State of Florida ePortal

e-Filer Documentation

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STATE OF FLORIDA – EPORTAL
USER DOCUMENTATION

Introduction:

The purpose of this document is to provide you, the e-Filer, with information necessary to file court case documents via the State of Florida's Statewide E-Filing Court Records Portal – commonly referred to as the "ePortal". The contents of this document will step you through the process of registering as a new e-Filer, managing your User Account, filing documents through the ePortal, generating reports and making payments for filings submitted via the ePortal.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the ePortal.

Account Registration:

Prior to utilizing the State of Florida e-Portal filers must create an account. Filers can access the ePortal's log-in page, by typing the following URL into their web browser: www.myflcourtaccess.com. Filers will be directed to the State of Florida ePortal's Welcome Page.

Create an Account:

To begin the account creation process, click on the **Register Now!** link. Filers will be directed to the following page which provides information on the ePortal's implementation process as well as requirements for participation.

If the potential filer decides to continue with registration, clicking on the "Continue to Registration" link will take them to the Account Registration page.

Welcome to the Florida Courts eFiling Portal

The Florida Courts E-Filing Authority has directed that Florida's e-filing portal be implemented by using a **phased-in** approach. **Phase I** began the first week of January. Implementation will continue throughout 2011.

The following counties are currently participating in the Florida eFiling Portal:

Columbia, Duval, Gulf, Holmes, Lake, Miami-Dade, Putnam, Walton

Please remember, rule 2.525, Rules of Judicial Administration, requires that any document filed electronically must be followed-up and filed with the Clerk as a paper document, with original signatures, during the first 90 days of eFiling. For this reason, the local Clerk's office may limit the number of filers participating in the eFiling Portal during the first 90 days of operation. Please contact your local Clerk's office for more information.

Continue to Registration

Filers will be prompted to complete all available fields on the screen. Required fields are indicated with an asterisk.

Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (*) are required.

* Role:	Select Role ▼ **Select**
ID State/Number:	Select State ▼

* User Name: [_____]

Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Password: [_____]

* Re-type Password: [_____]

* Security Question: Select Security Question ▼

* Security Answer: [_____]

	* First	Middle	* Last	Suffix
Name:	[____]	[____]	[____]	[__]
* Primary Email:	[_____]			
Alternate Email1/Email2:	[_____]	[_____]		
Address 1/2:	[_____]	[_____]		
City/State/ Zip Code:	[_____]	Select State ▼	[_____]	
Phone #:	[_____]	Format: (###) ###-####		

Register

News & Information
This is an FACC non-branded page item.

1. From the **Role** drop down menu, select the Attorney-Florida Bar option. A Florida Bar Number is required.
2. Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to it.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. All notifications to the filer are sent via email. The ePortal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.
5. Click on **Register** once all information is entered.

Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (*) are required.

* Role: Attorney – Florida Bar [Select]

ID State/Number: Florida 123456

You must provide Florida Bar Number

* User Name: exampleuser

Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Password: ••••••••

* Re-type Password: ••••••••

* Security Question: Mothers Maiden Name

* Security Answer: Jones

	* First	Middle	* Last	Suffix
Name:	John	X	Smith	

* Primary Email: johnsmith@email.com

Alternate Email1/Email2: alternate@email.com another@email.com

Address 1/2: 1234 Main Street Rosewood Building Ste 3

City/State/ Zip Code: Anytown Florida 32301

Phone #: 8505555555 Format: (###) ###-####

[Register]

News & Informat
This is an FACC no
branded page item

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

Registration Information Received

The registration information you have provided has been received. Upon verification of the information an email message with instructions for activating your account will be sent to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

Your registration reference number is 164

Click here to go back to Home page.

News & Information
This is an FACC non-branded page item.

Email Notifications:

Filers will receive two (2) separate email notifications.

1. The first email notification provides the Filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process.

   If the registration requires review by FACC before approval the e-mail notification will indicate that the registration is pending approval. Once approved by FACC Support Services the filer will receive the emails regarding approval and activation.

