" buttons.

From the **Search Registered Users** screen type in the last name of the user you wish to add. Then click on **Search**.

The screenshot shows a web form titled "Search Registered Filers" with a blue header and a close button (X) in the top right. The form contains three input fields: "Last Name:" (text input, containing the text "Kelly", marked with an asterisk), "First Name:" (text input), and "Bar Number:" (text input, marked with an asterisk). Below the input fields are two "Search" buttons: a blue one and a white one.

It will pull up a list of Portal users that match the Last Name and allow you to select which user you wish to add to the E-service List.

**Search Registered Filers**

\* Last Name: Kelly First Name:

\* Bar Number:

Search

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Kelly, Karen	Attorney – Florida Bar	Unaffiliated Users		karen.kelly@provest.us	
<input type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	Unaffiliated Users		cweber1024@outlook.com	

1 - 2 of 2 items

Select Cancel

Once you select the user you wish to add to the E-service List, click on **Select** and that user's information will populate the **Other Attorneys/Interested Party** screen and validate the information.

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

\* Name: Mary Beth Kelly Status: Active

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

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

Alternate Email 2:

\* Case Role:  Other:

Save and Add Another Other Attorney/Interested Party

Save Cancel

Next you will have to select their role in this case by invoking the Case Role drop down and making a selection. You can also add this attorney to your E-service Favorites list which will make adding Other Attorneys/Interested Parties easier as your E-service Favorites list grows. If you have another attorney or interested party to add, click on **Save and Add Another Other Attorney/Interested Party**.

**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: 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

Then click on **Save**. Your User is now added to the E-service List for this case.

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

[Electronic Service Recipients](#)   **My Added Attorney/Interested Parties**   [My E-service Email Addresses for this Case](#)

[Add Other Attorney/Interested Party](#)

Delete	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email Type
✘	<a href="#">Mary Beth Kelly</a>	Active	Unaffiliated Users Attorney – Florida Bar		<a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>	Primary
					<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>	Alternate 1

And when you return to the **Electronic Service Recipients** list you will see the user you added on the Service List with the appropriate email addresses displayed and already selected for E-service.

Case Information Documents ServiceList Review and Submit

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

<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 FL48466	Active	Marquis 2 Attorney – Florida Bar		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	STINE J DUGAN FL11111	Active	ACME LAW FIRM Attorney – Florida Bar		chris.dugan@brevardclerk.us	Primary
					laurie.rice@brevardclerk.us	Alternate 1
					kim.landiers@brevardclerk.us	Alternate 2
<input checked="" type="checkbox"/>	Judge George Washington	Active	Ninth Judicial Circuit		cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1

### E-service Favorites

Your E-service Favorites list will continue to grow as you add Other Attorneys/Interested Parties to your cases as long as you select the person you are adding to be added to your E-service Favorites List. Then, you will be able to select the **'Add from E-service Favorites'** tab from the **My Added Attorney/Interested Parties** tab.

Case Information Documents ServiceList Review and Submit

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email...	Email Address	Email...
	<input type="checkbox"/>	John Doe		Unaffiliated Users Pro Se Defendant		cweber1024@gmail.com	Primary
	<input checked="" type="checkbox"/>	Chris Skambis	Active	Marquis 2 Co- Counsel for Plaintiff		cweber@flclerks.com	Primary
	<input checked="" type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Case Manager		cweber1024@outlook.com	Primary

Select from your E-service Favorites list the people you would like to add to the E-service List for this case and 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"/>	Chris Skambis	Active	Marquis 2 Co-Counsel for Plaintiff	cweber@fclerks.com
<input type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Case Manager	cweber1024@outlook.com
<input type="checkbox"/>	Mary Beth Kelly	Active	Thirteenth Judicial Circuit Court Reporter	cweber1024@outlook.com

◀ ◀ 1 ▶ ▶

1 - 3 of 3 items

Add Selected

Cancel

That will add those people selected from your E-service Favorites list to the E-service List for this case. You are now ready to move to the **Review and Submit** page by selecting the tab in the tab bar or **Next** at the bottom of the **ServiceList** page.

### Search Florida Bar

You may also search The Florida Bar list of attorneys by name or Florida Bar Number to use the email address provided to The Florida Bar on the E-service List.

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 #

\* Name:

\* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

\* Case Role:

Use Portal Filer Profile information for Service

Add to E-service Favorites

Status:

Other:

Save and Add Another Other Attorney/Interested Party

Save

Cancel

Type in The Florida Bar number of the person you are adding to the E-service List.

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

The Portal will search The Florida Bar list of attorneys and pull up the person with that Florida Bar number with their Florida Bar registered email address. Place a check in the box under the **Select** column and click on **Select**.

