



STATE AGENCY CLERK FILER PORTAL USER MANUAL

10-25-2022

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Overview

The Florida Courts E-Filing Portal (Portal) will accept submissions to all jurisdictions via this single point of access. You may submit to the Trial Courts, District Courts of Appeal and The Florida Supreme Court. This User Manual will focus primarily on the File Notice of Appeal and Submit Record on Appeal filing process. For more in-depth information on the Clerk Review process, please see the Portal County Administrator User Manual.

Logging into the Portal

Log into the Portal using your username and password.

If you have any Alerts pending, you will be taken automatically to the **My Alerts** page. If you have no Alerts pending, you will land at the **Home Page** you have selected in your account Preferences.

If you have not set your **Preferences** for the Portal, you will see the E-Filing Map when you log in as a State Agency Clerk to file a Notice of Appeal.



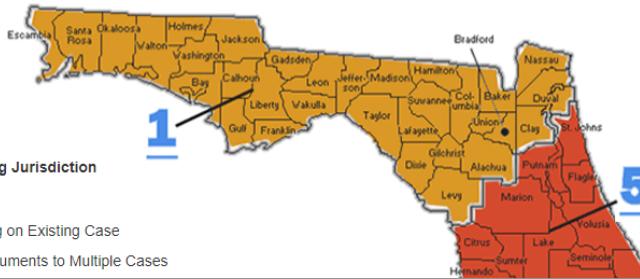
[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[File NOA](#)
[Filings Access](#) [Workbench](#) [My Alerts](#) [E-Filing Map](#)
[DIY Documents](#) [CCIS](#) [Submit ROA](#)

My Account ▾ Filing Options ▾

Welcome - Agent Carolyn Weber
Last signed in on - 06/24/2022 09:16:00 AM

E-Filing Map

[Help](#)



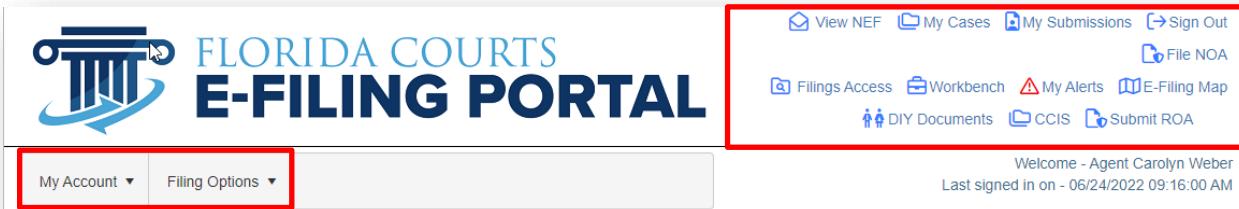
Select a Filing Jurisdiction

Trial Court

- Pleading on Existing Case
- File Documents to Multiple Cases

Menu Bar and Quick Links

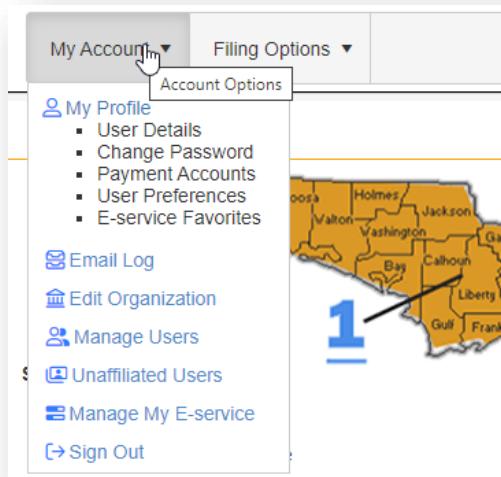
At the top of the page, you will see the Menu Bar and the Quick Links which are in the upper right-hand corner of the page.



Let's look at the My Account menu.

Account Menu

From the My Account menu, you have access to the following sub-menu items.



My Profile

The State Agency Clerks access their My Profile page to review and update any personal information and to set Preferences for the Portal.

User Details

The User Details page allows you to update your username, address information and any email addresses associated with your Portal profile.

My Profile

Help   

User Details Change Password Payment Accounts Preferences E-service Favorites

User Details

Organization: Department of Education

Role: State Agent

* User Name: StateAgent

* Security Question: Mothers Maiden Name

* Security Answer: Black

* First	Middle	* Last	Suffix
Name: Agent	Carolyn	Weber	Suffix

* Primary Email: cweber@flclerks.com

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: 1 Liberty Lane Address 2

* Country/City/Zip Code: UNITED STATES Orlando Florida 32890

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

Fax #: Fax Number Format #### #### ####

Update

After all changes are made, be sure to click on **Update** to embed the changes.

Change Password

To change your current password, on the My Account menu select My Profile, **Change Password**. Type in your Current Password and then type in your New Password. Re-enter your New Password and then click on Change. Next time you log into the Portal, you will need to use your New Password.

User Details Change Password Payment Accounts Preferences E-service Favorites

Change Password

* Current Password: Current Password

* New Password: New Password

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

* Re-enter Password: Re-enter Password

Change

Payment Accounts

This will not apply to the State Agency Clerk filer. If you were to ever need to submit a fee, the **Payment Accounts** tab would be where you would enter your payment information.

User Details Change Password Payment Accounts Preferences E-service Favorites

Saved Payments

Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
No Saved Cards		

No items to display

Saved Accounts

Delete All	Account	Payment Token
No Saved Accounts		

No items to display

Preferences

A State Agency Clerk may select some preferences to be set as a default at log in

User Preferences

- Home Page
- Filing Path
- Last Jurisdiction File To
- # Rows Per Page in Document Selection Grid
- New Case Filing Path as a Preference

Email Preferences

- Filing Received
- Corrected Filing Received
- Processing Completed for Filing #####
- Filing Moved to Abandoned Filing Queue
- Portal Maintenance Notifications

My Profile

Help    

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

User Preferences

Home Page:	E-Filing Map
Filing Path:	Notice of Appeal
Last Jurisdiction Filed To:	First District Court of Appeal
# Rows per Page in Document Selection Grid:	5
New Case filing path as a Preference:	<input type="button" value="Clear"/>

Email Preferences

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

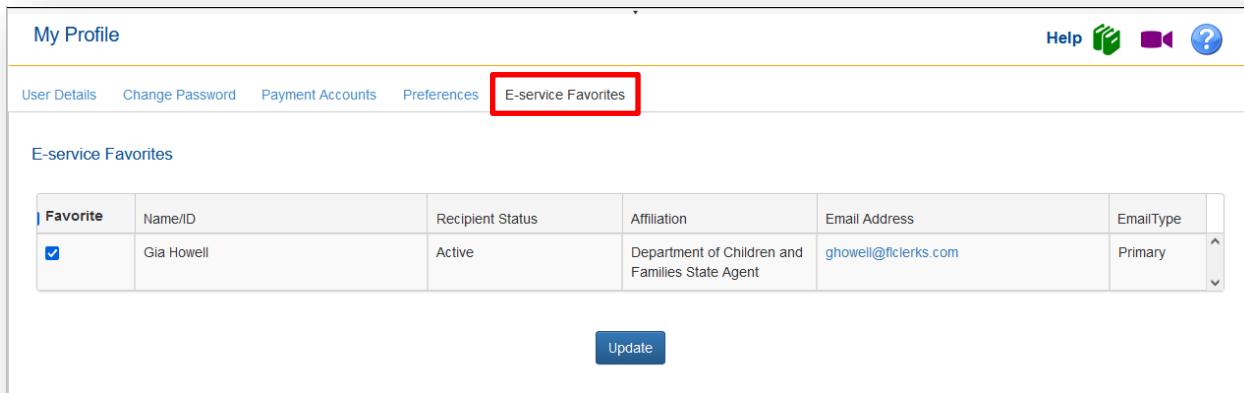
Update

Once you have made your selections, click on **Update** and then **OK**.

NOTE: You will always be taken to the **My Alerts** page when you log into the Portal if you have an alert pending. Once all alerts have been resolved, you will then land on the default Home Page you selected in your Profile Preferences. If no selection is made in your Preference tab, then you will land at the **E-Filing Map** which is by default the Portal Home Page.

E-service Favorites

You as the State Agency Clerk Filer can now create an E-service Favorites list. As you add Other Attorney/Interested Parties to an E-service List, you can also add them to your E-service Favorites List. Then you will be able to quickly add them to any E-service List. Your E-service Favorites will be listed under this tab.

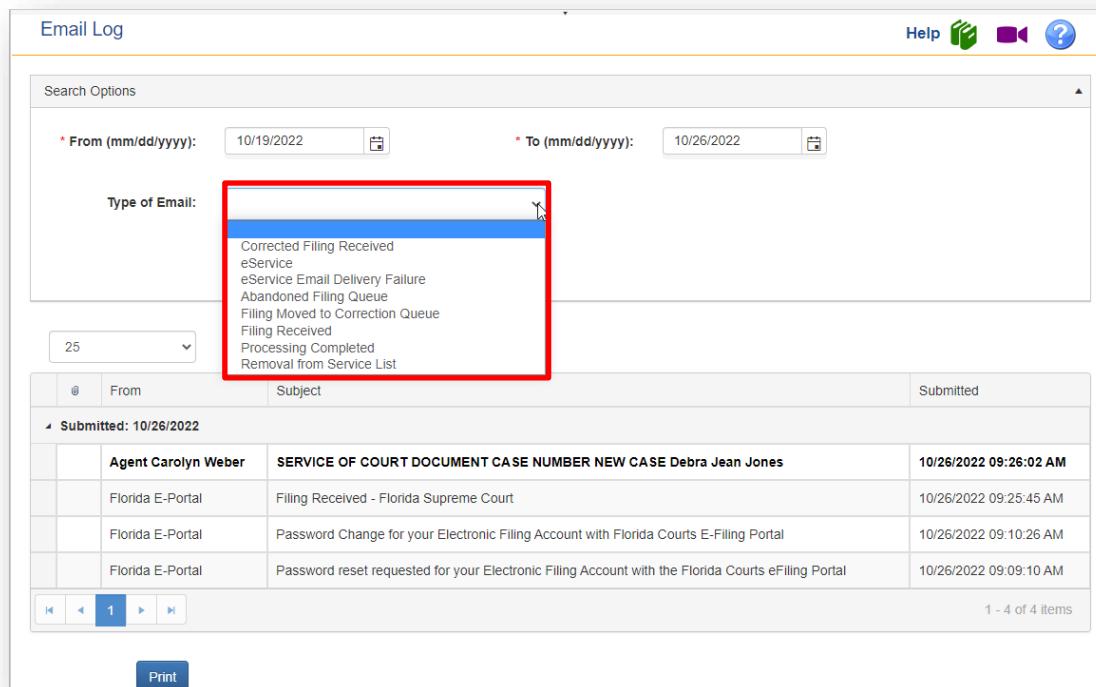


Favorite	Name/ID	Recipient Status	Affiliation	Email Address	EmailType
<input checked="" type="checkbox"/>	Gia Howell	Active	Department of Children and Families State Agent	ghowell@fclerks.com	Primary

To remove a person from your E-service Favorites list simply remove the check mark under the Favorite column and click on Update. They will not be removed from your list but when you select to add from your E-service Favorites, they will not be listed.

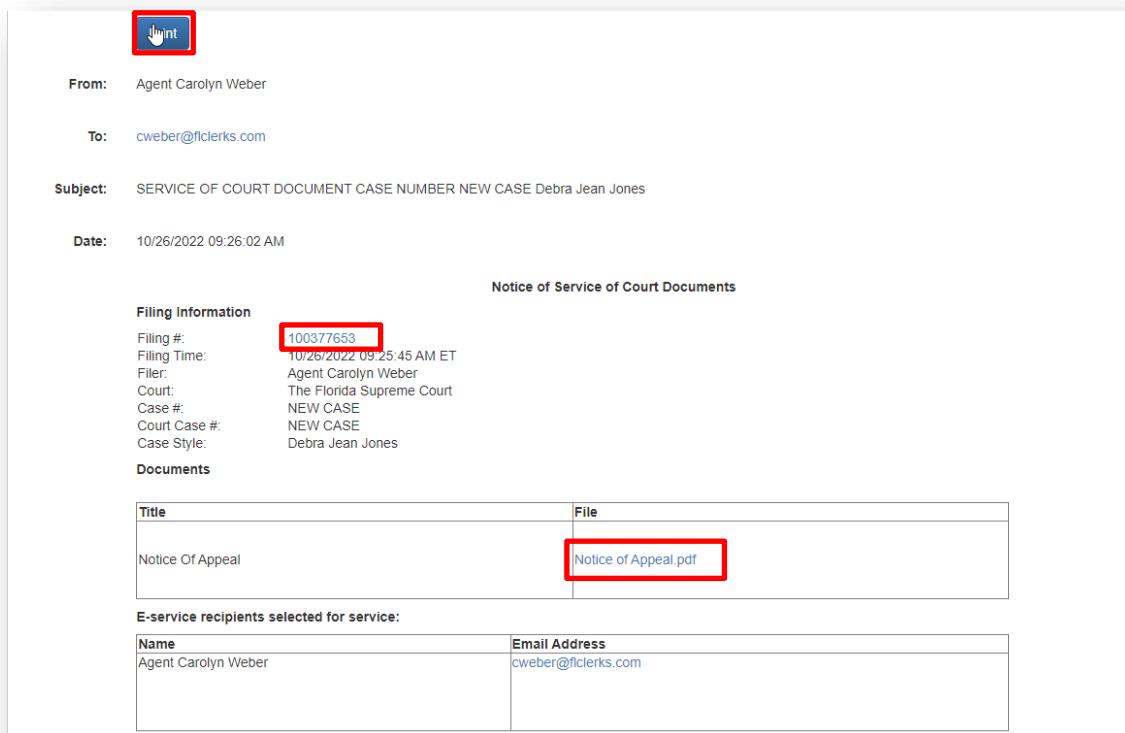
Email Log

The Clerk also has access to your **Email Log** which houses all the email you will also receive in your Email provider account. There is search functionality available to search by the Type of Email.



