



FLORIDA COURTS
E-FILING PORTAL



**STATE AGENCY CLERK FILER
PORTAL USER MANUAL**

10-25-2022

Table of Contents

| | |
|---|----|
| Overview | 4 |
| Logging into the Portal | 4 |
| Menu Bar and Quick Links | 5 |
| Account Menu | 5 |
| My Profile | 6 |
| User Details | 6 |
| Change Password..... | 7 |
| Payment Accounts | 7 |
| Preferences | 8 |
| E-service Favorites | 9 |
| Email Log | 9 |
| Edit Organization | 10 |
| Manage Users | 11 |
| Manage My E-Service | 14 |
| File Notice of Appeal | 15 |
| Case Information | 16 |
| Lower Tribunal Information | 16 |
| Add Party Information | 17 |
| Attaching Documents | 20 |
| Service List | 23 |
| Review and Submit | 24 |
| Filing Confirmation Page | 27 |
| Email Log | 29 |
| Filing Options in the Quick Links | 29 |
| View NEF | 30 |
| My Cases | 31 |
| My Submissions | 32 |
| File NOA..... | 33 |
| Filings Access | 33 |
| My Workbench | 34 |
| My Alerts | 35 |
| E-Filing Map | 36 |
| DIY Documents | 37 |
| CCIS | 38 |
| Submit ROA (Record on Appeal)..... | 38 |

| | |
|---------------------------------|----|
| Case Information..... | 39 |
| Documents..... | 39 |
| E-service Tab..... | 40 |
| Review and Submit..... | 41 |
| Upload ROA/NOA Large Files..... | 42 |

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

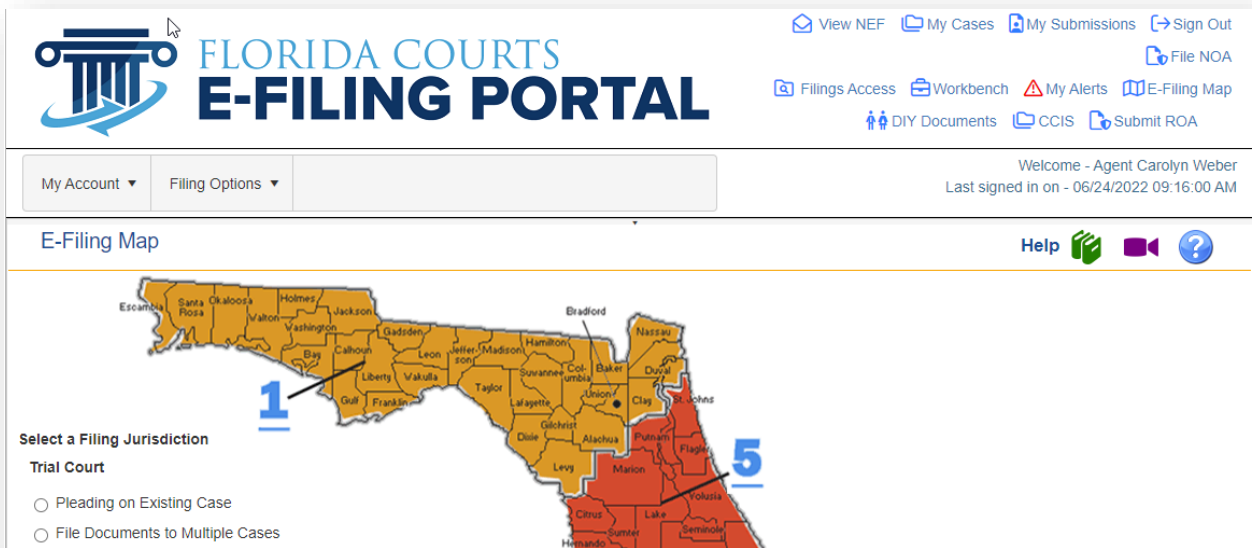
Log into the Portal using your username and password.



The screenshot displays the Florida Courts E-Filing Portal login interface. At the top, a banner features the portal's logo, which includes a stylized building icon and the text "FLORIDA COURTS E-FILING PORTAL" and "MyFLCourtAccess.com". To the right of the logo is a photograph of two women working on a laptop. Below the banner, a navigation bar contains the text "Welcome to the Florida Courts E-Filing Portal" on the left, and "Help" with a microphone icon and a question mark icon on the right. The main content area is divided into two sections. The first section, titled "Login", contains a "Required Field" label, a "User Name:" label with a text input field containing "User Name", a "Password:" label with a text input field containing "Password", a "Sign In" button, and a "Forgot Password?" button. The second section, titled "Do not have an account - Register Now!", contains the text "If you need a portal account, please indicate the filer role you need and click Register.", a "Role:" label with a dropdown menu showing "Select Role", and a "Register" button. At the bottom of the page, a red text message states: "This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome."

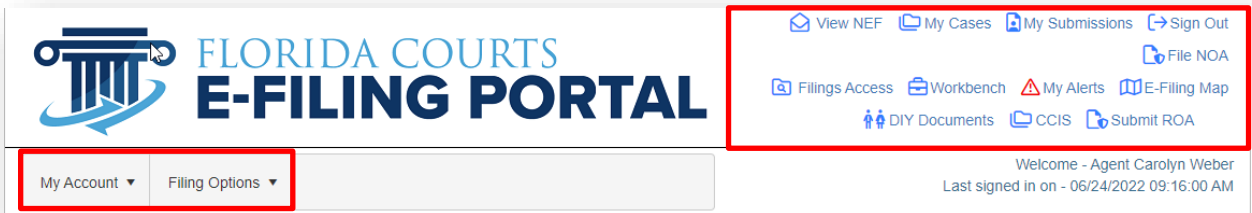
If you have any Alerts pending, you will be taken automatically to the **My Alerts** page. If you have no Alerts pending, you will land at the **Home Page** you have selected in your account Preferences.

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.



Menu Bar and Quick Links

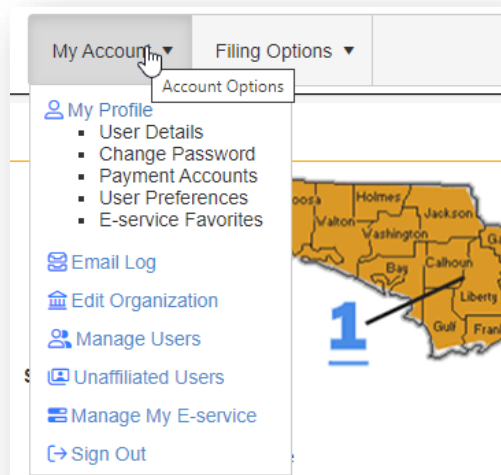
At the top of the page, you will see the Menu Bar and the Quick Links which are in the upper right-hand corner of the page.