Dear John X Smith :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@myfldocs.com

This email is sent to you as a result of your registeration for electronic filing with FACC ePortal on 12/30/2010 12:50:56 PM

Account Details you have provided are as follows:

Name: John X Smith
User Name: exampleuser2
Role: Pro Se - Self Representation
Email Address: vminer@flclerks.com
Phone #:

A separate email with instructions to activate your account will be sent.

Thank You,
FACC ePortal Staff

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

Dear John X Smith :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@myfldocs.com

Information provided at the time of registration for electronic filing with FACC ePortal is verified and your account is ready for activation. To Activate your account click on activation link below

https://test.myfldocs.com/Common/UIPages/ActivateUser.aspx?activationid=1550975c-b625-4a97-ac8a-36d1acaba80e

Your Account Details are as follows:

Name: John X Smith
User Name: exampleuser2
Role: Pro Se - Self Representation
Email Address: vminer@flclerks.com
Phone #:

Thank You,
FACC ePortal Staff

Clicking the link provided in the email takes the filer to the **User Account Activation** screen.

Filers must verify their identity by selecting the security question from the drop down menu that they selected during the registration process. Filers must also provide the answer to the security question that they provided during the registration process. Then click Activate to complete this step.

The filer is notified that their account has been successfully activated.

ePortal Functionality:

Once the account is activated, users can return to the State of Florida ePortal's home / log-in page at www.myflcourtaccess.com.

Filers will be prompted to enter their User **Name** and **Password** and click **"Sign In"** to enter the portal.

Welcome to the Florida Courts eFiling Portal TEST Site

* User Name: [   ] * Password: [   ] **Sign In**

Register Now!   Forgot Password?

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Administrative Links

Once the filer is logged in they are immediately taken to the **My Filings** screen. The My Filings Screen presents filers with two menus: (1) the **Account** menu and (2) the **Filing Options** menu located on the upper left side of the screen. The functionality associated with these two menus allows filers to make changes to their profile / account.

📁 My Filings   ✉ Notifications   🏃 Sign Out
📝 Existing   📁 New Case   Simple E-File

👤 Account 📁 Filing Options

Welcome -
Last signed in on - 12/30/2010 07:23:04 AM

My Filings

* From (mm/dd/yyyy): 12/27/2010 📅 * To (mm/dd/yyyy): 12/30/2010 📅 🔄 Refresh

News & Information
This is an FACC non-branded page item.

	Filing #	Case #	Status	County	Division	Submission Date	Completion Date
⊞	5096	NEW CASE	Being Reviewed	Columbia	Circuit Civil	12/28/2010 01:01:05 PM	

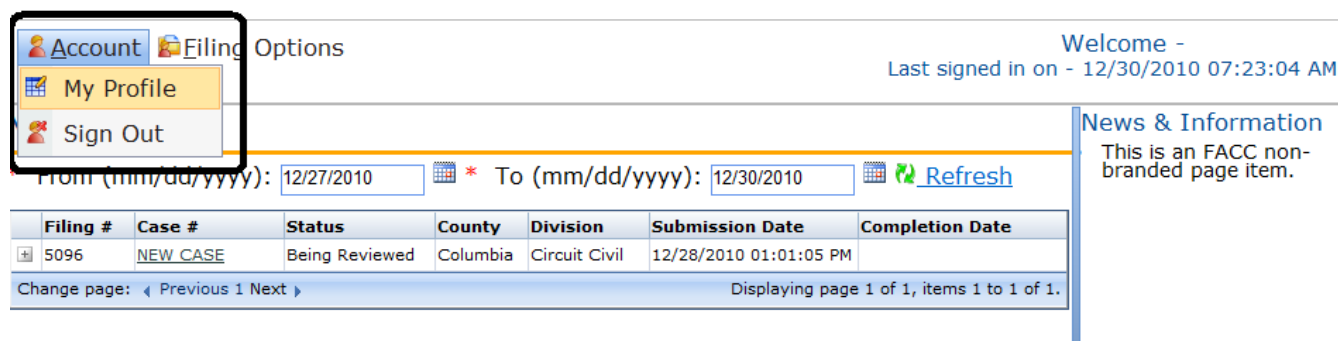Change page: ◄ Previous 1 Next ►   Displaying page 1 of 1, items 1 to 1 of 1.