From	Subject	Submitted
Agent Carolyn Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE Debra Jean Jones	10/26/2022 09:26:02 AM
Florida E-Portal	Filing Received - Florida Supreme Court	10/26/2022 09:25:45 AM
Florida E-Portal	Password Change for your Electronic Filing Account with Florida Courts E-Filing Portal	10/26/2022 09:10:26 AM
Florida E-Portal	Password reset requested for your Electronic Filing Account with the Florida Courts eFiling Portal	10/26/2022 09:09:10 AM

Highlight the email you wish to view and scroll down the page to see the email. The Service of Court Documents email will have the body of the email and will contain links to the documents submitted. You can print the E-service email or any email you wish to print.



From: Agent Carolyn Weber

To: cweber@flclerks.com

Subject: SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE Debra Jean Jones

Date: 10/26/2022 09:26:02 AM

Notice of Service of Court Documents

Filing Information

Filing #:	100377653
Filing Time:	10/26/2022 09:25:45 AM ET
Filer:	Agent Carolyn Weber
Court:	The Florida Supreme Court
Case #:	NEW CASE
Court Case #:	NEW CASE
Case Style:	Debra Jean Jones

Documents

Title	File
Notice Of Appeal	Notice of Appeal.pdf

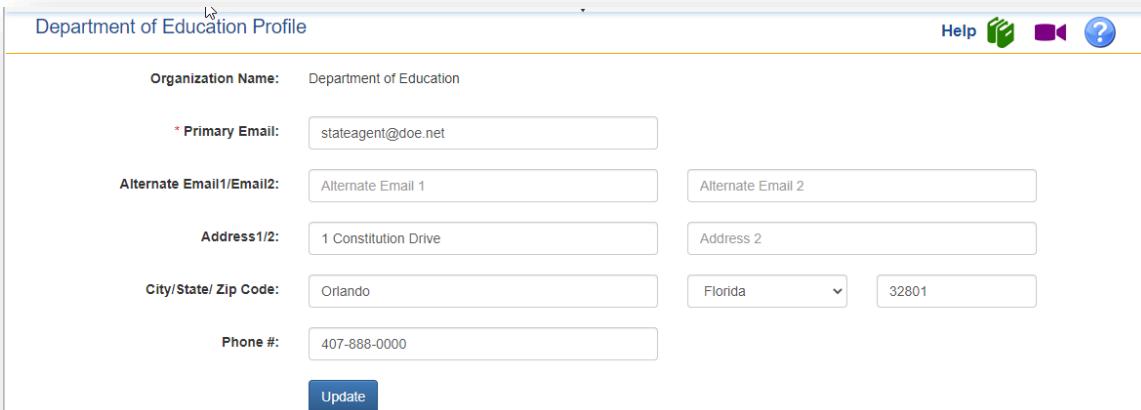
E-service recipients selected for service:

Name	Email Address
Agent Carolyn Weber	cweber@flclerks.com

To print the document(s) in the Notification of Electronic Filing (NEF), click on the Filing # link. This will allow you to download all documents in the submission as a zip file. To download the documents individually, select the name of the document under the File column as captured above.

Edit Organization

As the Organization Administrator, you can update the address and email accounts associated with the organization. Make any necessary changes and click Update to embed the changes.



Department of Education Profile

Organization Name: Department of Education

* Primary Email: stateagent@doe.net

Alternate Email1/Email2: Alternate Email 1

Address1/2: 1 Constitution Drive

City/State/ Zip Code: Orlando

Florida

32801

Phone #: 407-888-0000

Update

Manage Users

To add a new user, deactivate a user in your organization, or reset a user's password, you will use the **Manage Users** menu under the My Account menu button on the menu bar.

Department of Education Users							Help	Print	Video	?
Add User							Refresh			
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role				
1	Active	tvntest prose	Newberry, Todd	tnewberry@fclerks.com		Self - Represented Litigant				
2	Active	StateAgent	Weber, Agent Carolyn	cweber@fclerks.com		State Agent				

Add New User

Click on the Add User link and complete the account information. The required fields have a red asterisk next to them. If you want the new user to also be an administrator, place a check in the box next to "Can act as administrator" at the bottom of the screen.

Add User

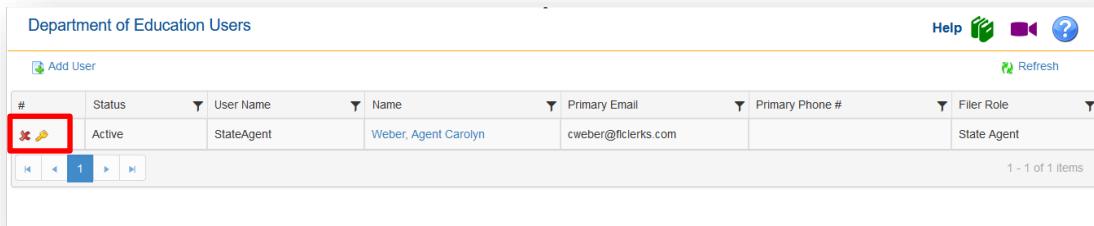
Help Print Video ?

* Organization:	Department of Education				
* Role:	State Agent				
ID State/Number:	Select State				
* User Name:	NewUserJones				
The default password is "eportal". User will be required to select a new password upon signing in					
* First	Middle	* Last	Suffix		
Name:	Amanda	Middle Name	Jones		
* Primary Email:		ajones@fakeemail.com			
Alternate Email1/Email2:		Alternate Email1			
* Address 1/2:		1 Liberty Lane			
* Country/City/State/ Zip Code:		UNITED STATES	Orlando	Florida	32850
* Phone #:		407-888-9999			
Fax #:		Fax Number Format #### #### ####			
<input type="checkbox"/> Can act as administrator					
Add Cancel					

Then click on **Add**. An email will be sent to the new user with a link to complete the registration.

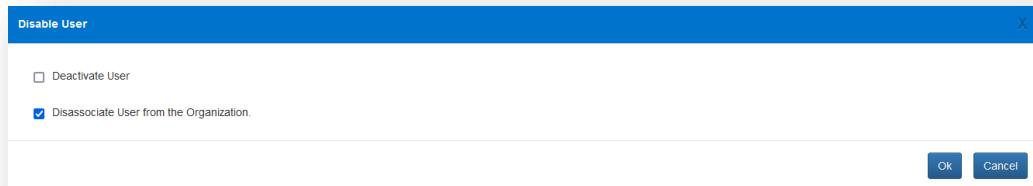
Deactivate a User

Click the red “x” located at the far-left side of the screen next to the user you wish to deactivate or remove from your organization.



Department of Education Users						
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
1	Active	StateAgent	Weber, Agent Carolyn	cweber@flclerks.com		State Agent
1 - 1 of 1 items						

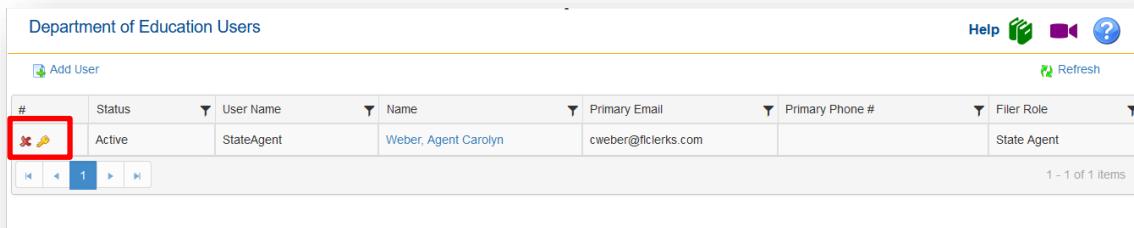
When you click on the red “x”, the following message box will appear. Select to “Disassociate User from Organization” to remove them from your organization but still allow them to file electronically through the Portal. Then click on **OK**.



This will remove the selected user from the organization.

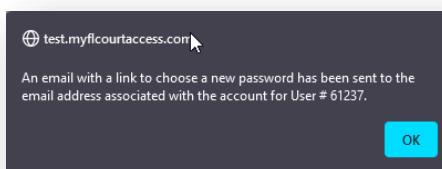
Change Password

If one of your users forgets their password, you can send a link to that user which will allow them to reset their password. Click on the yellow key in the far-left hand column shown below.



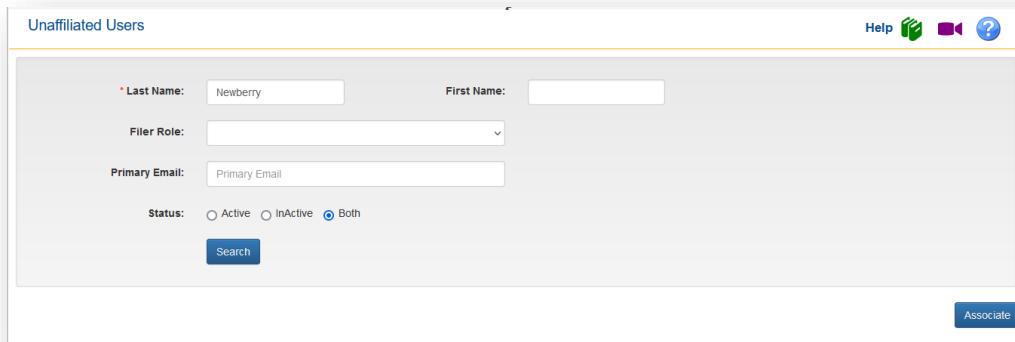
Department of Education Users						
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
1	Active	StateAgent	Weber, Agent Carolyn	cweber@flclerks.com		State Agent
1 - 1 of 1 items						

You will receive a message box that lets you know an email link to choose a new password has been sent to the email address associated with the account for the user you selected.



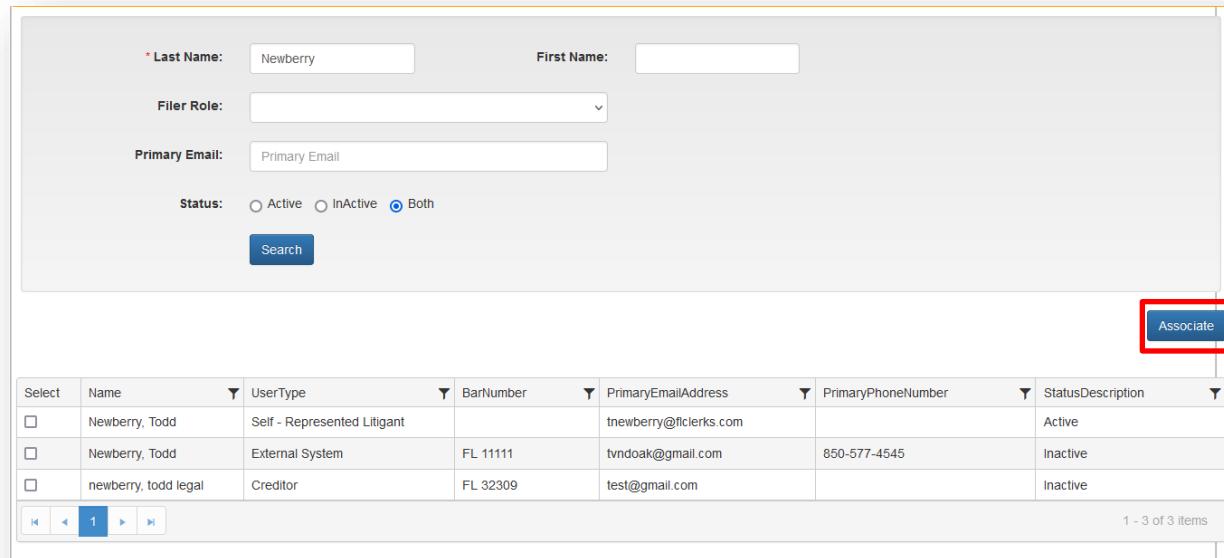
Add Unaffiliated Users

To add a person who already has a Portal account to your organization, use the Unaffiliated Users sub-menu in the My Account menu on the menu bar. Type in the Last Name and do a Search to pull up a list of Portal Users that have that last name.



The screenshot shows a search form titled "Unaffiliated Users". It includes fields for "Last Name" (Newberry), "First Name" (empty), "Filer Role" (empty dropdown), "Primary Email" (Primary Email), and "Status" (radio buttons for Active, InActive, and Both, with Both selected). A "Search" button is at the bottom, and an "Associate" button is on the right side of the results table.

The Search Results will appear below the Search Options box and allow you to select the user you wish to pull into your organization.