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
<input checked="" type="checkbox"/>	Kelly, Mary Beth	Unaffiliated Users		cweber1024@outlook.com	

That person will be added to the E-service List after their account information validates, you select the Case Role of the party added and you click on **Save**. You can also add this person to your E-service Favorites List as well by placing a check in the box in the upper right hand corner of the screen.

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 # 34085  Use Portal Filer Profile Information for Service  Add to E-service Favorites

Name: Mary Beth Kelly Status: Active

Primary Email Address: cweber1024@outlook.com Status: OK

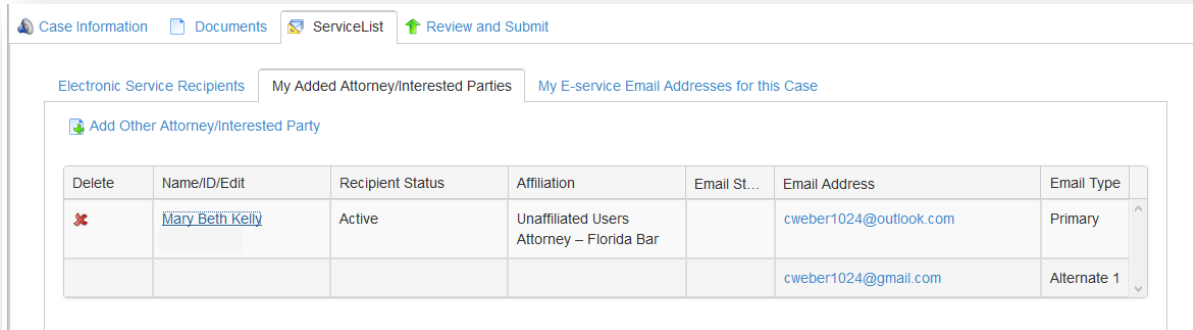
Alternate Email 1: cweber1024@gmail.com Status: OK

Alternate Email 2:

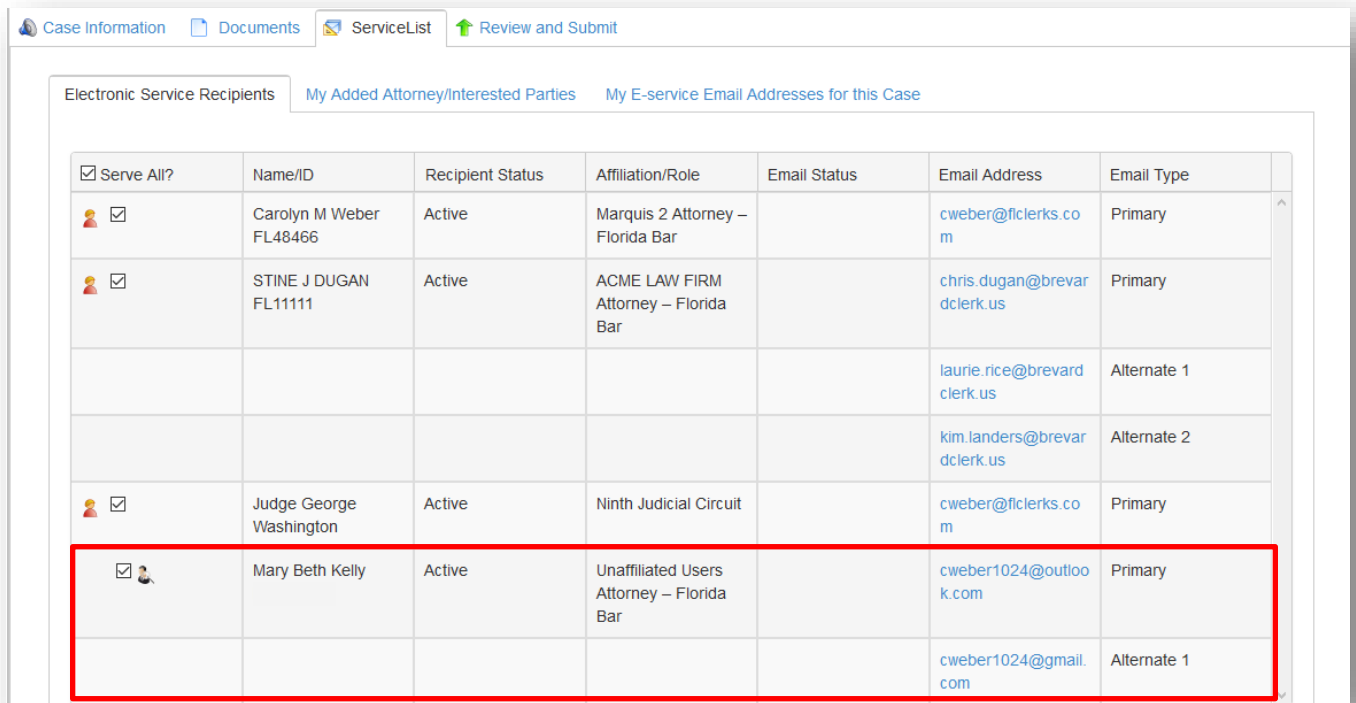
Case Role:  Other:

Save and Add Another Other Attorney/Interested Party

When you click on **Save** Your User is now added to the E-service List for this case.