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/State/ Zip Code: UNITED STATES Orlando Florida 32890




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

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

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.

My Profile Help   

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

Change Password

* Current Password:




* New Password:

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

* Re-enter Password:


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.



My Profile Help   

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 | | |
| <div>   </div> No items to display | | |

Saved Accounts

| Delete All | Account | Payment Token |
|--|---------|---------------|
| No Saved Accounts | | |
| <div>   </div> 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: 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.

My Profile

Help

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

E-service Favorites

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

Update

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.

Email Log

Help

Search Options

* From (mm/dd/yyyy): 10/19/2022 * To (mm/dd/yyyy): 10/26/2022

Type of Email:

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

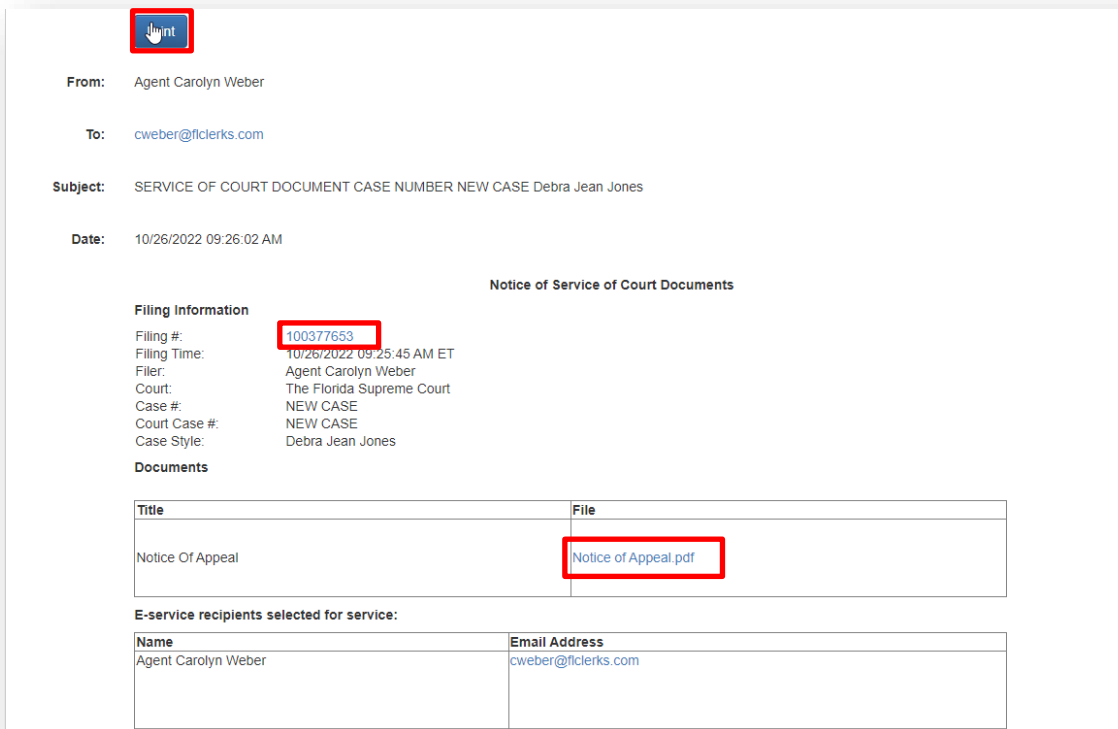
25

| | From | Subject | Submitted |
|-----------------------|---------------------|--|------------------------|
| Submitted: 10/26/2022 | | | |
| | 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 |

1 - 4 of 4 items

Print

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 |

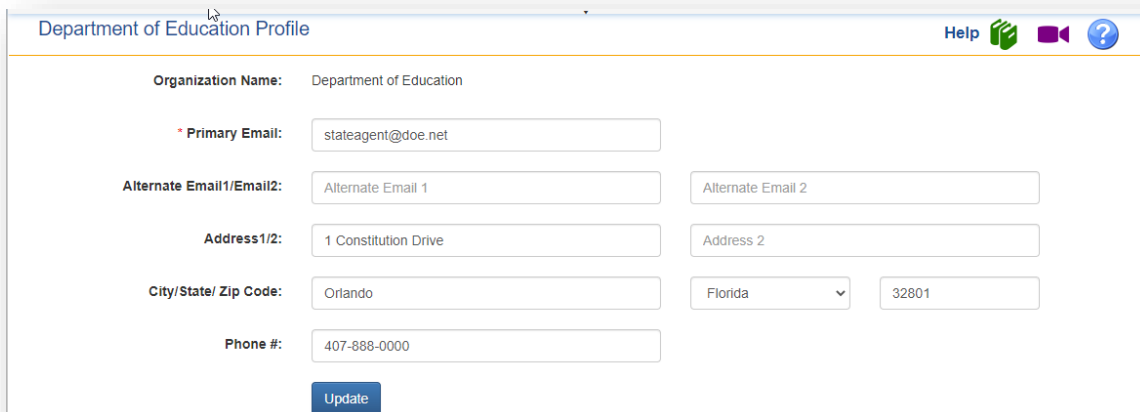
E-service recipients selected for service:

| 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:**

Alternate Email 1/Email 2:

Address 1/2:





City/State/ Zip Code:

Phone #:

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 | | | |
|---|--------|---------------|----------------------|-----------------------|-----------------|-----------------------------|------------------|--|--|--|
| Add User | | | | | | | Refresh | | | |
| # | Status | User Name | Name | Primary Email | Primary Phone # | Filer Role | | | | |
|   | Active | tvntest prose | Newberry, Todd | tnewberry@fclerks.com | | Self - Represented Litigant | | | | |
|   | Active | StateAgent | Weber, Agent Carolyn | cweber@fclerks.com | | State Agent | | | | |
| 1 | | | | | | | 1 - 2 of 2 items | | | |

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

* Organization:

Department of Education

* Role:

State Agent

Select

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

Suffix

* Primary Email:

ajones@fakeemail.com

Alternate Email1/Email2:

Alternate Email1

Alternate Email2

* Address 1/2:

1 Liberty Lane

Address 2

* Country/City/State/ Zip Code:

UNITED STATES

Orlando

Florida

32850

* Phone #:

407-888-9999

Fax #:

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

☐ Can act as administrator

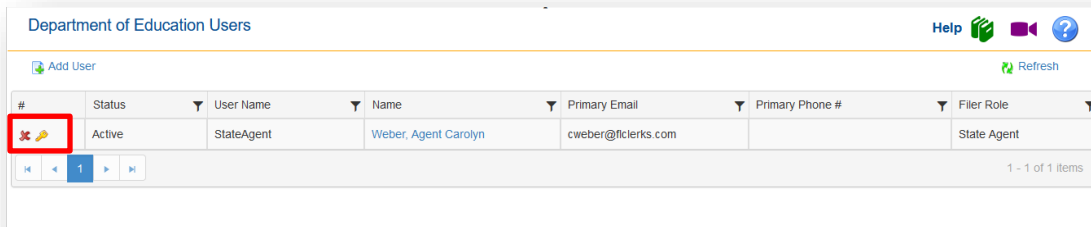
Add


Cancel

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

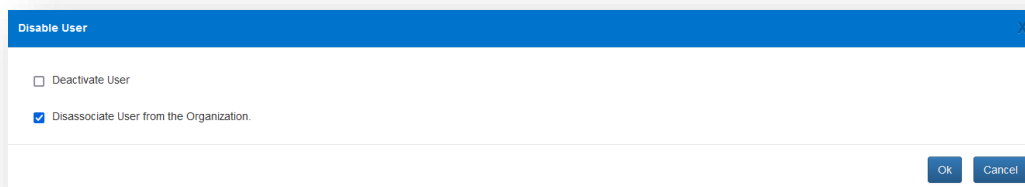
Deactivate a User

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.



| # | Status | User Name | Name | Primary Email | Primary Phone # | Filer Role |
|---|--------|------------|----------------------|---------------------|-----------------|-------------|
|  | Active | StateAgent | Weber, Agent Carolyn | cweber@flclerks.com | | State Agent |

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**.



Disable User

☐ Deactivate User

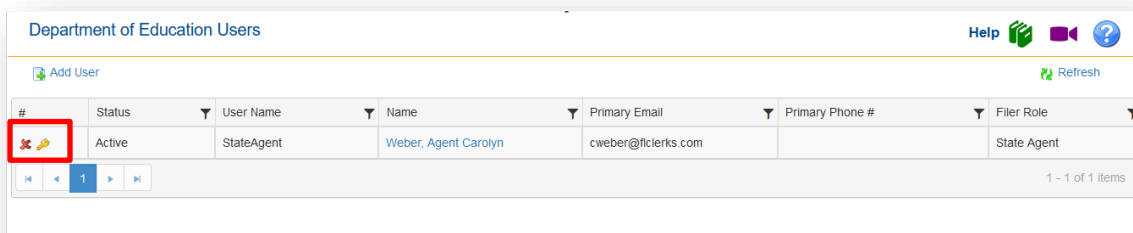
☒ Disassociate User from the Organization.


OK Cancel

This will remove the selected user from the organization.

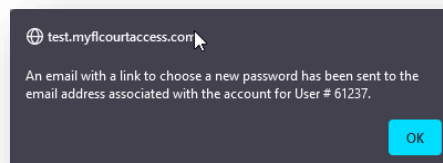
Change Password

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.



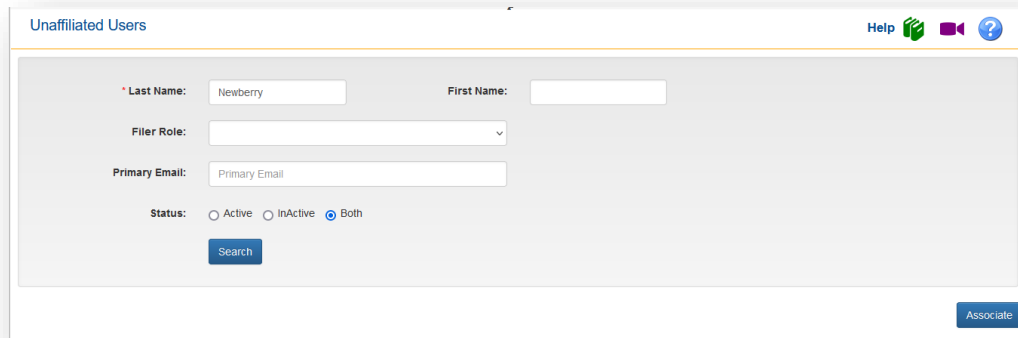
| # | Status | User Name | Name | Primary Email | Primary Phone # | Filer Role |
|---|--------|------------|----------------------|---------------------|-----------------|-------------|
|  | Active | StateAgent | Weber, Agent Carolyn | cweber@flclerks.com | | State Agent |

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.



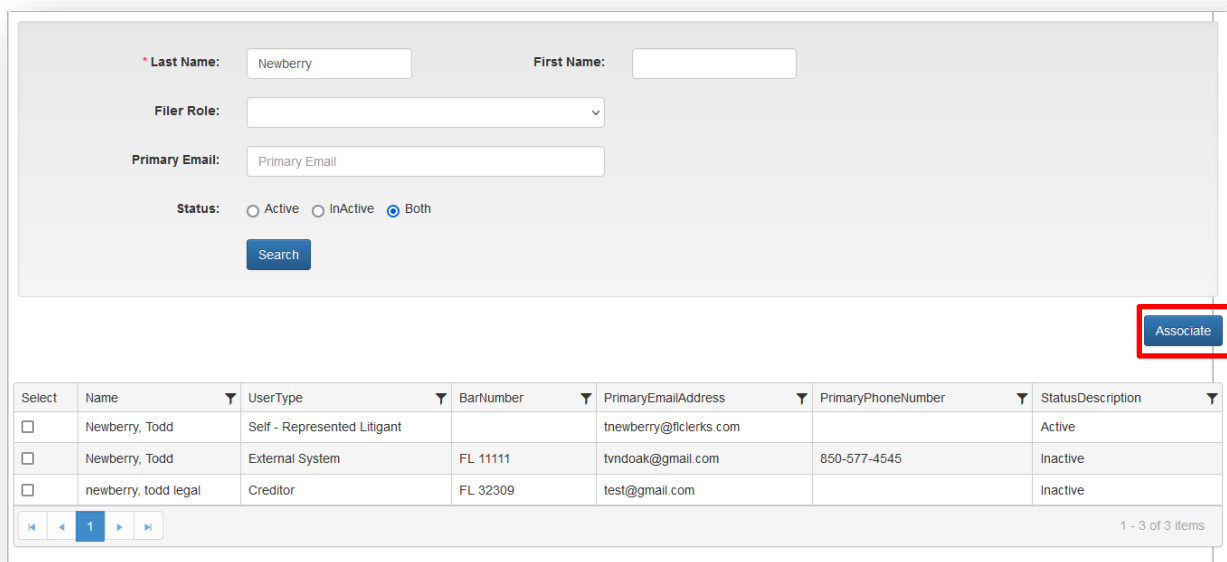
Add Unaffiliated Users

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 the 'Unaffiliated Users' search interface. It includes a title bar with 'Unaffiliated Users' and navigation icons. The search area contains fields for 'Last Name' (filled with 'Newberry'), 'First Name', 'Filer Role' (a dropdown), and 'Primary Email'. Below these is a 'Status' section with radio buttons for 'Active', 'Inactive', and 'Both' (selected). A 'Search' button is at the bottom left, and an 'Associate' button is at the bottom right.