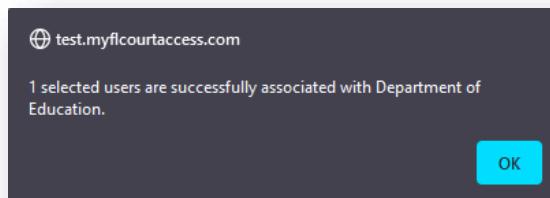


The screenshot shows the search results table. It has columns for Select, Name, UserType, BarNumber, PrimaryEmailAddress, PrimaryPhoneNumber, and StatusDescription. The results are:

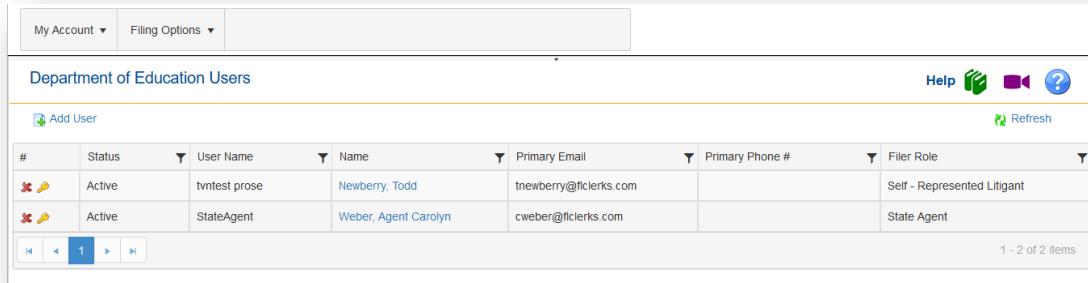
Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input type="checkbox"/>	Newberry, Todd	Self - Represented Litigant		tnewberry@flclerks.com		Active
<input type="checkbox"/>	Newberry, Todd	External System	FL 11111	tvndoak@gmail.com	850-577-4545	Inactive
<input type="checkbox"/>	newberry, todd legal	Creditor	FL 32309	test@gmail.com		Inactive

At the bottom, there are navigation buttons (back, forward, 1, 2, 3, 4, 5) and a message "1 - 3 of 3 items". The "Associate" button is highlighted with a red box.

Once you have selected the correct person, click on **Associate**. You will receive a message advising you that the user you selected has been successfully associated with your organization.

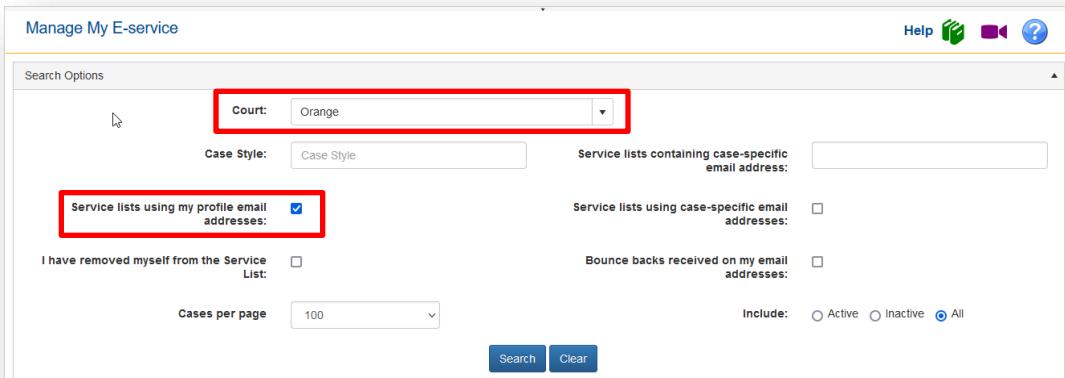


Now when you go to Manage Users you will see the unaffiliated user now part of your organization.

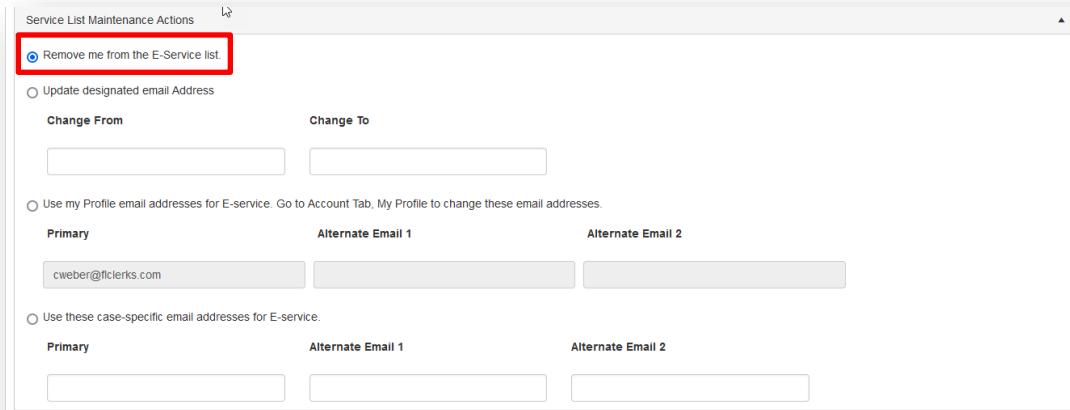


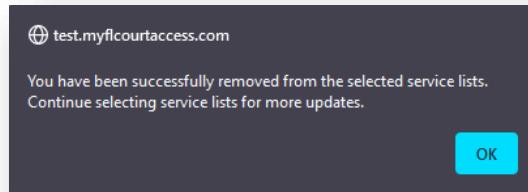
Manage My E-Service

This link allows you to manage how or if you receive E-service on your cases. If you need to remove yourself from an E-service list or multiple E-service lists, you can do so using this sub-menu on the My Account menu on the menu bar. Select your Search Options and then click on Search.



Next select the Maintenance Action you wish taken with the list of cases returned in your Result Set. Click on Update.





File Notice of Appeal

To file a Notice of Appeal with the District Courts of Appeal or The Florida Supreme Court, go to **File Notice of Appeal** in the **Filing Options** tab, or select the icon **File NOA** in the Quick Links located on the right-hand side of the page, or in the E-Filing Map select under the Appellate Court jurisdiction Notice of Appeal.

FLORIDA COURTS
E-FILING PORTAL

View NEF My Cases My Submissions Sign Out

Filings Access Workbench My Alerts E-Filing Map

DIY Documents CCIS Submit ROA

Welcome - Agent Carolyn Weber
Last signed in on - 10/26/2022 09:12:06 AM

Help

My Account ▾

Filing Options 1m

- E-Filing Map
- DIY Documents
- File Notice of Appeal**
- Submit ROA
- Upload ROA/NOA Large Files
- My Large Files
- Download Large Files
- Workbench
- My Cases
- Organization Cases
- My Submissions
- Organization Submissions
- My Fees
- My Refunds
- My Alerts
- Filings Access

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- Pleading on Existing Case
- File Document
- File Same Document
- Proposed Document

Read more about filing options

Appellate Court

- Case Number Pending
- Pleading on Existing Case
- Notice of Appeal**
- Record of Appeal

First District Court of Appeal

File Now

1 2 3 4 5

You will be taken to the Notice of Appeal filing path using any of the above options.

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

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case
Case Number Pending File NOA
Filings Access Workbench My Alerts E-Filing Map
DIY Documents CCIS Submit ROA

Welcome - Agent Carolyn Weber
Last signed in on - 10/26/2022 09:12:06 AM

My Account Filing Options

Notice of Appeal

Case Information Case Parties Documents Service List Review and Submit

* Intended reviewing appellate court: The Florida Supreme Court

* You want to file a NEW:

Case Type:

Case Category:

Case Nature:

* You (your firm) are associated with:

Case Information

Select the intended reviewing appellate court; select what you are filing, designate the case type, case category and case nature by selecting from the dropdowns.

Notice of Appeal

Case Information Case Parties Documents Service List Review and Submit

* Intended reviewing appellate court: Second District Court of Appeal

* You want to file a NEW: APPEAL

Case Type: REGARDING ADMINISTRATIVE MATTERS

Case Category: Unemployment Compensation

Case Nature: NOT APPLICABLE

* You (your firm) are associated with: State Agency Clerk

Lower Tribunal Information

Then select State Agency as the Lower Tribunal using the dropdown. Then type in the Lower Tribunal Case Number. Finally, Confirm the Reviewing Appellate Court which should be the same as the Intended Reviewing Appellate Court at the top of this page. Then click on **Next**.

Lower tribunal information

You can search for lower tribunal information by selecting the "Search Available Electronic Data for your lower tribunal information" link or directly enter information into the form fields below

[Search Available Electronic Data for your lower tribunal information](#)

-OR-

Provide (as applicable) the following:

* Lower Tribunal:	State Agency
Lower Tribunal Court Division:	
* Lower Tribunal Case Number:	22-178
Primary Presiding Lower Tribunal Judge:	
Date of Rendition:	
Order/Action Identifier, if applicable:	
* Confirm reviewing appellate court:	
Second District Court of Appeal	

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

Add Party Information

The **Case Parties** tab will be available for the Florida Supreme Court and the First District Court of Appeal only until all DCAs are on their new Case Maintenance System, C-Track. As the DCAs move to C-Track, the **Case Parties** tab will be enabled. Add the Party information. Click on **Add Party**.

Notice of Appeal

[Help](#) [Print](#) [Video](#) [?](#)

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

Please identify each known party (and any associated legal representation) with this REGARDING ADMINISTRATIVE MATTERS Unemployment Compensation Associated With State Agency Clerk Lower Tribunal Cases Court 546 Case # 22-178

[Add Party](#)

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

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

Select the Role by using the drop-down and then complete the appropriate information. Go through the page below to add all the parties to your case. Begin with adding the Florida Attorney who is representing the party filing the Notice of Appeal, if there is one. Then add the parties and make the association as to the Florida Attorney filing on behalf of the Appellant, etc. Select **Save and Add Another Party** as you add all the parties to the case. When done adding all your parties, click on **Save and Show Parties**.

Notice of Appeal

Help   

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

Add/Edit a party (and any associated legal representation) with this REGARDING ADMINISTRATIVE MATTERS Unemployment Compensation Associated With State Agency Clerk Lower Tribunal Cases Court 546 Case # 22-178.

Capacity

* Role:

[Copy From Current Filer](#) [Search Registered Users](#) [Search Florida Bar](#)

To add the attorney information, you may select Search Registered Users or Search Florida Bar. Type in the Florida Bar number to pull up the Florida Attorney. Select the attorney and then 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	Thirteenth Judicial Circuit	FL 84487	cweber1024@outlook.com	

1 - 1 of 1 items

[Select](#) [Cancel](#)

When you click on Select, the Florida Bar information will populate the Name and Contact Information for the Florida Attorney. When you are ready to add another party click on **Save and Add Another Party**.

Name and Contact Information

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

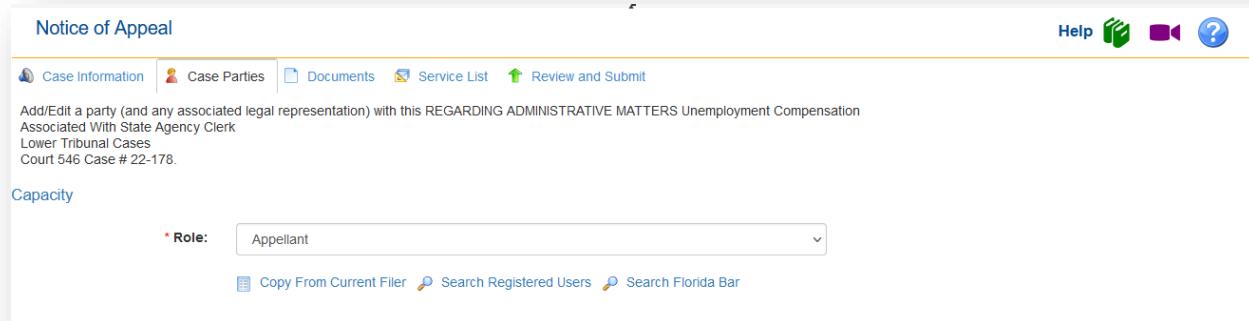
* Bar Member State: <input type="text" value="Florida"/>	* Bar Member State Identifier: <input type="text" value="84487"/>		
First: <input type="text" value="Mary Beth"/>	Middle: <input type="text"/>	Last: <input type="text" value="Kelly"/>	Suffix: <input type="text"/>
Firm Name: <input type="text" value="Thirteenth Judicial Circuit"/>	Firm FEIN: <input type="text"/>		
* Primary Address/ City: <input type="text" value="1 Independent Drive"/> <input type="text" value="Orlando"/>	Address/ City: <input type="text"/> <input type="text"/>		
* State / Zip: <input type="text" value="Florida"/> <input type="text" value="32801"/>	State / Zip: <input type="text"/> <input type="text"/>		
* Primary Email: <input type="text" value="cweber1024@outlook.com"/>	Alternate Email 1: <input type="text" value="cweber1024@gmail.com"/>	Alternate Email 2: <input type="text"/>	
Primary Phone: <input type="text"/>	Alternate Phone: <input type="text"/>	Format: ####-####-####	
<input type="checkbox"/> I am representing myself (PRO SE)			

Law Firm Association

Select Law Firm(s) this case participant is associated with.

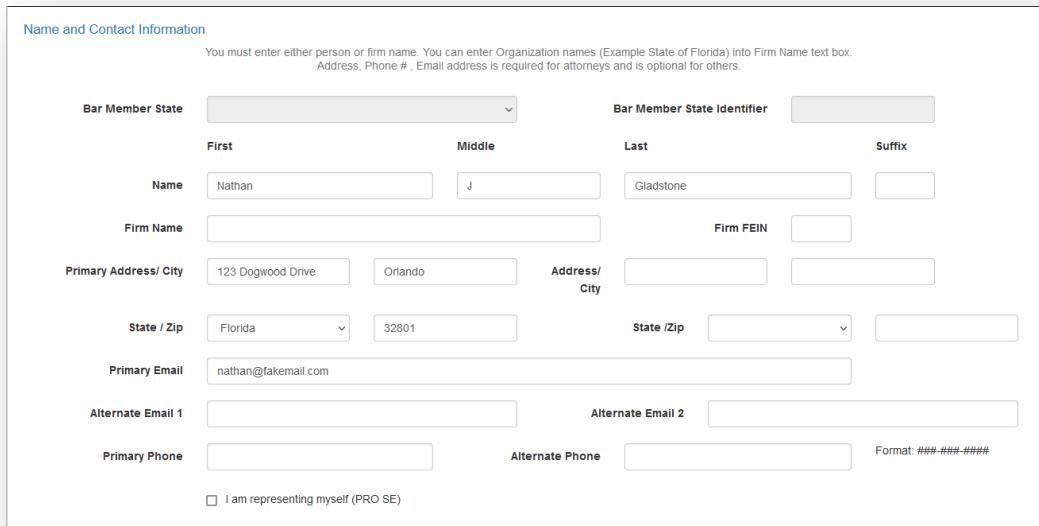
[Save and Add Another Party](#) [Reset](#) [Save and Show Parties](#) [Close Without Saving](#)

Now you are ready to add another party. From the Role dropdown, select Appellant.