And when you return to the **Electronic Service Recipients** list you will see the user you added on the Service List with the appropriate email addresses displayed and already selected for E-service.

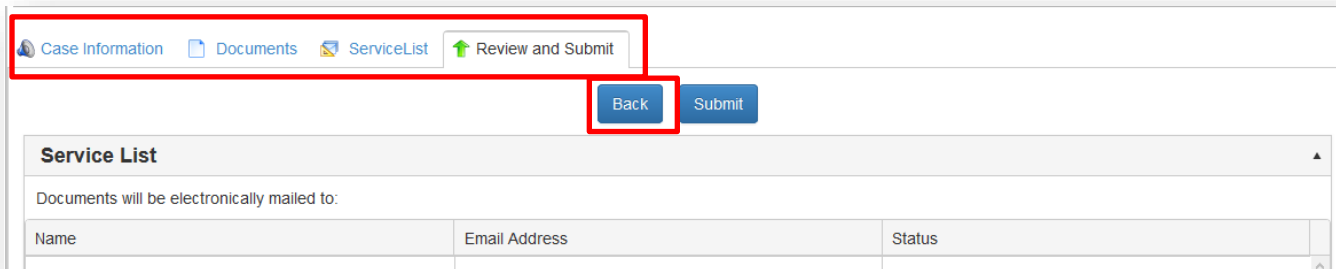


You are now ready to move to the **Review and Submit** page by selecting the tab in the tab bar or **Next** at the bottom of the **ServiceList** page.

**Review and Submit**

This page is a recap of the previous four tabs you have gone through. If you have failed to select anyone from the E-service List a message will appear advising you that E-service will not be provided on this submission. To make any corrections to this page that are necessary, click on the appropriate tab in the tab bar or use the **Back** button on the **Review and Submit** page.