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

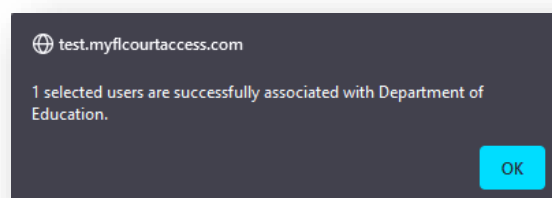


This screenshot shows the search results for the 'Newberry' search. The search options box is at the top, identical to the previous one. Below it is a table of results. The 'Associate' button is highlighted with a red box. The table has columns for 'Select', 'Name', 'UserType', 'BarNumber', 'PrimaryEmailAddress', 'PrimaryPhoneNumber', and 'StatusDescription'. There are three results listed.

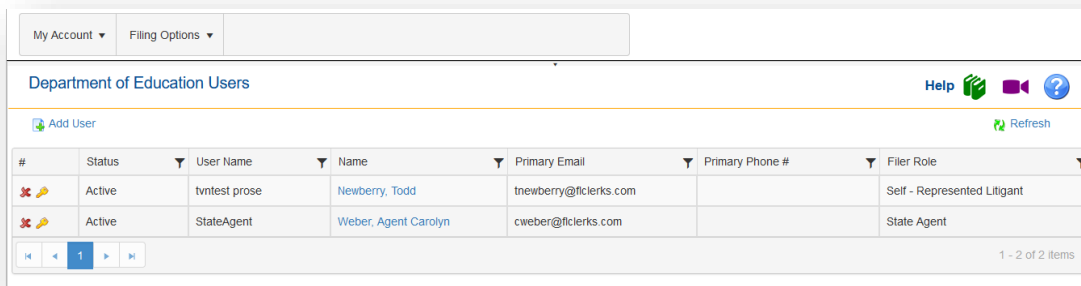
| Select | Name | UserType | BarNumber | PrimaryEmailAddress | PrimaryPhoneNumber | StatusDescription |
|--------------------------|----------------------|-----------------------------|-----------|------------------------|--------------------|-------------------|
| <input type="checkbox"/> | Newberry, Todd | Self - Represented Litigant | | tnewberry@ftclerks.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 |

1 - 3 of 3 items

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.

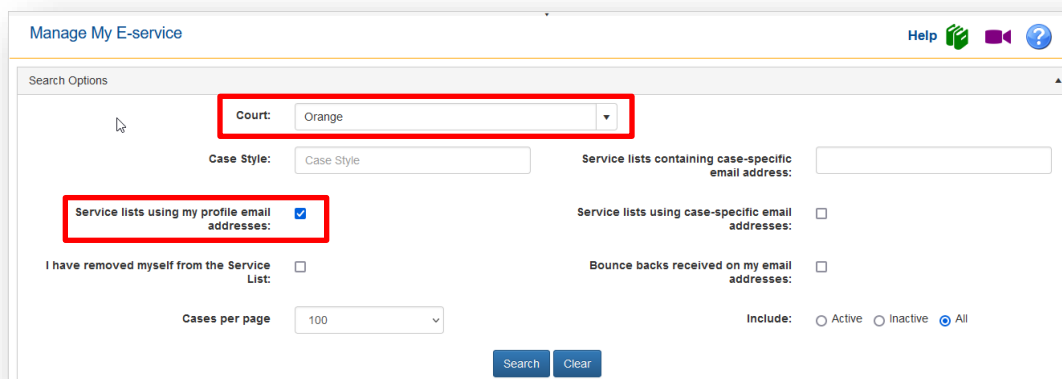


The screenshot shows the 'Department of Education Users' interface. At the top, there are tabs for 'My Account' and 'Filing Options'. Below the header, there's a table of users. The table has columns for '#', 'Status', 'User Name', 'Name', 'Primary Email', 'Primary Phone #', and 'Filer Role'. Two users are listed: 'tntest prose' (Newberry, Todd) and 'StateAgent' (Weber, Agent Carolyn). Both are 'Active'. A pagination bar at the bottom shows '1 - 2 of 2 items'.

| # | Status | User Name | Name | Primary Email | Primary Phone # | Filer Role |
|---|--------|--------------|----------------------|-----------------------|-----------------|-----------------------------|
| ✖ | Active | tntest prose | Newberry, Todd | tnewberry@fclerks.com | | Self - Represented Litigant |
| ✖ | Active | StateAgent | Weber, Agent Carolyn | cweber@fclerks.com | | State Agent |

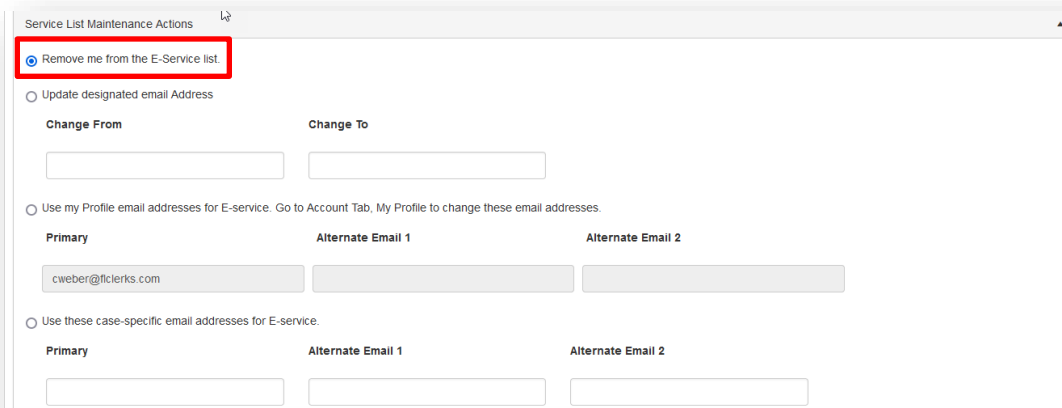
Manage My E-Service

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.