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Account Menu

Choosing **My Profile**, from the **Account** menu provides filers with the ability to manage their account information using the **User Details** and / or **Change Password** selections**.**
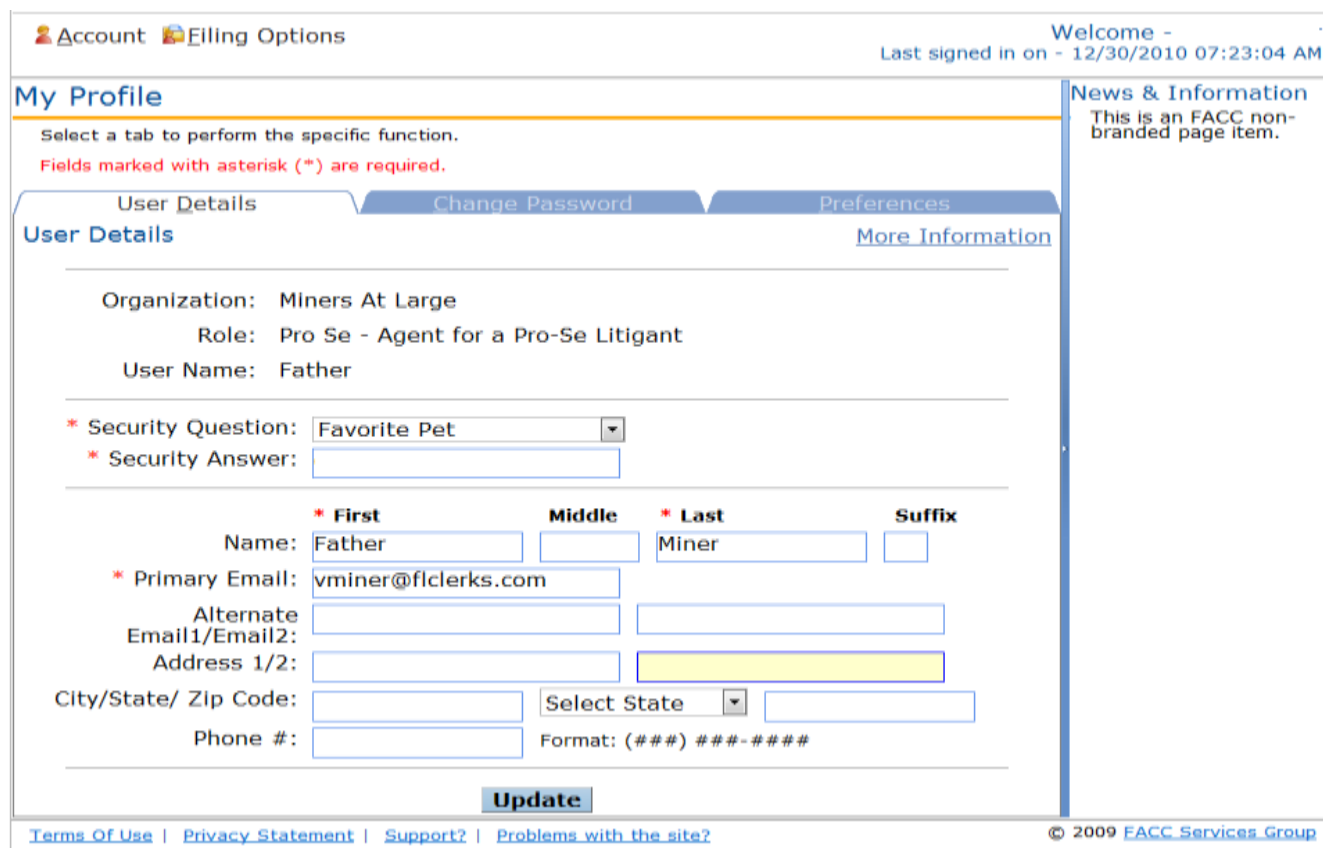

User Details

The User Details option provides filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization**, **Role** and **User Name**. Click on the **Update** button at the bottom of the screen to save changes.