The screenshot shows the 'Notice of Appeal' interface. The 'Case Parties' tab is active. A dropdown menu labeled 'Role' is open, showing 'Appellant' as the selected option. Other options in the dropdown include 'Case Parties', 'Documents', 'Service List', and 'Review and Submit'. Below the dropdown are buttons for 'Copy From Current Filer', 'Search Registered Users', and 'Search Florida Bar'.

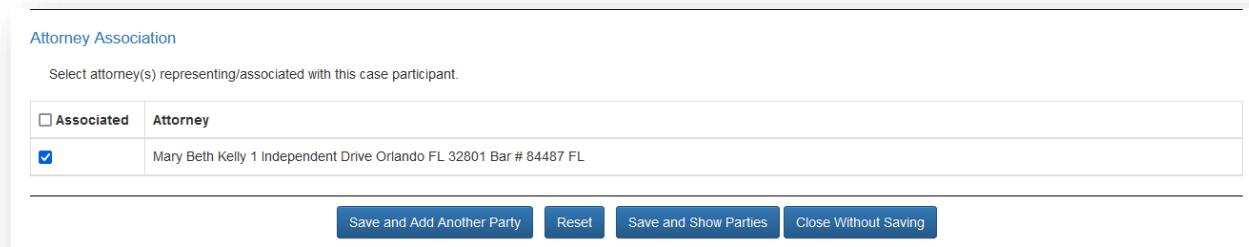
Type in the Appellant information.



The 'Name and Contact Information' section contains the following fields:

- Bar Member State: A dropdown menu.
- First, Middle, Last, Suffix: Text input fields for personal name components.
- Name: A text input field containing 'Nathan'.
- Firm Name: A text input field.
- Firm FEIN: A text input field.
- Primary Address/ City: Fields for '123 Dogwood Drive' and 'Orlando'.
- Address/ City: A text input field.
- State / Zip: Fields for 'Florida' and '32801'.
- Primary Email: A text input field containing 'nathan@fakemail.com'.
- Alternate Email 1: A text input field.
- Alternate Email 2: A text input field.
- Primary Phone: A text input field.
- Alternate Phone: A text input field.
- Format: A placeholder text 'Format: ####-###-####'.
- I am representing myself (PRO SE): A checkbox.

Make the Attorney Association or if the Appellant is representing themselves check the box in the Name and Contact Information section "I am representing myself (PRO SE)".



The 'Attorney Association' section includes a table:

Associated	Attorney
<input type="checkbox"/>	Mary Beth Kelly 1 Independent Drive Orlando FL 32801 Bar # 84487 FL
<input checked="" type="checkbox"/>	Mary Beth Kelly 1 Independent Drive Orlando FL 32801 Bar # 84487 FL

At the bottom are buttons: 'Save and Add Another Party', 'Reset', 'Save and Show Parties', and 'Close Without Saving'.

Then click on **Save and Add Another Party** or if all parties have been added you should select **Save and Show Parties**. Your parties will be shown on the Case Parties tab. If you need to delete a party simply click on the Red "X". To edit a party, click on the blue hyperlinked number and make any changes you need to make. When all parties are correct you are now ready to move forward to the Documents tab. You may either select **Next** or click the **Documents** tab.

Notice of Appeal

Help   

 Case Information  Case Parties  Documents  Service List  Review and Submit

Please identify each known party (and any associated legal representation) with this REGARDING ADMINISTRATIVE MATTERS Unemployment Compensation Associated With State Agency Clerk Lower Tribunal Cases Court 546 Case # 22-178.

 Add Party

#	Type	Name & Contact Information	Attorney
 1	Florida Attorney	Mary Beth Kelly 1 Independent Drive Orlando FL 32801	
 2	Appellant	Nathan J Gladstone 123 Dogwood Drive Orlando FL 32801	Mary Beth Kelly 1 Independent Drive Orlando FL 32801 Bar # 84487 FL

 Back  Next  Save to Workbench

Attaching Documents

Next you will add the documents you need to submit to the District Court of Appeal to create the new case. Mandatory documents will be listed as will any Optional Documents you need to file.

Notice of Appeal

Help   

 Case Information  Case Parties  Documents  Service List  Review and Submit

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

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

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

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

 Back  Next  Save to Workbench

Click on **Add** and type in the search box the name of the document you will be filing or search the list of documents by selecting the page numbers at the bottom of the screen.

Add/Edit Document

X

Document #: New Document

Filing Fee: \$0.00

Clear

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

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

BRIEF

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

[«](#) [«](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [»](#) [»»](#)

1 - 4 of 34 items

Pages no longer required

* Upload:

Browse...

Volume:

Save

Cancel

If you use the search field and type in the word and either **Tab** or **Enter** to filter the list.**Add/Edit Document**

Document #: New Document

Filing Fee: \$0.00

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

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

Then select the document you will be submitting and browse out onto your computer where you have saved the document to attach it to the submission. Then click on **Save**.

Add/Edit Document X

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

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

▲ Frequently Filed Documents			
<input type="checkbox"/> NOTICE OF ADMINISTRATIVE APPEAL	<input checked="" type="checkbox"/> NOTICE OF APPEAL	<input type="checkbox"/> NOTICE OF CROSS APPEAL	
▲ LETTER			
<input type="checkbox"/> NOTICE/LETTER ATTORNEY GENERAL NOT FILING BRIEF			
▲ MOTION			
<input type="checkbox"/> MOTION FOR JUDICIAL NOTICE			
▲ NOTICE			
<input type="checkbox"/> AMENDED NOTICE OF APPEAL	<input type="checkbox"/> APPENDIX/ATTACHMENT TO NOTICE	<input type="checkbox"/> NOTICE OF ADMINISTRATIVE APPEAL	<input type="checkbox"/> NOTICE OF APPEAL
◀ ◀ 1 ▶ ▶			
1 - 4 of 11 items			

* Upload: <input type="text"/> Browse...	Volume: <input type="text"/>	Save Cancel
---	------------------------------	---

The Portal will add your document to the list.

Notice of Appeal

Help

Case Information Case Parties Documents Service List Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
X Remove	Replace NOTICE NOTICE OF APPEAL	\$0.00	1	View C:\fakepath\Notice of Appeal.pdf	0.03	
Add						
Total		\$0.00	1	1 Documents	0.03	

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

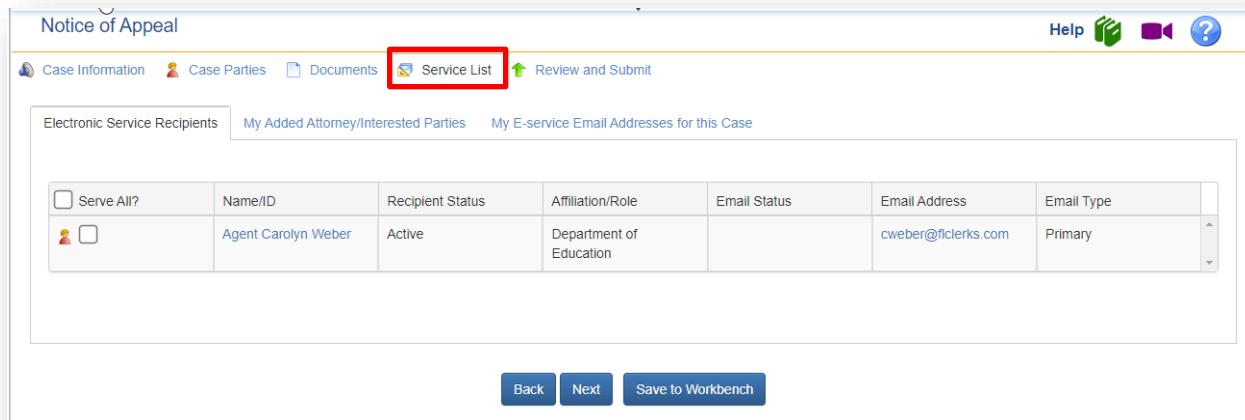
PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Back Next Save to Workbench

Repeat the above process to upload all the documents you are sending to the District Court of Appeals or The Florida Supreme Court. The submissions size for the Notice of Appeal filing path is **500MB** max. After you have uploaded all your documents and are ready to move forward, click on **Next** or click the **Service List** tab.

Service List

Now you have access to the **Service List** page. Select the E-service Recipients that should receive **notice** of your filing or add any other attorney or interested party that should be served these documents.



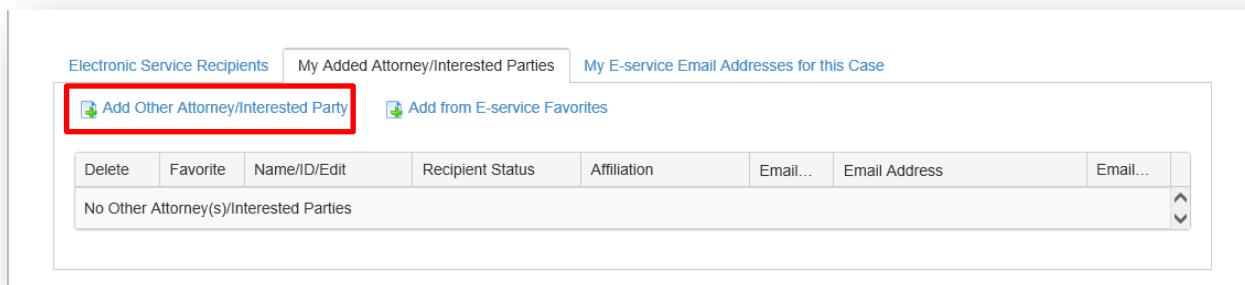
<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Agent Carolyn Weber	Active	Department of Education		cweber@flclerks.com	Primary

To add another attorney or an interested party to the E-service List select the **My Added Attorney/Interested Parties** link.



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

Then select **Add Other Attorney/Interested Party**.



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

You have four options to enter the Other Attorney/Interested Party information:

1. **Search Active E-Filing Portal Users** by selecting the link and typing in the required information
2. **Search Florida Bar** by selecting the link and typing in The Florida Bar number of the attorney you are searching
3. Typing in the fields the Name and at least a Primary Email Address of the attorney you are adding
4. Adding Other Attorney/Interested Party from your **E-service Favorites** list.

We will add another State Agent to receive E-service of this Notice of Appeal and add this State Agent to the filer's E-service Favorites.

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 #	<input type="text"/>	<input type="checkbox"/> Use Portal Filer Profile information for Service	<input checked="" type="checkbox"/> Add to E-service Favorites
* Name: <input type="text" value="Margaret Fields"/> * Primary Email Address: <input type="text" value="margaret@fakemail.com"/> Alternate Email 1: <input type="text"/> Alternate Email 2: <input type="text"/> * Case Role: <input type="text" value="State Agent"/>		Status: <input type="text"/> Other: <input type="text"/>	
<input type="checkbox"/> Save and Add Another Other Attorney/Interested Party			

Save Cancel

As you can see below, the new State Agent has been added to the E-service List and selected for service. You are now ready to move on to Review and Submit.

Notice of Appeal

Help

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

Electronic Service Recipients	My Added Attorney/Interested Parties	My E-service Email Addresses for this Case																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Serve All?</th> <th style="width: 15%;">Name/ID</th> <th style="width: 15%;">Recipient Status</th> <th style="width: 15%;">Affiliation/Role</th> <th style="width: 15%;">Email Status</th> <th style="width: 15%;">Email Address</th> <th style="width: 15%;">Email Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Agent Carolyn Weber</td> <td>Active</td> <td>Department of Education</td> <td></td> <td>cweber@flclerks.com</td> <td>Primary</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Margaret Fields</td> <td></td> <td>State Agent</td> <td></td> <td>margaret@fakemail.com</td> <td>Primary</td> </tr> </tbody> </table>			Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	<input checked="" type="checkbox"/>	Agent Carolyn Weber	Active	Department of Education		cweber@flclerks.com	Primary	<input checked="" type="checkbox"/>	Margaret Fields		State Agent		margaret@fakemail.com	Primary
Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type																	
<input checked="" type="checkbox"/>	Agent Carolyn Weber	Active	Department of Education		cweber@flclerks.com	Primary																	
<input checked="" type="checkbox"/>	Margaret Fields		State Agent		margaret@fakemail.com	Primary																	
Back Next Save to Workbench																							

Review and Submit

The **Review and Submit** page gives you the opportunity to review and revise any incorrect information. Verify that all the E-service recipients are listed and if someone else needs to be added click on **Revise** and add more E-service recipients.

The **Case Filing Path Summary** and **Uploaded Documents Summary** also gives you the opportunity to make sure all information is accurate. If not, click on **Revise** and make any necessary changes.