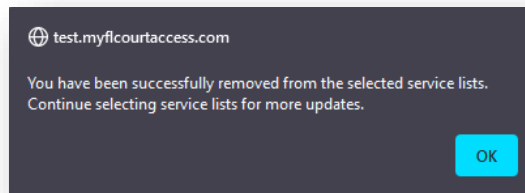


The screenshot shows the 'Manage My E-service' form. It has a 'Search Options' section with a dropdown for 'Court' (set to 'Orange') and a text field for 'Case Style'. There are checkboxes for 'Service lists using my profile email addresses' (checked), 'Service lists containing case-specific email address', 'Service lists using case-specific email addresses', and 'Bounce backs received on my email addresses'. A radio button group for 'Include' has 'All' selected. A 'Cases per page' dropdown is set to '100'. 'Search' and 'Clear' buttons are at the bottom.

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



The screenshot shows the 'Service List Maintenance Actions' form. The first option, 'Remove me from the E-Service list', is selected and highlighted with a red box. Other options include 'Update designated email Address' and 'Use my Profile email addresses for E-service'. The 'Update designated email Address' section has 'Change From' and 'Change To' fields. The 'Use my Profile email addresses' section has fields for 'Primary', 'Alternate Email 1', and 'Alternate Email 2', with 'cweber@fclerks.com' entered in the Primary field.




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.

The screenshot shows the Florida Courts E-Filing Portal. At the top, there's a header with the Florida Courts logo and "E-FILING PORTAL". Navigation links include "View NEF", "My Cases", "My Submissions", "Sign Out", "Filings Access", "Workbench", "My Alerts", "E-Filing Map", "DIY Documents", "CCIS", and "Submit ROA". A "File NOA" icon is highlighted in a red box in the top right. Below the header, a "My Account" dropdown menu is open, showing "Filing Options" as the selected tab. In the "Filing Options" menu, "File Notice of Appeal" is highlighted with a red box. Other options in the menu include "E-Filing Map", "DIY Documents", "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". To the right of the menu is a map of Florida with counties labeled. Below the map, there's a section for "Appellate Court" with radio button options: "Case Number Pending", "Pleading on Existing Case", "Notice of Appeal" (which is selected and highlighted with a red box), and "Record of Appeal". Below these options is a dropdown menu for "First District Court of Appeal" and a "File Now" button.

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



FLORIDA SUPREME COURT
ACCESSIBLE | 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](#)

My Account ▾
Filing Options ▾

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

Notice of Appeal

[Help](#)




[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

[Help](#)




[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:**

Lower Tribunal Court Division:

* **Lower Tribunal Case Number:**

Primary Presiding Lower Tribunal Judge:

Date of Rendition:

Order/Action Identifier, if applicable:

* **Confirm reviewing appellate court:**

[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](#) [?](#)

[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:** Florida Attorney

[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:**

| 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

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** Florida * **Bar Member State Identifier**

Name

First Middle Last Suffix

Firm Name **Firm FEIN**

* **Primary Address/ City** **Address/ City**

* **State / Zip** Florida **State / Zip**

* **Primary Email**

Alternate Email 1 **Alternate Email 2**

Primary Phone **Alternate Phone** Format: ###-###-####

☐ I am representing myself (PRO SE)

Law Firm Association

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

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

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:** Appellant

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

Type in the Appellant information.

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 **Bar Member State Identifier**

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

Name Nathan J Gladstone

Firm Name **Firm FEIN**

Primary Address/ City 123 Dogwood Drive Orlando **Address/ City**

State / Zip Florida 32801 **State /Zip**

Primary Email nathan@fakemail.com

Alternate Email 1 **Alternate Email 2**

Primary Phone **Alternate Phone** **Format: ###-###-####**

☐ I am representing myself (PRO SE)

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)”.

Attorney Association




Select attorney(s) representing/associated with this case participant.

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

[Save and Add Another Party](#) [Reset](#) [Save and Show Parties](#) [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: Notice X **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: Notice **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

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

Search:
Notice
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

☐ NOTICE OF ADMINISTRATIVE APPEAL
☒ NOTICE OF APPEAL
☐ NOTICE OF CROSS APPEAL

LETTER

☐ NOTICE/LETTER ATTORNEY GENERAL NOT FILING BRIEF

MOTION

☐ MOTION FOR JUDICIAL NOTICE

NOTICE

☐ AMENDED NOTICE OF APPEAL
☐ APPENDIX/ATTACHMENT TO NOTICE
☐ NOTICE OF ADMINISTRATIVE APPEAL
☐ NOTICE OF APPEAL

1 2 3

1 - 4 of 11 items

* Upload:
Browse...
Volume:
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 |
|----------|----------------------------------|--------|-------|--|----------|--------------------|
| 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.

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

| <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 |

Back Next Save to Workbench

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

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 Status | Email Address | Email Type |
|---|--------------|------------------|-------------|--------------|---------------|------------|
| No Other Attorney(s)/Interested Parties | | | | | | |

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

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... |
|---|----------|--------------|------------------|-------------|----------|---------------|----------|
| 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

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**

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](#)

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

Help

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@ficlerks.com | On eService List |

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 |

Uploaded Documents Summary

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

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 |
| | Filing Fees: | \$0.00 |
| | Statutory Convenience Fee: | \$0.00 |
| | Total | \$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.

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

Choose File

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 |

Revise

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

Back

Save All and Submit Later

Confirm and Submit all Now

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

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

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.