Note: The screen view defaults to a condensed screen. Click on **More Information** located in the upper right side of the screen for an expanded view. The expanded view allows the filer to see all their profile details at one time.

The ePortal allows for the e-filer to enter multiple Email Addresses, Phone Numbers and Mailing Addresses. Electronic Notifications are sent to all email addresses on the account. The Phone Number and Mailing Address marked as Primary are the ones used in the Party Information for the case.

Change Password

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

New passwords must meet the criteria for password stated on the screen under the New Password input box.

Filing Options / Links

The State of Florida ePortal filing management links are located under the Filing Options Menu on the screen. In addition, for ease of use these links are also located in the upper right corner of the screen.

Each filing management link is discussed below:

My Filings

The **My Filings** link allows filers to view a list of filings they have entered using the ePortal. This page allows the filer to view the status of the filing and create a list for a date range. The following is a summary of the information that is contained within the **My Filings** screen:

- **Filing #**: The portal assigned reference number for your filing.
- **Case #**: The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status**: The status will reflect one of the following: **Pending Review, Being Reviewed**, **Filed**, or **Rejected**.
- **County**: The name of the county the case is filed in.
- **Division**: The court division the case is filed in.
- **Submission Date**: Date the filer submitted the filing on the portal.
- **Completion Date**: Date the filing was processed by the Clerk's office.

Note: To expand each filing for more details, click the box to the left of each filing.

The My Filings list defaults to filings within the current week. The filer may expand or narrow the list by using the '**From**' and '**To**' dates. These date ranges will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Existing Case:

Selecting **Existing Case** from the Filing Options allows the filer to file subsequent filings into an existing case.

To **File Subsequent Document(s) into an existing case**, the filer must know the case number.

Select the Court type, County and Division from the dropdown list provided. (Items are added to the dropdown when it becomes available for e-Filing. If the dropdown does not contain the court type, county or division for your filing, e-filing is not available.)

Enter the case number and tab. The ePortal will search for the case record.

- If the county's case management system is not linked to the ePortal the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located the Case Type and Title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
    - If entered incorrectly click the Cancel button on the message to reenter the case number.
    - If entered correctly click the OK button on the message to continue processing.
        - If the case privacy is confidential or higher, case information will not be returned from CCIS and may not be returned from the county case management system.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: County Civil
Case #: 09000222CA	Case Type: Landlord/tenant / Eviction/Possesion	Total Fee: $0.00

🐌 Case Information	👤 Parties	📄 Documents	🎁 Payments	⬆ Review & Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court   *** County**   *** Division**

Trial ▾   Columbia ▾   County Civil ▾

* Case #: 09000222CA   Example 09 000200 CA

Case Type: Landlord/tenant / Eviction/Possesion

Case Title: JPMORGAN CHASE BANK VS BEVILLE ROBERT M

#	Description	Amount
1	Filing fee	$0.00

☐ Emergency Filing

Next

Note: Items in the drop down lists are dependent on what is available on the ePortal and by the county. Initially the Type of Court dropdown contains only Trial court. As e-Filing continues other court types will be added to the court types allowing e-Filing. As a county begins participation in e-Filing they will be added to the County dropdown. If the county is not displayed in the dropdown they are not currently participating in e-Filing. Each County determines the Divisions participating in e-Filing. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division it will be listed in the dropdown for the county.

Complete all required fields and click **Next**. The filer may move through the process by clicking on the Next button when each screen is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review And Submit.