Notice of Appeal

Case Information Case Parties Documents Service List **Review and Submit**

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

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Agent Carolyn Weber	cweber@flclerks.com	On eService List

Revise

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

Name	Email Address	Status

Case Filing Path Summary

#	Description	Data
1	Reviewing Tribunal	The Florida Supreme Court
2	Filing Type	Transfer from LT filing
3	Case Type	REGARDING STATUTORY OR CONSTITUTIONAL INVALIDITY
4	Case Category	NOT APPLICABLE
5	Case Nature	NOT APPLICABLE
6	Proceeding	NOTICE OF APPEAL
7	Lower Tribunal	Court 546
8	Lower Tribunal Case Number	22-1920

Revise

Uploaded Documents Summary

#	Document	File
1	NOTICES OF APPEAL, NOTICE OF APPEAL	Notice of Appeal.pdf

Revise

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

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

Filing Fee Summary

#	Description	Amount
	Filing Fee	\$0.00
1	NOTICES OF APPEAL, NOTICE OF APPEAL	\$0.00
	<i>Filing Fees:</i>	\$0.00
	<i>Statutory Convenience Fee:</i>	\$0.00
	<i>Total</i>	\$0.00

The **Filing Fee Summary** shows the fees associated with this Notice of Appeal. The **Payments** section allows you to make a designation as to status of any fees. Make sure you select what is appropriate. You may also revise any incorrect Party information.

Finally, you can **Request For Emergency Filing Status** and also designate the submission as a **Confidential Filing**. If you are requesting emergency filing status, you must provide the **Critical date**. You also must select a reason justifying this declaration as shown below.

The screenshot shows a step-by-step process for filing a case. It includes sections for 'Payments' (with options for filing fees), 'Case Parties Summary' (listing parties and their contact information), 'Request For Emergency Filing Status' (with fields for critical date and emergency filing declaration), and 'Confidential Filing Declaration' (with a checkbox for designating the filing as confidential). At the bottom, there are buttons for 'Back', 'Save All and Submit Later', and 'Confirm and Submit all Now'.

Payments

- All Appellate filing fees tendered with the notice of appeal will be separately forwarded
- No Appellate filing fee in this case has been tendered to the lower court / tribunal / State agency
- The filing fee in this case is waived as the applicant found to be indigent.

Lower Court / Tribunal / State agency Certification of Indigency No file chosen

Case Parties Summary

#	Type	Name & Contact Information	Attorney
1	Florida Attorney	Mary Beth Kelly 1 Independent Drive Orlando FL 32801	
2	Complainant	James Fenimore Cooper	Mary Beth Kelly 1 Independent Drive Orlando FL 32801 Bar # 84487 FL

Request For Emergency Filing Status

Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY

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

If yes, please select a reason justifying this declaration

Confidential Filing Declaration

Do you wish to designate this filing as "Confidential"? Yes No

>

Then if you are ready to submit your Notice of Appeal to a District Court of Appeal or The Florida Supreme Court, click on **Confirm and Submit all Now**. If you select **Save All and Submit Later** this will be saved to your Workbench.

If you select **Continue and Submit all Now** you will then be taken to the **Filing Received Confirmation** page where you will see the status of your submission.

Filing Confirmation Page

Filing Received Confirmation

Help    

1 document is successfully submitted for filing to The Florida Supreme Court
Court Case # you have provided is NEW CASE
Reference # for this filing is 100377681



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
▶			100377681 	James Fenimore Cooper	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 10:24:09 AM	
▶			100377653 	Debra Jean Jones	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 09:25:45 AM	

1 - 2 of 2 items

When the Notification of Electronic Filing icon appears under the Submission/NEF column, E-service will have been provided to all the E-service Recipients in this case.

Filing Received Confirmation

Help    

1 document is successfully submitted for filing to The Florida Supreme Court
Court Case # you have provided is NEW CASE
Reference # for this filing is 100377681



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

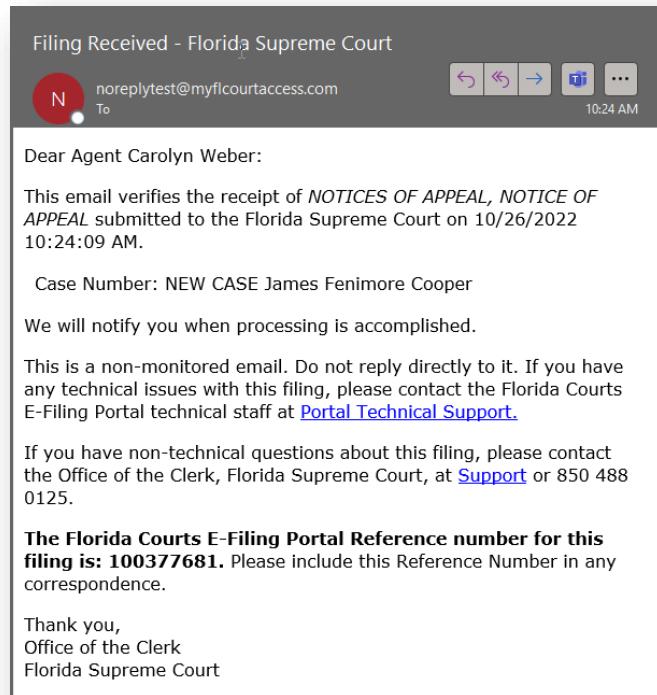
 Refresh

	Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶			100377681 	James Fenimore Cooper	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 10:24:09 AM	
▶			100377653 	Debra Jean Jones	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 09:25:45 AM	

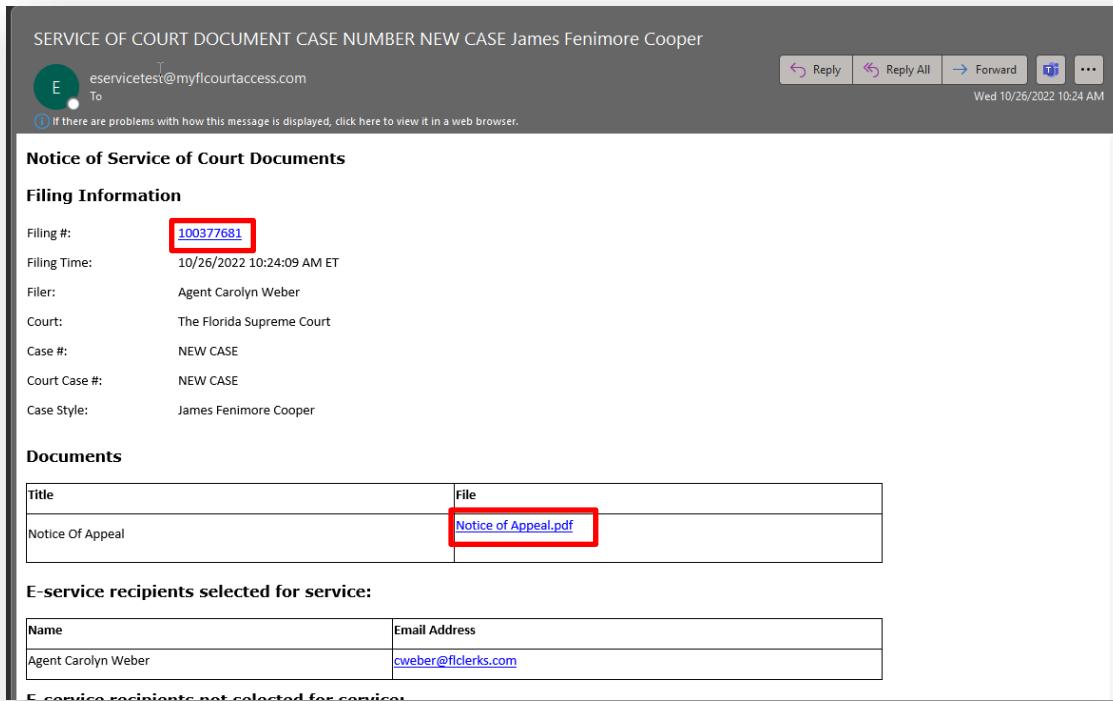
    

1 - 2 of 2 items

You will also receive a Filing Received email in your email provider advising you of all the filing information contained in your submission.

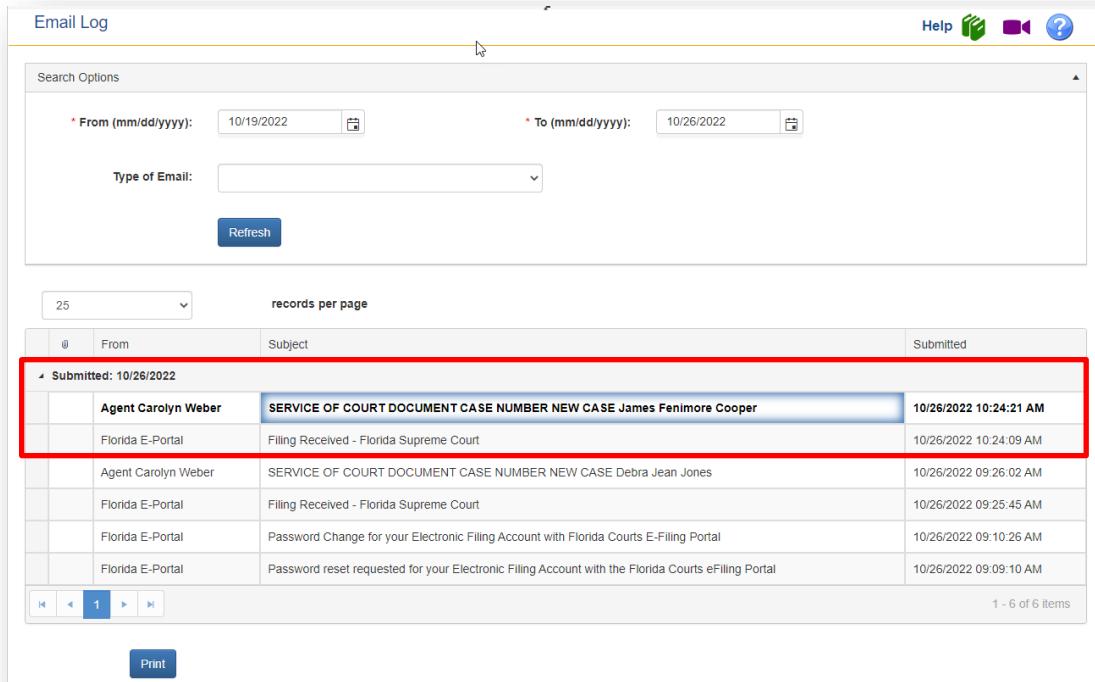


If you included yourself in the E-service Recipient list, you will receive an E-service email along with a link to the document(s) submitted that will have the official file stamp date and time located at the top of the document.



Email Log

This email is also available in your **Email Log** under the **My Account** menu on the Menu Bar.

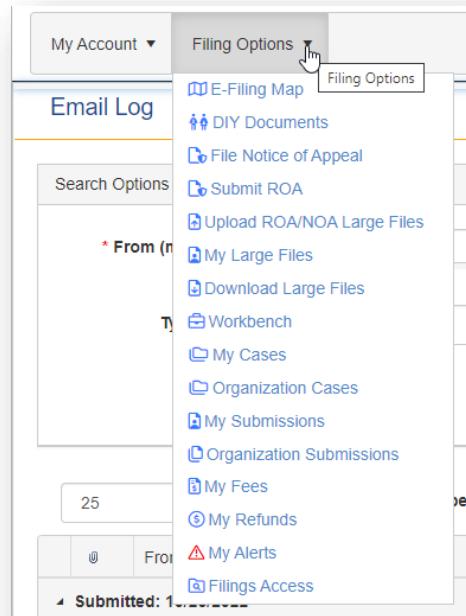


The screenshot shows the 'Email Log' page with a search interface at the top. Below the search is a table of email entries. The first entry in the table is highlighted with a red box. This entry is from 'Agent Carolyn Weber' to 'SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE James Fenimore Cooper' on 10/26/2022 at 10:24:21 AM. The subject is 'Filing Received - Florida Supreme Court'. The table also lists other entries from 'Florida E-Portal' and 'Agent Carolyn Weber' with various subjects and timestamps. At the bottom of the table, there are navigation buttons and a 'Print' button.

From	Subject	Submitted
Agent Carolyn Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE James Fenimore Cooper	10/26/2022 10:24:21 AM
Florida E-Portal	Filing Received - Florida Supreme Court	10/26/2022 10:24:09 AM
Agent Carolyn Weber	SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE Debra Jean Jones	10/26/2022 09:26:02 AM
Florida E-Portal	Filing Received - Florida Supreme Court	10/26/2022 09:25:45 AM
Florida E-Portal	Password Change for your Electronic Filing Account with Florida Courts E-Filing Portal	10/26/2022 09:10:26 AM
Florida E-Portal	Password reset requested for your Electronic Filing Account with the Florida Courts eFiling Portal	10/26/2022 09:09:10 AM

Filing Options in the Quick Links

From the Filing Options menu on the Menu Bar, you will have access to the following:



The screenshot shows the 'My Account' menu with a 'Filing Options' dropdown open. The dropdown contains a list of filing-related links: E-Filing Map, DIY Documents, File Notice of Appeal, Submit ROA, Upload ROA/NOA Large Files, My Large Files, Download Large Files, Workbench, My Cases, Organization Cases, My Submissions, Organization Submissions, My Fees, My Refunds, My Alerts, and Filings Access.