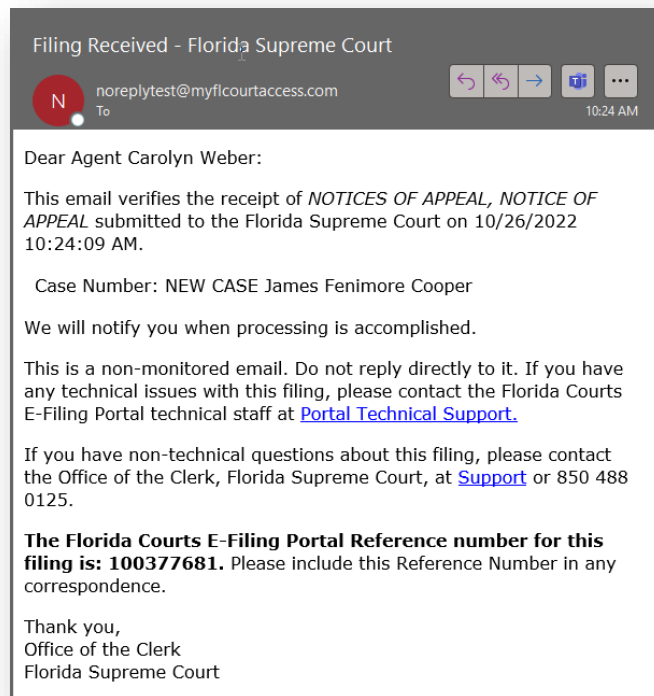
You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)

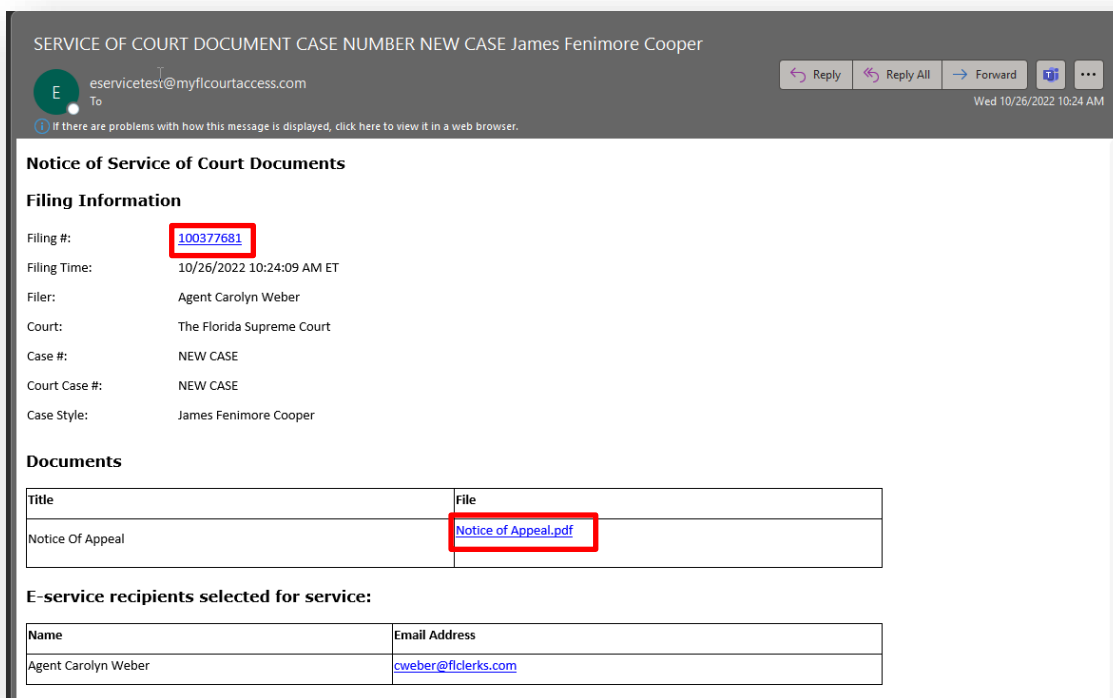
| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|----------|-------------------|---|-----------------------|--------------|----------------|---------------------------|------------------------|-------------------------|
| ▶ | | | 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

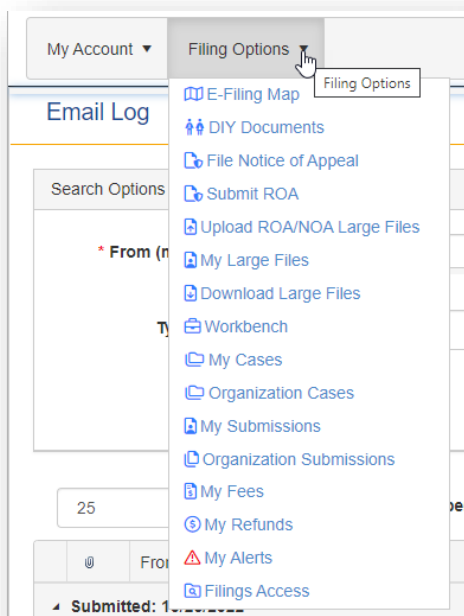
This email is also available in your **Email Log** under the **My Account** menu on the Menu Bar.

The screenshot shows the 'Email Log' interface. At the top, there's a 'Search Options' section with fields for 'From (mm/dd/yyyy):' (10/19/2022) and 'To (mm/dd/yyyy):' (10/26/2022), a 'Type of Email:' dropdown, and a 'Refresh' button. Below this is a 'records per page' dropdown set to '25'. The main part of the interface is a table with columns: 'From', 'Subject', and 'Submitted'. A red box highlights the first two rows of the table. The first row is expanded, showing details for 'Agent Carolyn Weber' and 'SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE James Fenimore Cooper'. The second row shows 'Florida E-Portal' and 'Filing Received - Florida Supreme Court'. The table also includes rows for 'Agent Carolyn Weber' and 'Florida E-Portal' with various filing and password-related subjects. At the bottom, there's a pagination bar showing '1 - 6 of 6 items' and a 'Print' button.

| | From | Subject | Submitted |
|-----------------------|---------------------|--|------------------------|
| Submitted: 10/26/2022 | 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:



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 to 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.

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 type="button" value="Submit"/> | | SC2018-12 | SC2018-12 | The Florida Supreme Court | CARLTON E. GARY vs STATE OF FLORIDA | Yes | Active |
| | | NEW CASE_100012862 | NEW CASE_100012862 | The Florida Supreme Court | Michael G Burnside | Yes | Active |

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

Pleading on Existing Case

☒ 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: * Case Year: * Case #:

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

* You (your firm) are representing: ☒ Other ☐ Yourself

* You (your firm) are associated with:

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

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 |
|----------|-------------------|----------------|-----------------------|--------------|----------------|---------------------------|------------------------|-------------------------|
| | | 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.

Florida State Courts Courts Opinions New Query Help

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 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 |
| Download all documents for this submission as zip file | Business Tort Plaintiff VS Business Tort 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 Plintf VS Environ 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 Plntf VS 3rd Party Indemn 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 |
|  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](#)

| # | Status | Document |
|---|--------|--|
| 1 | Filed |  Other Civil Cover Sheet - Jury Trial Unknown |
| 2 | Filed |  Complaints Complaint-Circuit |
| 3 | Filed |  Other Standing Case Management Order per A.O. 3.09 signed by Plaintiff or Attorney |

The statewide view will be the default when you access this Filings Access page.