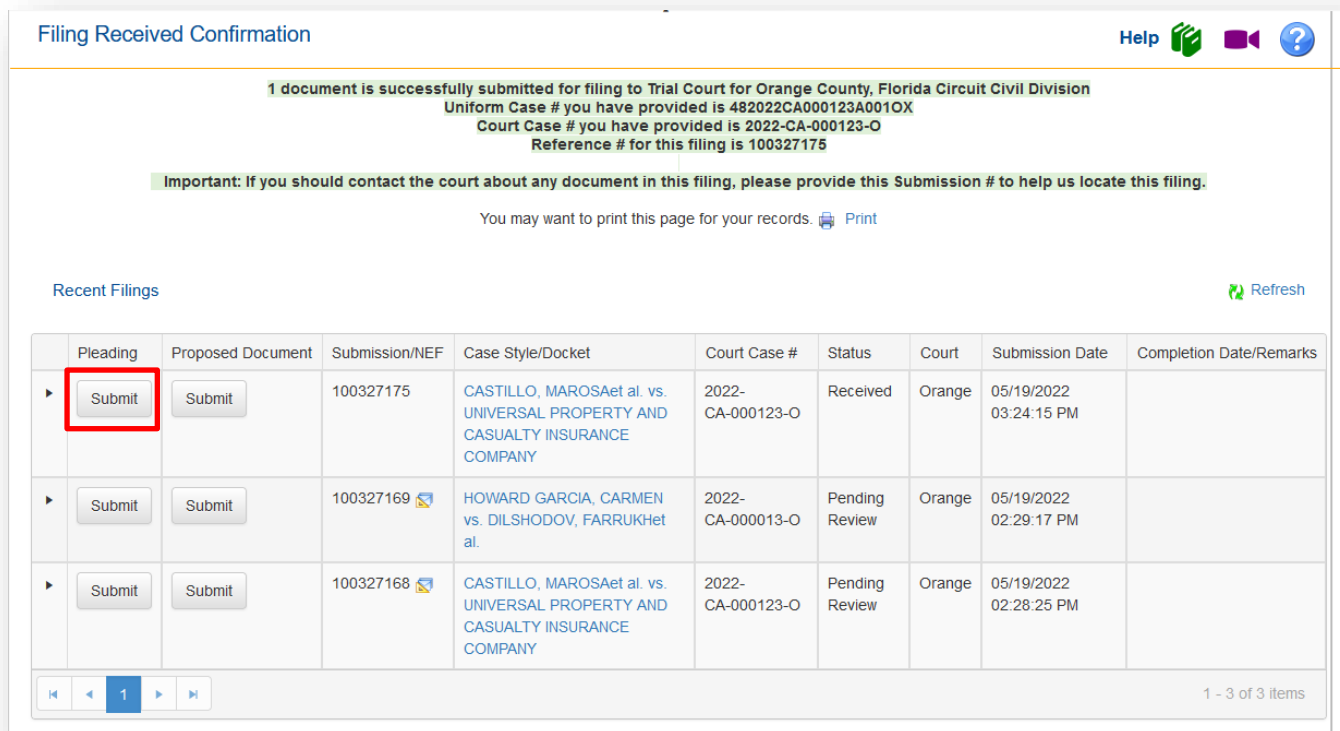







When you are ready to submit your Order click on the **Submit** button.

### Filing Received Confirmation

Once you have submitted an Order, you will see the **Filing Received Confirmation** page. This will give you access to all the filing information and provide you a link to **Submit** another Order to this same case.



You will also have access to the Notification of Electronic Filing [NEF] that shows you who was served with this submission. To see the NEF click on the icon in the **Submission/NEF** column.

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	Submit	Submit	100327175 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 03:24:15 PM	
▶	Submit	Submit	100327169 	HOWARD GARCIA, CARMEN vs. DILSHODOV, FARRUKHet al.	2022-CA-000013-O	Pending Review	Orange	05/19/2022 02:29:17 PM	
▶	Submit	Submit	100327168 	CASTILLO, MAROSAet al. vs. UNIVERSAL PROPERTY AND CASUALTY INSURANCE COMPANY	2022-CA-000123-O	Pending Review	Orange	05/19/2022 02:28:25 PM	

1 - 3 of 3 items

Your Order is now with the Clerk pending review.

### Web Page that Displays Notification of Electronic Filing (NEF)

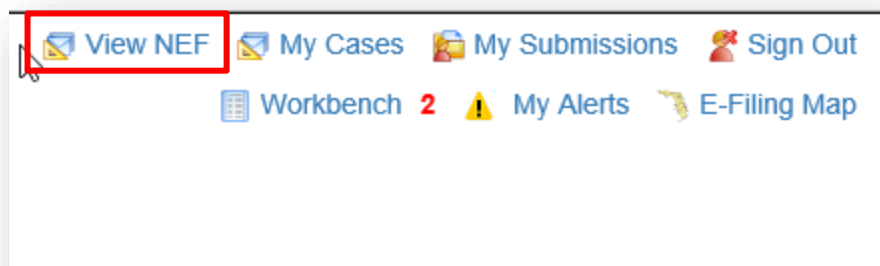
We have created a new web page that does not require the user to be logged into the Portal which will display the Notification of Electronic Filing [NEF] for a submission. The address to this new Web Page is:

<https://www.myflcourtaccess.com/common/ui/pages/ViewNefBySubmissionNumber.aspx?rid=XXXXXX>

Where XXXXXX is Submission #.

This can be bookmarked on your browser or added to the Judicial Viewer to be able to pull up the NEF on a submission to show who was selected for E-service and who was de-selected for E-service of the submitted documents.

This same link can be found in the Portal in the Quick Links section.





Notice of Electronic Filing - **Submission # 446847**

Submission #:

[View NEF](#)

**Notice of Service of Court Documents**

**Filing Information**

Filing #: 446847  
 Filing Time: 10/12/2017 02:51:10 PM ET  
 Filer: Judge Lisa Taylor Munyon 407-835-4422  
 Court: Ninth Judicial Circuit in and for Orange County, Florida  
 Case #: 482017CA000022A001OX  
 Court Case #: 2017-CA-000022-O  
 Case Style: ROLAND, ORIGNEAU et al.vs.SOUTHERN FIDELITY INSURANCE COMPANY

**Documents**

Title	File
Amended Order	A Proposed Order.docx

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

Name	Email Address
Chris Skambis	<a href="mailto:cweber@fclerks.com">cweber@fclerks.com</a>
Mary Beth Kelly	<a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>
	<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>
	<a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>
	<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>
Chris Skambis	<a href="mailto:cweber@fclerks.com">cweber@fclerks.com</a>
Mary Beth Kelly	<a href="mailto:cweber1024@outlook.com">cweber1024@outlook.com</a>
	<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>

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

Name	Email Address
Carolyn M Weber	<a href="mailto:cweber@fclerks.com">cweber@fclerks.com</a>
Judge Lisa Taylor Munyon	*****
John Doe	<a href="mailto:cweber1024@gmail.com">cweber1024@gmail.com</a>