Adding / Editing Party Information

Select **Current Parties** or under the **New Parties** section click **Add Party** to add a new party.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: County Civil
Case #: 09000222CA	Case Type: Landlord/tenant / Eviction/Possesion	Total Fee: $0.00

🔵 Case Information	👤 Parties	📄 Documents	🗂 Payments	⬆ Review & Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

```
BEVILLE ROBERT M  [D ]
JPMORGAN CHASE BANK  [P ]
UNKNOWN SPOUSE ROBERT BEVILLE  [D ]
UNKNOWN TENANTS OWNERS  [D ]
```

New Parties

If your party does not appear above, add the parties here. Note: You can't add attorneys.

➕Add Party

#	Type	Primary	Name	Address

Next

When adding a party you have 3 options:

1. Copy your account information into the party fields by pressing on the Copy from Current Filer option.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

In some cases the party may need to be served with documents. Service Options are provided to identify the type of service to be used to serve the documents. If electronic is chosen then an email is sent to the party email address with documents attached when the filing is submitted.

Party #: New Party
Role: [Select ▼] ☐ Primary Party ☐ Filed On Behalf of
ID State/License #: [Select State ▼] [   ]
🔲 Copy From Current Filer 🔍 Search Registered Filers

You must enter either person or organization name.

	First	Middle	Last	Suffix
* Person Name:	[ ]	[ ]	[ ]	[ ]
OR Organization:	[ ]			
Email Address:	[ ]			
Address:	[ ]	[ ]		
City/ State/ Zip Code:	[ ]	[Select State ▼]	[ ]	
Phone #:	[ ]	Format: ###-###-####		
Service Options:	[Not Served ▼]			

[Save]   [Cancel]

Click the Save button when entries are complete. The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: Probate
Case #: 09000200CA	Case Type: CI	Total Fee: $0.00

| 🐚 Case Information | 👤 Parties | 📄 Documents | 💰 Payments | ⬆ Review & Submit |

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. <u>Do not</u> use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

MIDLAND FUNDING LLC [P]
VIOLETTE RENA F [D]

New Parties

If your party does not appear above, add the parties here. Note: You can't add attorneys.

➕ Add Party

		#	Type	Primary	Name	Address
✏ Edit	✖ Remove	1	Beneficiary	No	Mother Miner	18 Main Street Orlando 32256

[Next]

When the filer has completed adding or editing all necessary party information, click the **Next** button.

Adding Documents

The filer is directed to the documents screen. Click Add Document to add a document to the case.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: County Civil
Case #: 09000222CA	Case Type: Landlord/tenant / Eviction/Possesion	Total Fee: $0.00

🜄 Case Information	👤 Parties	📄 Documents	🗐 Payments	⬆ Review & Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. <u>Do not</u> use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

✚Add Document

#	Document Group	Document Type	Filing Fee
No Documents			

Add Documents and select Next. **Next**

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.

Note: On existing cases, there may or may not be a file, based on the type of document and the codes the clerk has set up.

Select the **Document Group**, **Document Type**, **# Pages** and select the document. To select a document click **Browse**, select the document and attach document. Click **Save**.

Document Group and Document Type dropdown lists are established by the county staff.   If the document group or type is not listed, contact the county office.

📄 Document

Document #: New Document	Filing Fee:$0.00
* Document Group: Initial Pleading	▼
* Document Type: Petition for Administration	▼
* # Pages: 3	
* Select Document: C:\Users\wminer\Clericus VSS\24 OPERATION Browse...	

Document may be Word 97 or higher, OR pdf only.

Save   **Cancel**

The document displays in the list.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: County Civil
Case #: 09000222CA	Case Type: Landlord/tenant / Eviction/Possesion	Total Fee: $0.00

🐱 Case Information	👤 Parties	📄 Documents	💰 Payments	⬆ Review & Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

⬇ Add Document

	#	Document Group	Document Type	Filing Fee
✏ Edit ✖ Remove	1	Initial Pleading	Complaint	$0.00

Add Documents and select Next. **Next**

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The document screen also allows the filer to **Edit** or **Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case.