Filings Access

Help




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

Search Options


* Submission Date From

10/24/2022




* Submission Date To

10/25/2022









Court



Search

Clear

| | 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 |
| ▶ |  100377525 | Business Tort Defendant VS Business Tort 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 Plntf VS Environ 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 Plntf VS 3rd Party Indemn Defendant | Filed | Alachua | 10/25/2022 01:48:54 PM | 10/25/2022 01:53:27 PM | 012022CA005001CAAXXX |

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.

Workbench

Help   

Submissions will remain on the Workbench for five days from Date Last Updated

Refresh 

| Court/Judicial Circuit | Case Number | Case Detail | Emergency Filing | Resume Submission | Delete | Date Last Updated |
|--------------------------------|-------------|---|------------------|-------------------|---|------------------------|
| First District Court of Appeal | 1D2016-12 | Dr. Joseph Gaeta vs State of Florida, Department of Health REGARDING ADMINISTRATIVE MATTERS Other Associated With Appellant | | 988435 |  | 05/24/2022 10:43:41 AM |

1 - 1 of 1 items




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


My Alerts

Help   

Search Options

Enter Search Criteria

Alert Date From: 

To: 

Type of Alert:

Filing ID:

Filer:
 eService Email Delivery Failure
 Removal from Service List Request
 Bounce back received more than 5 times

Alerts per page:

Search

| <input type="checkbox"/> Select | Filing # | Case Style | Court Case # | Court | Alert Date | Type of Alert | Remarks |
|---------------------------------|----------|------------|--------------|-------|------------|---------------|---------|
| No items to display | | | | | | | |

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' interface. At the top, there are search options including 'Alert Date From', 'Alert Date To', 'Alert Created From', 'Alert Created To', 'Alert Cleared From', 'Alert Cleared To', 'Type of Alert', 'Filing ID', 'Filer', and 'Alerts per page'. Below the search options is a table of alerts. The first row is highlighted, showing a filing ID of 245461, a case style of 'STATE OF FLORIDA - VS - MORGAN, DEON', a court case number of '2014-CF-000012-A-O', a status of 'Active', a court of 'Department of Corrections', an alert date of '06/25/2015 02:28:46 PM', a type of alert of 'Filing Moved to Pending Queue', and a remark stating '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.' The 'Filing ID' and 'Type of Alert' columns are highlighted with red boxes.

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. On the left, there is a sidebar with 'Select a Filing Jurisdiction' options. Under 'Trial Court', there are four radio button options: 'Pleading on Existing Case', 'File Documents to Multiple Cases', 'File Same Document to Multiple Cases (No Fees)', and 'Proposed Documents to Judiciary'. Below these is a dropdown menu. Under 'Appellate Court', there are four radio button options: 'Case Number Pending', 'Pleading on Existing Case', 'Notice of Appeal' (which is selected), and 'Record of Appeal'. Below these is a dropdown menu. On the right, there is a map of Florida with numbered regions: 1 (Northwest), 2 (Central), 3 (South), 4 (East), and 5 (Southwest). The map is color-coded by region: Northwest (orange), Central (green), South (purple), East (blue), and Southwest (red).

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.

The screenshot shows the 'DIY Documents' page. At the top, there is a header with 'DIY Documents' on the left and 'Help' with icons on the right. Below the header, a message states: '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.' The main content area is a list of categories and links:

- 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.

The screenshot shows the 'Eviction Answer – Filed by Tenants' page. At the top, there is a header with 'Eviction Answer – Filed by Tenants' on the left and 'Help' with icons on the right. Below the header, there is a 'Start Interview' button. Below the button, there is a section titled 'Interview instructions – Answer to Complaint for Eviction Only (Answer to Florida Bar Form 5)' with a sub-link 'Start Interview for Answer to Tenant Eviction'. The main content area contains the following text:

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') attorney.

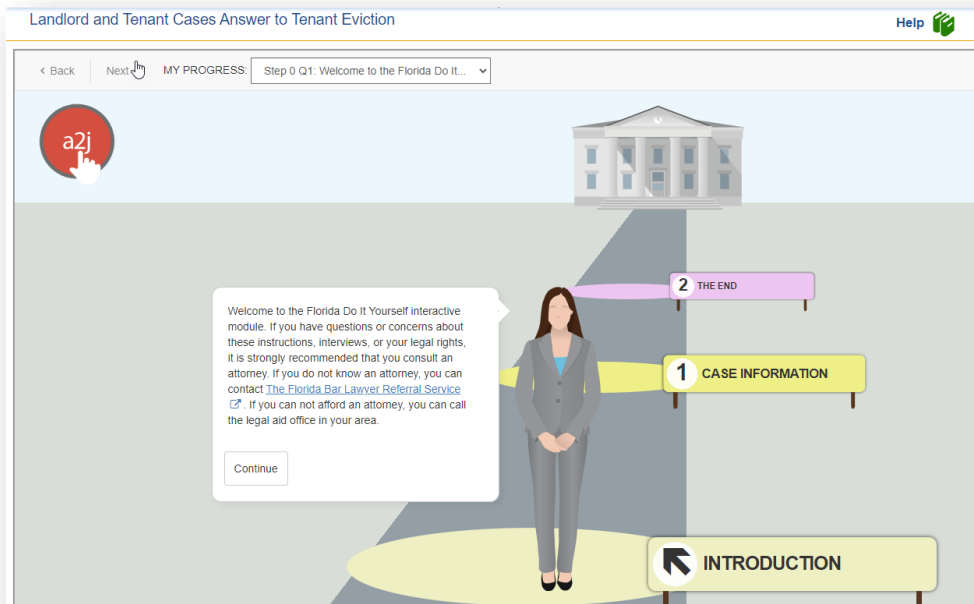
If the complaint contains a claim for money damages (such as unpaid rent), and tenant believes that he/she does not owe the money claimed the tenant must respond to that claim separately and explain why tenant does not believe he/she owes the money claimed. The tenant's written response must be given 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') 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.