From the Quick Links you will also have access to the following:



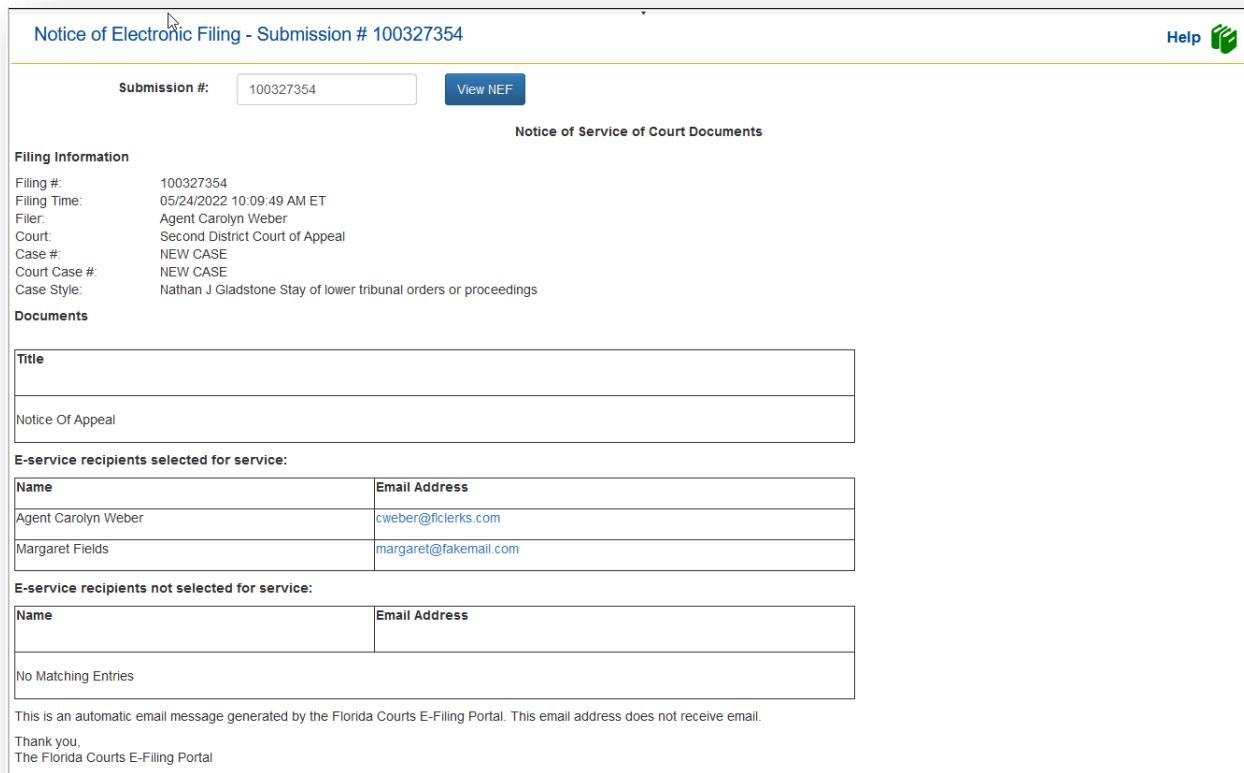
Let's look at the options in the **Quick Links**.

View NEF

This will allow you to view the Notification of Filing that sends out E-service. Type in the Submission Number and then click on **View NEF**.

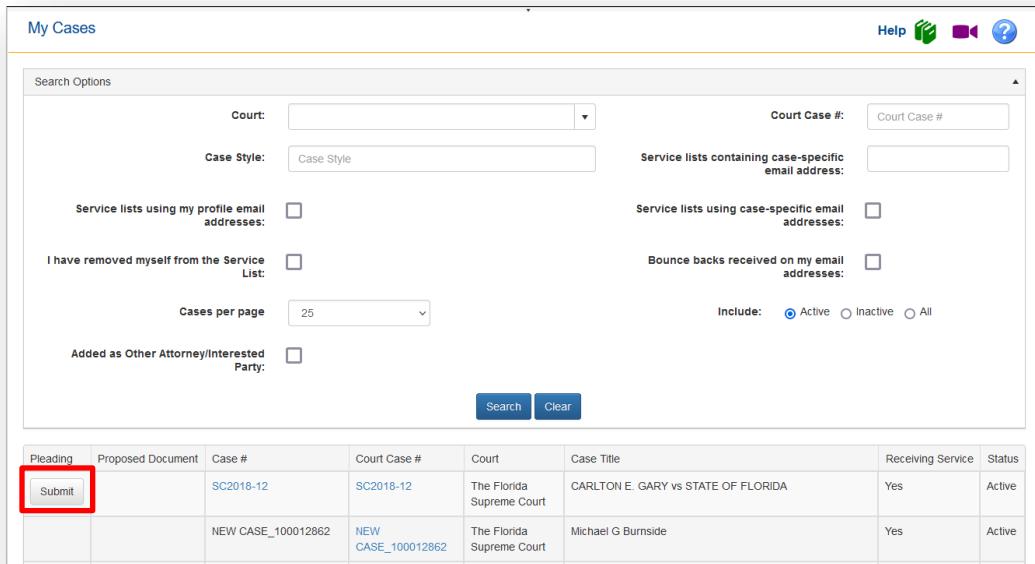


This will display the Notification of Filing (NEF) that was sent out to provide E-service on the above submission number.



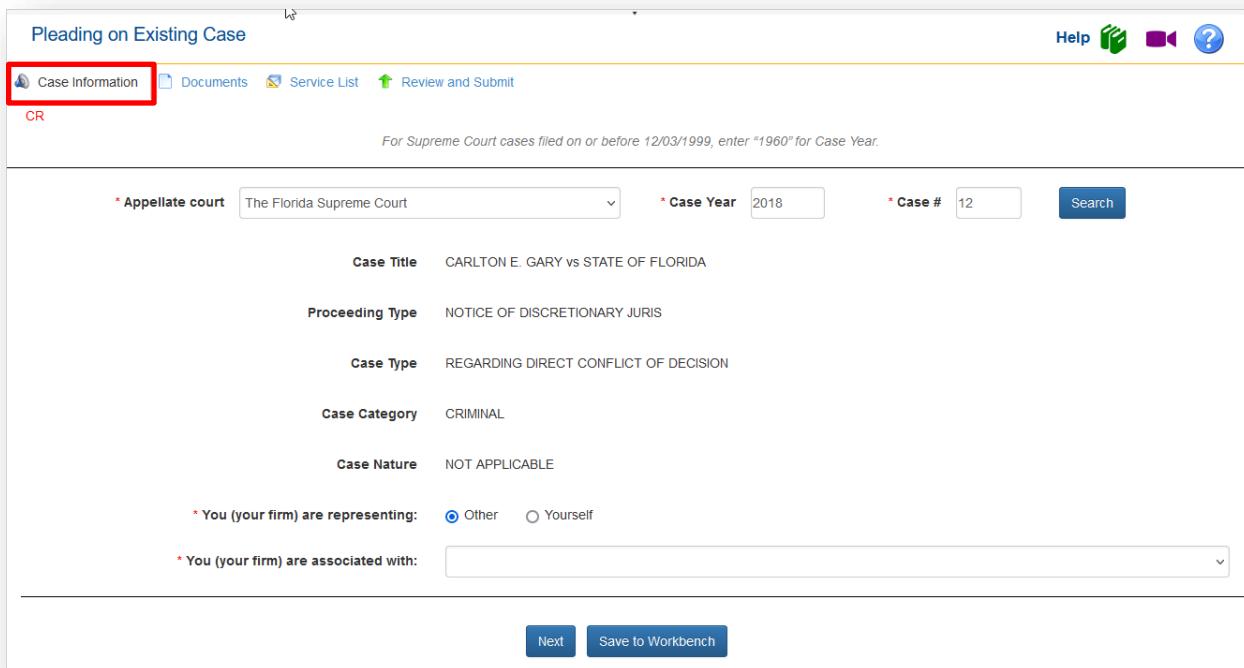
My Cases

As a filer you now will have a **My Cases** page in the Portal. This will list all of the cases in which you have filed electronically. After you have filed electronically to a case, it will be added to your My Cases page so that if you need to file any follow-up filings to that case you may do so by using the **Submit** button as shown below.



The screenshot shows the 'My Cases' page with a search interface. The search options include: Court (dropdown), Court Case # (text input), Case Style (dropdown), Service lists containing case-specific email address (text input), Service lists using my profile email addresses (checkbox), Service lists using case-specific email addresses (checkbox), I have removed myself from the Service List (checkbox), Bounce backs received on my email addresses (checkbox), Cases per page (dropdown set to 25), and Include (radio buttons for Active, Inactive, or All). Below the search is a table listing cases. The first case in the table has its 'Submit' button highlighted with a red box. The table columns are: Pleading, Proposed Document, Case #, Court Case #, Court, Case Title, Receiving Service, and Status. The first case listed is SC2018-12, and the second is NEW CASE_100012862.

Click on the **Submit** button and it will take you to the Pleading on Existing Case filing path and land on the **Case Information** page where you can continue the process and submit your filing

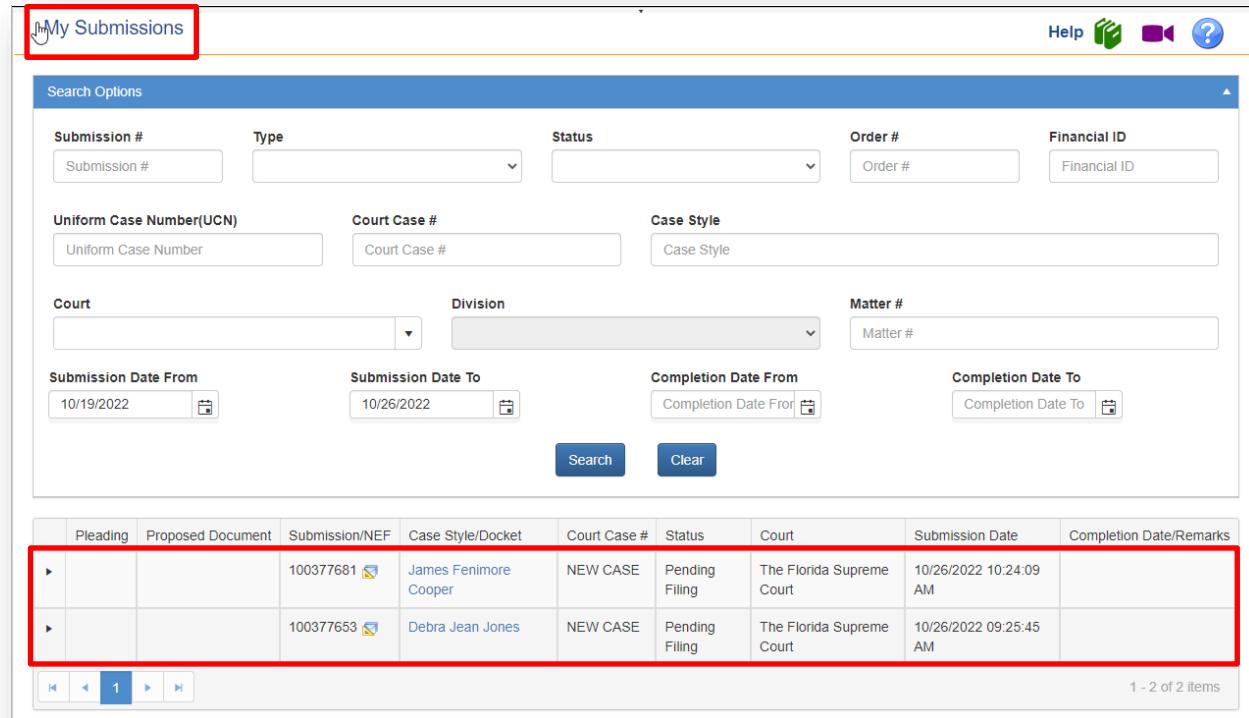


The screenshot shows the 'Pleading on Existing Case' page. The 'Case Information' tab is highlighted with a red box. The page includes tabs for Case Information, Documents, Service List, and Review and Submit. A note says 'For Supreme Court cases filed on or before 12/03/1999, enter "1960" for Case Year.' Below are search filters: Appellate court (The Florida Supreme Court), Case Year (2018), Case # (12), and a Search button. The case details listed are: Case Title (CARLTON E. GARY vs STATE OF FLORIDA), Proceeding Type (NOTICE OF DISCRETIONARY JURIS), Case Type (REGARDING DIRECT CONFLICT OF DECISION), Case Category (CRIMINAL), Case Nature (NOT APPLICABLE), and a section for representing yourself with radio buttons for Other or Yourself. At the bottom are Next and Save to Workbench buttons.

My Submissions

You will also have access to your **My Submissions** page in the Portal. This will list by default all the submissions you have made during the past seven days. To show more information, adjust the date fields. Your **My Submissions** page will retain the submission information for the past 90 days.

You may use the **Search Options** to perform a search on any of the items listed. Selecting the Case Style will open the official court file and display the docket sheet and the documents therein.



My Submissions

Help   

Pleading	Proposed Document	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
►		100377681 	James Fenimore Cooper	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 10:24:09 AM	
►		100377653 	Debra Jean Jones	NEW CASE	Pending Filing	The Florida Supreme Court	10/26/2022 09:25:45 AM	

1 - 2 of 2 items

Once the Status column shows the new case number when a new case is submitted, you will have access to the court file and the documents therein by click on the **Case Style/Docket** hyperlink.

Welcome to the Florida District Courts of Appeal Online Docket

The Florida Appellate Courts docket information is refreshed once daily starting at 4:30 p.m., Monday through Friday, except that the Fourth DCA's information is refreshed twice daily at 10:30 a.m. and 4 p.m., and the Fifth DCA's information is refreshed twice daily at 10 a.m. and 4:40 p.m.

If you know the case number, just enter it below. If not, please use one of the other search options: party or attorney, lower tribunal case number, or date filed. When searching by case number, the first item in the case number drop-down box designates the court.