When the filer has completed adding or editing all necessary document information, click the **Next** button.

Note: There is no additional payment required.

Review and Submit
Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Parties**, **Documents**, and/or **Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Columbia	Division: County Civil
Case #: 09000222CA	Case Type: Landlord/tenant / Eviction/Possesion	Total Fee: $0.00

🔍 Case Information	👤 Parties	📄 Documents	🗂 Payments	⬆ Review & Submit

Review Information shown below and select submit. **Submit**

Filer
Name:	Miner
Address:	
Email Address:	vminer@flclerks.com
Phone Number:	

Fee
#	Description	Amount
1	Filing fee	$0.00
2	Initial Pleading Complaint	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

Payments
Payment Option:	No Payment required
Credit Card/Account Number:	
Expiration Date:	

Parties
#	Type	Primary	Name	Address

Documents
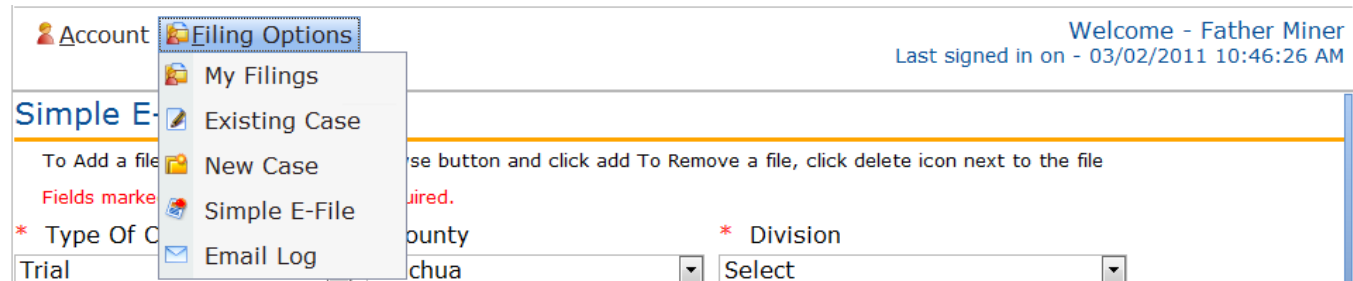| #	Document Group	Document Type	File
1	Initial Pleading	Complaint	C:\fakepath\Eviction Claim.doc

Review Information shown above and select submit. **Submit**

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User receive a **Filing Received Confirmation** upon successful filing.

New Case

Choose the **New Case** Link when filing a new case.

The filer will be taken to the case information screen.

Adding Case Information

eFilers can enter new case information. When the case information is reviewed by the county staff a case number will be assigned. The eFiler will received a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the 'My Filing' list will be populated with the case number in place of the 'new case' text.

From the available drop down menus select the following:

- **Type of Court**
- **County**
- **Division**
- **Case Type**
- **Sub Type**

Note: Items in the drop down lists are dependent on what is available on the ePortal and by the county. Initially the Type of Court dropdown contains only Trial court. As e-Filing continues other court types will be added to the court types allowing e-Filing. As a county begins participation in e-Filing they will be added to the County dropdown. If the county is not displayed in the dropdown they are not currently participating in e-Filing. Each County determines the Divisions participating in e-Filing. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division it will be listed in the dropdown for the county.

New Case

Court Type: Trial	County: Columbia	Division: Probate
Case #: New Case	Case Type: Formal Administration / Petition for Administration InTestate Florida Resident	Total Fee: $400.00

🔵 Case Information   👤 Parties   🗋 Documents   🗐 Payments   ⬆ Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. <u>Do not</u> use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court	* County	* Division
Trial ▾	Columbia ▾	Probate ▾

* Case Type: Formal Administration ▾

* Sub Type: Petition for Administration InTestate Florida Resident ▾

#	Description	Amount
1	Filing fee	$400.00

☐ Emergency Filing

Next

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The filing fee amount(s) automatically calculate based on the selections made by the filer.