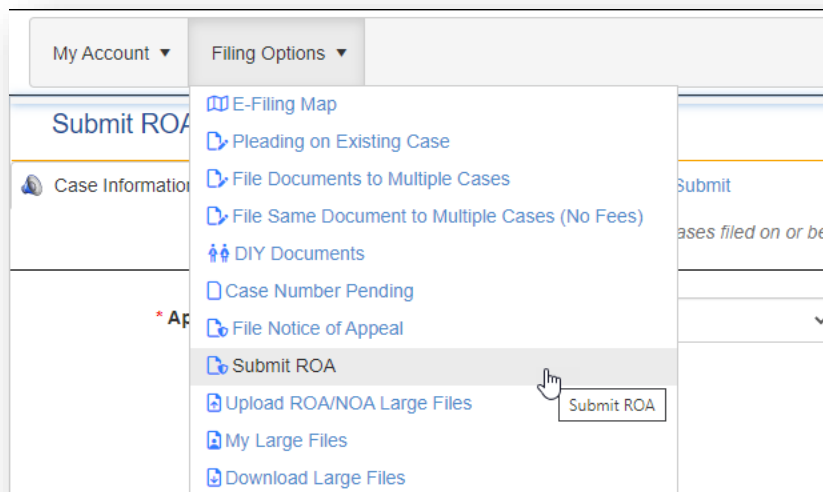
Once you complete the interview, you may print your document or you may file your document electronically through the Portal.

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

Help [Icons]

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**

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

Help [Icons]

Case Information | **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

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.

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

☒ RECORD

MOTIONS

☐ MOTION TO FILE SUPPLEMENTAL RECORD

RECORDS

☐ EXHIBITS ☐ RECORD ☐ RECORD/TRANSCRIPT ☐ RECORD/TRANSCRIPT (FLA BAR)

☐ SUPPLEMENTAL RECORD/TRANSCRIPTS ☐ TRANSCRIPT

1 - 4 of 4 items

* Upload: S:\COMMON\EPortal\Filing Test Docs\VA_Plai Browse... Volume: Save Cancel

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

Submit ROA Help

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 |
| <div>Add</div> | | | | | | |
| Total | | \$0.00 | 29 | 1 Documents | 1.13 | |

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

Back Next Save to Workbench

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 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 Help

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 |

Revise

Uploaded Documents Summary

At least one document is required.

| # | Document | File |
|--------------|----------|------|
| No Documents | | |

Revise

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.

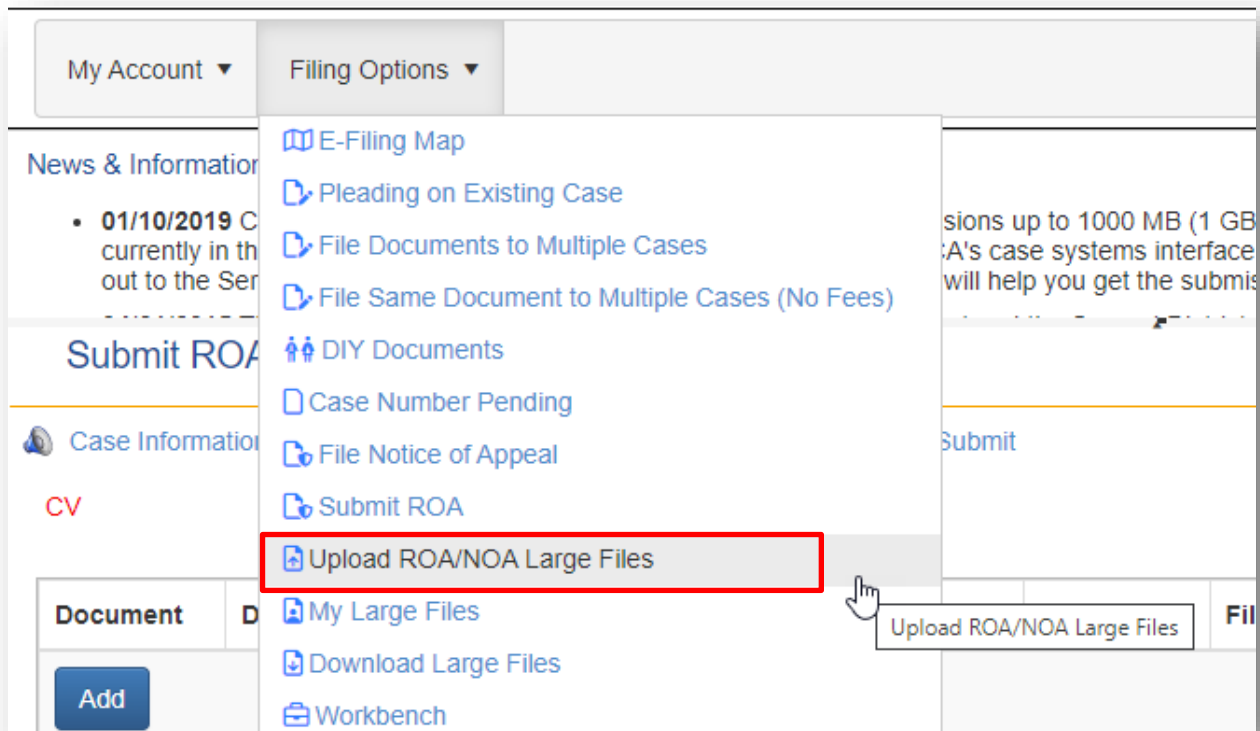
PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

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 you My Cases page as well.

Upload ROA/NOA Large Files

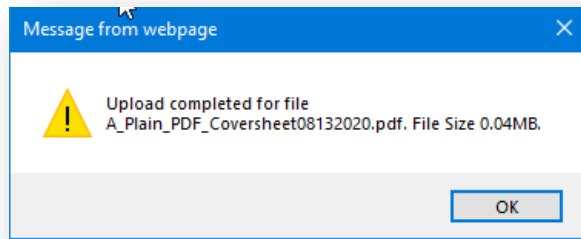
If your file is larger than **500MB** please use the **Upload ROA/NOA Large Files** filing path for the DCAs and The Florida Supreme Court. Select **Filing Options** from the menu bar.



Complete the appropriate fields with the correct information.

A screenshot of the 'Upload ROA/NOA Large Files' form. The form contains the following fields: 'Appellate court:' with a dropdown menu set to 'Fourth District Court of Appeal'; 'Document Title:' with a text input field containing 'Record on Appeal for Michael G. Brown'; 'PDF File:' with a text input field containing a file path and a 'Browse...' button; 'Case Number:' with a text input field containing '2019-CF-000'; and 'Remarks:' with a text input field containing 'Record on Appeal'. Below the fields is an 'Upload' button. A message below the 'PDF File' field states: 'Please select file to upload. You must upload a PDF document.' A 'Help' icon is located in the top right corner 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.

My ROA/NOA Large Files

Help Refresh

| # | 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 |

1 - 1 of 1 items

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