Search by: Case Number

Case Number: 1D 22

 Submit

This site is best viewed using Chrome, Firefox, Edge, or Internet Explorer version 11.0.50 or higher.

File NOA

This was discussed previously in this User Manual. Please go to page 15 to see how to file your **Notice of Appeal**.

Filings Access

The Filings Access page will give you a Portal user access to statewide, nonconfidential circuit civil case initiation submissions and the documents therein. The link to the documents will be available on this page for five (5) days from the date of submission. The documents available on this webpage have not been accepted by the Clerk and are not official court documents. Upon acceptance by the Clerk, the official documents will be available at the Clerk's office or, with a few exceptions, on the Clerk's website or in the Portal in the My Cases page.

The case initiation submission will be displayed in reverse chronological order – most recent to the oldest. You may search by date and by county. A link to download all documents within the submission as a zip file is provided as shown below.

Submission/NEF	Case Style	Status	Court	Submission Date	Completion Date	UCN	
▶  100377527	Nursing Home Neg Plaintiff VS Nursing Home Neg Defendant	Filed	Alachua	10/25/2022 03:22:37 PM	10/25/2022 03:24:09 PM	012022CA005007CAAXXX	
▶   100377527	Download all documents for this submission as zip file	Nursing Home Neg Plaintiff VS Nursing Home Neg Defendant	Filed	Alachua	10/25/2022 02:53:34 PM	10/25/2022 02:55:08 PM	012022CA005006CAAXXX
▶  100377524	Business Gov Plaintiff VS Business Gov Defendant	Filed	Alachua	10/25/2022 02:48:42 PM	10/25/2022 02:50:10 PM	012022CA005005CAAXXX	
▶  100377522	Environ Toxic Tort Plaintiff VS Environ Toxic Tort Defendant	Filed	Alachua	10/25/2022 02:41:47 PM	10/25/2022 02:47:08 PM	012022CA005004CAAXXX	
▶  100377520	Test Plaintiff VS Test Defendant	Validating Filing	Polk	10/25/2022 01:59:08 PM			
▶  100377518	3rd Party Indemnification Plaintiff VS 3rd Party Indemnitor Defendant	Filed	Alachua	10/25/2022 01:48:54 PM	10/25/2022 01:53:27 PM	012022CA005001CAAXXX	

You may also select the documents individually by clicking the carat next to the Submission/NEF column. Then select Document tab and select each document.

Submission/NEF	Case Style	Status	Court	Submission Date	Completion Date	UCN												
<input checked="" type="checkbox"/>   100377527	Nursing Home Neg Plaintiff VS Nursing Home Neg Defendant	Filed	Alachua	10/25/2022 03:22:37 PM	10/25/2022 03:24:09 PM	012022CA005007CAAXXX												
Documents Filing Information Service List																		
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The statewide view will be the default when you access this Filings Access page.

Filings Access 																																																								
The Statewide Non-Confidential Circuit Civil Filings webpage provides non-confidential, Circuit Civil case complaints and attached documents only. The documents will be available on this webpage for five (5) days from the date of submission. The documents found on this webpage have not been accepted by the Clerk and are not official court documents. Upon acceptance by the Clerk, the official documents will be available at the Clerk's office or, with a few exceptions, on the Clerk's website.																																																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Search Options <div style="display: flex; justify-content: space-between;"> * Submission Date From <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 10px;" type="text" value="10/24/2022"/> * Submission Date To <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 10px;" type="text" value="10/25/2022"/> Court <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 10px;" type="text"/> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 80px; height: 30px; border: 1px solid #005a99; border-radius: 5px; background-color: #005a99; color: white; padding: 5px 10px; margin-right: 10px;" type="button" value="Search"/> <input style="width: 80px; height: 30px; border: 1px solid #005a99; border-radius: 5px; background-color: white; color: #005a99; padding: 5px 10px;" type="button" value="Clear"/> </div> </div>																																																								
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The submission will reflect the status so that when it is accepted by the Clerk the status will change to **Filed** and the **Completion Date** and **UCN** (Uniform Case Number) will be provided. When the UCN is available the “official” court document(s) will be available at the Clerk’s website or at the Clerk’s Office.

My Workbench

This takes you to **My Workbench** where if you **Save and File Later** you will be able to resume filing your submission by clicking on the **Resume Submission** link.

Items will be purged from the Workbench five days from the Date Last Updated date.

My Alerts

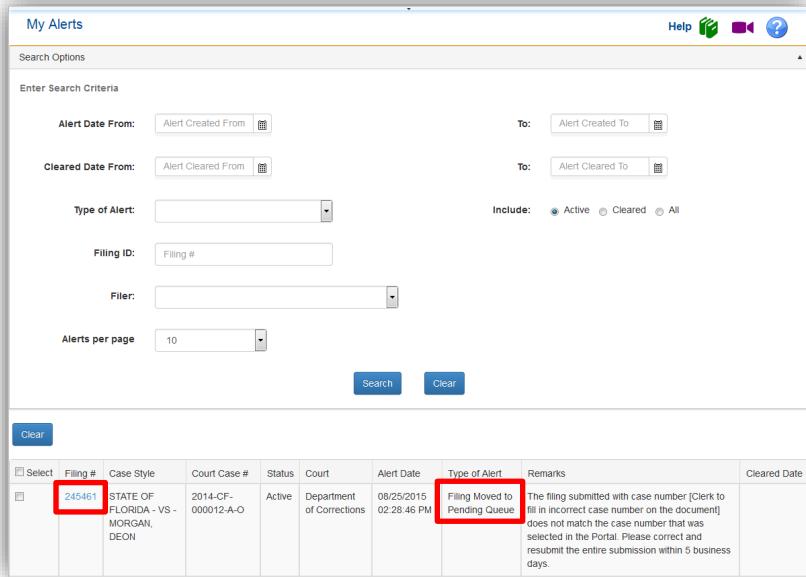
When you log in to the Portal, you will be taken to the **My Alerts** page if there are any filer Alerts that pertain to your filings. In the screen shot below, you will see what classifies as an Alert.

- Filing Moved to Correction Queue
- E-service Email Delivery Failure
- Remove from Service List Request
- Bounce Bank Received More than 5 Times

You have many Search Options available to you to sort out the filer Alerts you have received.

- Alert Date From
- Alert Date To
- Type of Alert
- Filing ID
- Filer
- Alerts per page

To clear this My Alert page, for submissions sent to the Correction Queue click on the Filing ID #.



The screenshot shows the 'My Alerts' page with various search filters and a list of alerts. One alert is selected, and its details are shown in a tooltip.

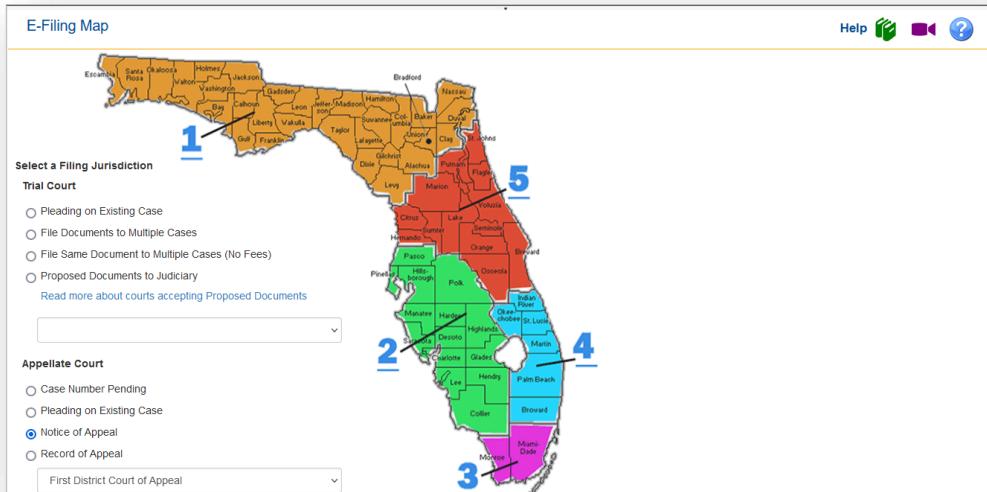
Select	Filing #	Case Style	Court Case #	Status	Court	Alert Date	Type of Alert	Remarks	Cleared Date
<input type="checkbox"/>	245461	STATE OF FLORIDA - VS - MORGAN, DEON	2014-CF-000012-A-O	Active	Department of Corrections	08/25/2015 02:28:46 PM	Filing Moved to Pending Queue	The filing submitted with case number [Clerk to fill in incorrect case number on the document] does not match the case number that was selected in the Portal. Please correct and resubmit the entire submission within 5 business days.	

That will take you to your **My Submissions** page where you can click on Filing # and correct the deficiency and submit the filing. Once submitted, it will be cleared from your **My Alerts** page.

Once all Alerts have been resolved or cleared, you will again be taken to the Home Page designated in your Preferences. If you have any Alerts pending, when you log in to the Portal you will be immediately taken to the **My Alerts** page. If you do not wish to resolve your Alerts at that time, you can always select a page from the **Quick Links** to go to.

E-Filing Map

This takes you to the **E-Filing Map**.



The screenshot shows the E-Filing Map interface. It includes a map of Florida with county boundaries and labels, and several dropdown menus for selecting filing jurisdiction.

Select a Filing Jurisdiction

Trial Court

- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Proposed Documents to Judiciary

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

Appellate Court

- Case Number Pending
- Pleading on Existing Case
- Notice of Appeal
- Record of Appeal

[First District Court of Appeal](#)

DIY Documents

This link will take you to the Do It Yourself (DIY) documents page where you will be able to select an interview to complete which will generate a document that you may file. When you select the document you wish to generate, an interview process will open that will ask you questions and with your answers generate the document.

DIY Documents Help Print Help

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

Landlord and Tenant Cases
Eviction Complaint – Filed by Landlords
Eviction Answer – Filed by Tenants
Small Claims - Cases where \$8,000 or less is in dispute
Statements of Claim
Answer
Domestic Violence
Petition for Injunction for Protection Against Repeat Violence
Petition for Injunction for Protection Against Domestic Violence
Motion for Extension of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking
Supplemental Affidavit in Support of Petition for Injunction for Protection Against Domestic, Repeat, Dating, or Sexual Violence or Stalking
Motion for Modification of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking
Petition for Injunction for Protection Against Dating Violence
Petition for Injunction for Protection Against Sexual Violence
Petition for Injunction for Protection Against Stalking
Petition for Affidavit for Order to Show Cause for a Violation of Final Judgment of Injunction for Protection Against Domestic, Repeat, Dating or Sexual Violence or Stalking

When you have read the Interview Instructions and are ready to begin the interview, click Start Interview.

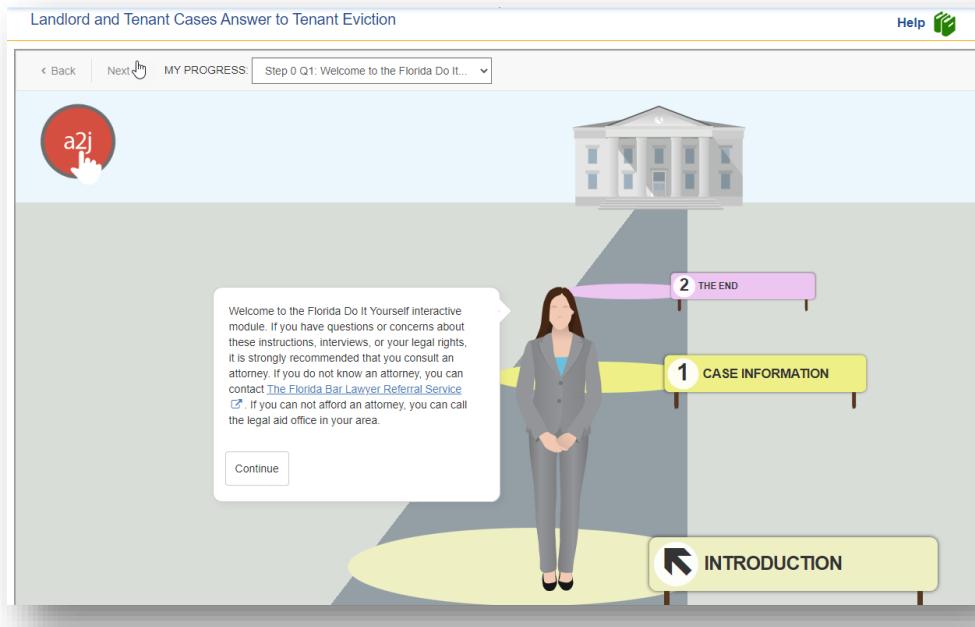
Eviction Answer – Filed by Tenants Help Print

Start Interview Start Interview for Answer to Tenant Eviction

Interview instructions – Answer to Complaint for Eviction Only (Answer to Florida Bar Form 5)

This interview will create a document called an Answer to Tenant Eviction. This interview should be completed by a tenant after the tenant has received a Complaint for Eviction from a landlord(s). The tenant has 5 business days to file the Answer to Tenant Eviction with the clerk of court and send a copy to the landlord(s).
Note: The tenant has 5 business days to answer the landlord's(s') complaint, pay past due rent, and meet any other requirements in the complaint or the tenant may be evicted without a hearing or further notice. Tenant must pay the dollar amount that is claimed to the clerk of court where the case is filed. If tenant believes the amount claimed in the complaint is incorrect, tenant may file with the clerk of court a motion to have the court determine the amount to be paid. The motion must be filed within 5 days of the day tenant was served the summons in the case and tenant must mail or give a copy of the motion to the landlord(s) or landlord's(s') attorney. If the complaint contains a claim for money damages (such as unpaid rent), and tenant believes that he/she does not owe the money claimed the tenant must respond to that claim separately and explain why tenant does not believe he/she owes the money claimed. The tenant's written response must be given to the clerk of court in the county where the case is filed. Tenant must also mail or give a copy of the written response to the landlord(s) or landlord's(s') attorney. This must be done within 20 days after the date the Complaint for Eviction was given to tenant or a person who lives with the tenant. This obligation is separate from the requirement of answering the claim for eviction within 5 working days. For additional information on laws that may be applicable to your situation, please review the [Florida Statutes, Chapter 83 - Landlord Tenant](#) and [Chapter 51 - Summary Procedure](#). The next step in an eviction case. If the tenant responds to the summons within the 5 days, the judge assigned to the case will review the tenant's response and determine whether a hearing should be held. The judge may instruct tenant to deposit the rent money due into the court registry instead of, or in addition to, scheduling the hearing.

You will be taken to the a2j interview generation page where you will walk yourself through creation of the document you wish to file.



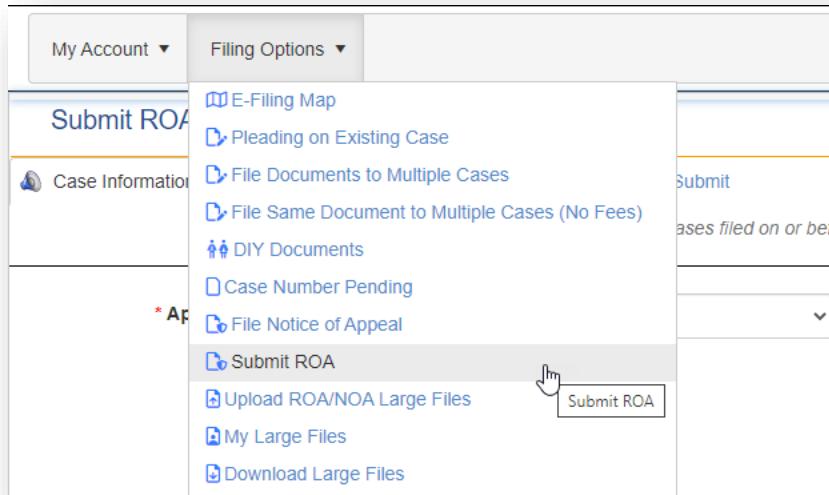
Once you complete the interview, you may print your document or you may file your document electronically through the Portal.

CCIS

The CCIS link will take you to the Comprehensive Case Information System. Currently this is for Governmental use only. It is anticipated that it will be available for the public at a later date.

Submit ROA (Record on Appeal)

From the **Quick Links** tab select **Submit ROA** or from the **Filing Options** select **Submit ROA**.



Case Information

From the Case Information page select the **District Court of Appeal or the Florida Supreme Court** from the drop down and then type in the Case Year and Case Number. Then click on **Search**.

Submit ROA

Case Information Documents Service List Review and Submit

CR

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

* Appellate court: Second District Court of Appeal

* Case Year: 2016

* Case #: 12

Search (button highlighted with a red box)

Case Title: JOHNNY M. MC KINNON vs STATE OF FLORIDA

Proceeding Type: PETITION

Case Type: FOR WRIT OF CERTIORARI

Case Category: Criminal

Case Nature: NOT APPLICABLE

Next Save to Workbench

Then select **Next** or click on **Documents** in the menu bar to move to the documents tab.

Documents

From the Documents tab click on **Add** to bring up the Add/Edit Document list.

Submit ROA

Case Information Documents Service List Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Add (button highlighted with a red box)						
Total		\$0.00	0	0 Documents	0	

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

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

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

Back Next Save to Workbench

Select the Record from the list and upload the PDF Record on Appeal. You may upload up to **500MB** in the submission to the **Submit ROA** filing path.

Add/Edit Document

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

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

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

Frequently Filed Documents			
<input checked="" type="checkbox"/> RECORD			
MOTIONS			
<input type="checkbox"/> MOTION TO FILE SUPPLEMENTAL RECORD			
RECORDS			
<input type="checkbox"/> EXHIBITS	<input type="checkbox"/> RECORD	<input type="checkbox"/> RECORD/TRANSCRIPT	<input type="checkbox"/> RECORD/TRANSCRIPT (FLA BAR)
<input type="checkbox"/> SUPPLEMENTAL RECORD/TRANSCRIPTS	<input type="checkbox"/> TRANSCRIPT		

1 - 4 of 4 items

Upload: S:\COMMON\IEPortal\ieFiling Test Docs\A_Plaintiff\ [Browse...](#) Volume: [Save](#) [Cancel](#)

The uploaded Record on Appeal will be displayed on the Documents tab.

Submit ROA

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
Remove	Replace RECORDS RECORD	\$0.00	29	View C:\fakepath\VA_Sample_Commitment.pdf	1.13	Vol 1 of 2
Add						
Total		\$0.00	29	1 Documents	1.13	

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

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

E-service Tab

There will be no E-service of the record on appeal through the Portal. The Notification of Electronic Filing (NEF) will be a notification only that the record on appeal has been submitted. Anyone who wants to view the record will have to log into EDCA to view the record on appeal. The NEF will go out to all the E-service Recipients.

Case Information Documents Service List Review and Submit

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

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn Clerk Weber	Active	Orange		cweber@flclerks.com	Primary
					cweber1024@outlook.com	Alternate 1

Back Next Save to Workbench

Review and Submit

You are now ready to submit your Record on Appeal to the Florida Supreme Court. Click on **Confirm and Submit all Now**.

Submit ROA

Case Information Documents Service List Review and Submit

Case Filing Path Summary

#	Description	Data
1	Reviewing Tribunal	Third District Court of Appeal
2	Filing Type	Subsequent Filing
3	Case Number	3D2018-12
4	Case Name	DAVID PENA vs LEYDIS RODRIGUEZ
5	Case Type	REGARDING FAMILY LAW MATTERS
6	Case Category	Other
7	Case Nature	FINAL
8	Proceeding	APPEAL

Uploaded Documents Summary
At least one document is required.

#	Document	File
No Documents		

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

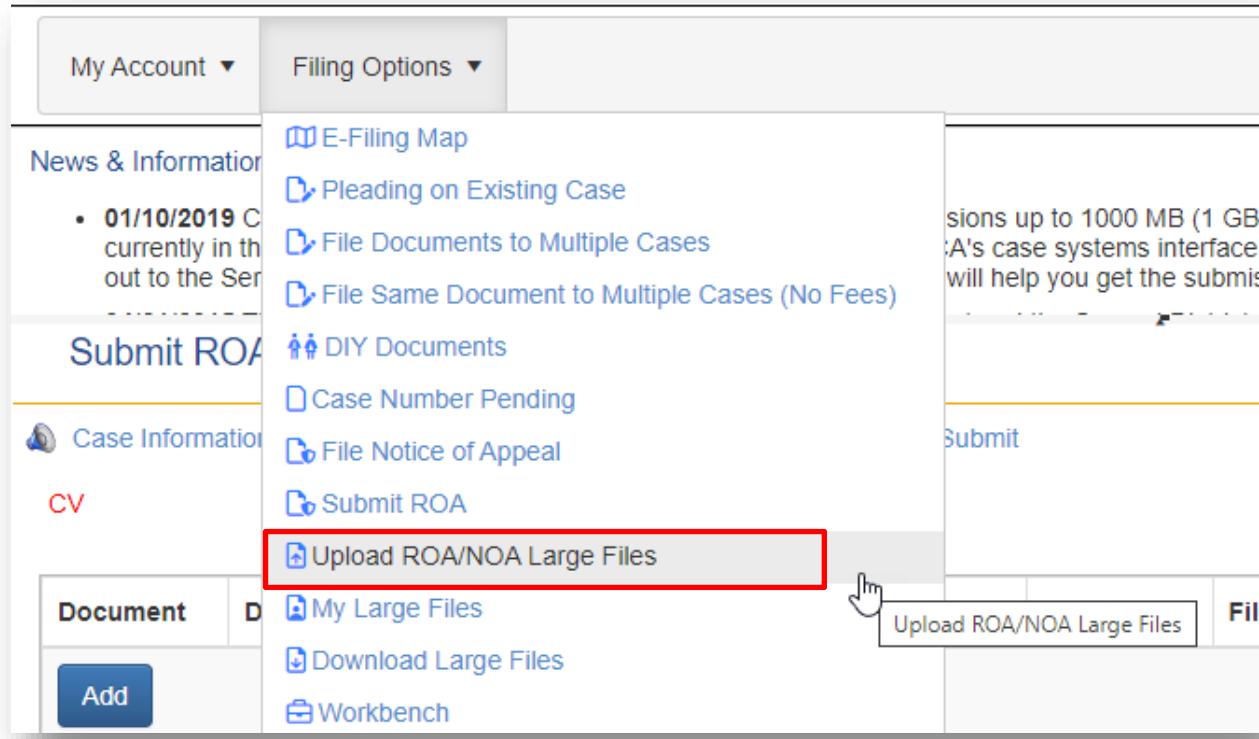
PDF/A ADVISORY: PDF/A is the preferred filing format. Click here for a PDF FAQ and here for an online video on creating a PDF/A document.

Back Save All and Submit Later Confirm and Submit all Now

You will then be taken to the Filing Received Confirmation page where you will see your submission to the Florida Supreme Court. It will also be on your My Submissions page and added to your My Cases page as well.

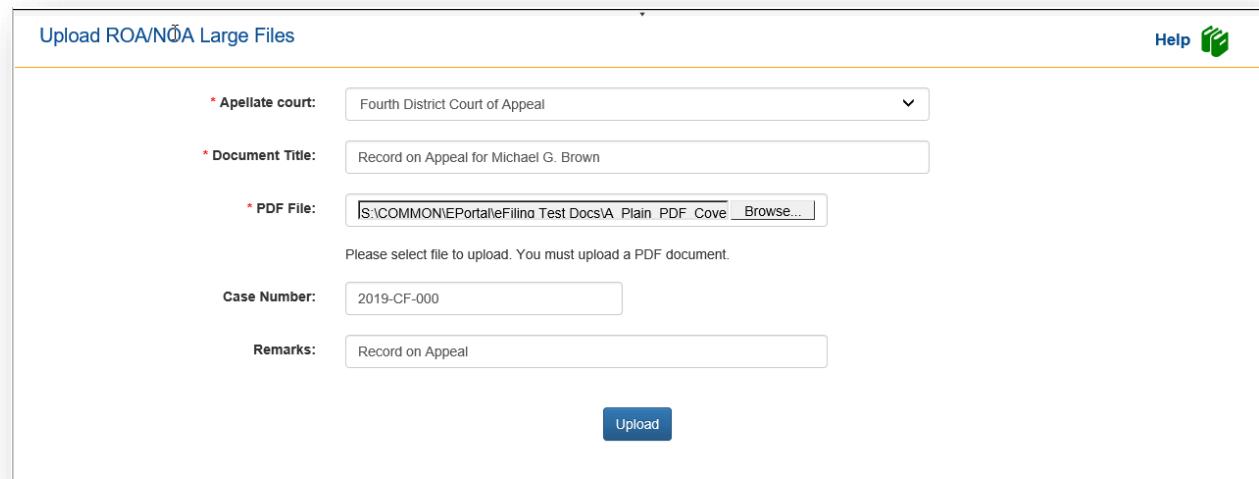
Upload ROA/NOA Large Files

If your file is larger than **500MB** please use the **Upload ROA/NOA Large Files** filing path for the DCAs and The Florida Supreme Court. Select **Filing Options** from the menu bar.



The screenshot shows the E-Portal's main menu. The 'Filing Options' menu is open, displaying various filing paths. The 'Upload ROA/NOA Large Files' option is highlighted with a red box and a cursor is hovering over it. The menu also includes options like 'E-Filing Map', 'Pleading on Existing Case', 'File Documents to Multiple Cases', 'File Same Document to Multiple Cases (No Fees)', 'DIY Documents', 'Case Number Pending', 'File Notice of Appeal', and 'Submit ROA'.

Complete the appropriate fields with the correct information.

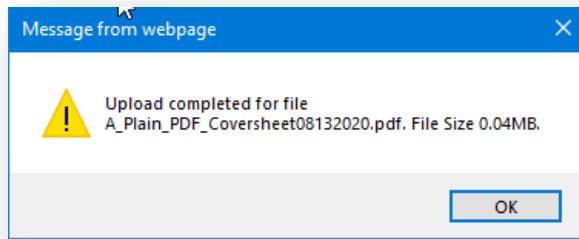


The screenshot shows the 'Upload ROA/NOA Large Files' form. The form fields are:

- *Appeal court: Fourth District Court of Appeal
- *Document Title: Record on Appeal for Michael G. Brown
- *PDF File: S:\COMMON\EPortal\Large Files\A_Plain.PDF
- Case Number: 2019-CF-000
- Remarks: Record on Appeal

The 'Upload' button is located at the bottom of the form.

Then click on **Upload**. You will receive a message when the upload has completed.



Click **OK** and it will take you to your **My ROA/NOA Large Files** so you can see the list of large files you have sent off.

#	Court	Received Date	Size in MB	Deleted	Document Title	Court Case #	Remarks
▶ 56	Fifth District Court of Appeal	10/26/2022 11:44:40 AM	0.0467	<input type="checkbox"/>	Record on Appeal		Record on Appeal

You can easily get to this list by using the **Filing Options** drop down and selecting **My Large Files**.

- E-Filing Map
- DIY Documents
- File Notice of Appeal
- Submit ROA
- Upload ROA/NOA Large Files
- My Large Files**
- Download Large Files
- Workbench