When complete, click on the **Next** button. The filer may move though the process by clicking on the Next button when each screen is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review And Submit.

Note: Emergency Filing flag – Each county may handle emergency filing differently. Please contact the county for information regarding the emergency filing processing procedure.

Adding / Editing Party Information

The filer is directed to the parties screen. Click Add Party to add a party to the case.

New Case

Court Type: Trial	County: Columbia	Division: Probate
Case #: New Case	Case Type: Formal Administration / Petition for Administration InTestate Florida Resident	Total Fee: $400.00

🔵 Case Information   👤 Parties   🗋 Documents   🗐 Payments   ⬆ Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. <u>Do not</u> use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

➕ Add Party

#	Type	Primary	Name	Address

Next

Select **Role** and select either **Primary Party** or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party's involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case.
- Filed On Behalf of – Identifies the party that would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

When adding a party you have 3 options:

1. Copy your account information into the party fields by pressing on the Copy from Current Filer option.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

In some cases the party may need to be served with documents. Service Options are provided to identify the type of service to be used to serve the documents. If electronic is chosen then an email is sent to the party email address with documents attached when the filing is submitted.

Party #:	New Party
Role:	Select ▾ ☐Primary Party ☐Filed On Behalf of
ID State/License #:	Select State ▾

▦ Copy From Current Filer   ⚲ Search Registered Filers

You must enter either person or organization name.

	First	**Middle**	**Last**	**Suffix**
* Person Name:				

OR Organization:	
Email Address:	
Address:	
City/ State/ Zip Code:	Select State ▾
Phone #:	Format: ###-###-####
Service Options:	Not Served ▾

Save   **Cancel**

The party screen refreshes and the party that was just added will be displayed in the list.

New Case

| Court Type: Trial | County: Columbia | Division: Probate |
| Case #: New Case | Case Type: Formal Administration / Petition for Administration InTestate Florida Resident | Total Fee: $400.00 |

🦆 Case Information 👤 Parties 📄 Documents 🗂 Payments ⬆ Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

➕ Add Party

		#	Type	Primary	Name	Address
✏ Edit	✖ Remove	1	Petitioner	Yes	Larry Miner	

Next

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

When the filer has completed adding or editing all necessary party information, click the **Next** button.

Adding Documents

The filer is directed to the documents screen. Click Add Document to add a document to the case.

New Case

| Court Type: Trial | County: Columbia | Division: Probate |
| Case #: New Case | Case Type: Formal Administration / Petition for Administration InTestate Florida Resident | Total Fee: $400.00 |

🦆 Case Information 👤 Parties 📄 Documents 🗂 Payments ⬆ Review And Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

➕ Add Document

#	Document Group	Document Type	Filing Fee
No Documents			

Next

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Select the **Document Group**, **Document Type**, **# Pages** and select the document. To select a document click **Browse**, select the document and attach document. Click **Save**.

Document

Document #:	New Document	Filing Fee:$0.00	
* Document Group:	Initial Pleading		▼
* Document Type:	Petition for Administration		▼
* # Pages:	3		
* Select Document:	C:\Users\wminer\Clericus VSS\24 OPERATION	Browse...	

Document may be Word 97 or higher, OR pdf only.

Save   **Cancel**

The document will display in the list.

New Case

Court Type:	Trial	County:	Columbia	Division:	Probate
Case #:	New Case	Case Type:	Formal Administration / Petition for Administration InTestate Florida Resident	Total Fee:	$400.00

🌐 Case Information 👤 Parties 📄 Documents 📑 Payments ⬆ Review And Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. <u>Do not</u> use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

➕Add Document

	#	Document Group	Document Type	Filing Fee
✏Edit ✖Remove	1	Initial Pleading	Petition for Administration	$0.00

Next

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The document screen also allows the filer to **Edit** or **Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case.

When the filer has completed adding or editing all necessary document information, click the **Next** button.

Payment

The filer is directed to the payment screen. There are three payment options: credit card, check or fee waiver. Enter *only* one form of payment.

New Case

Court Type: Trial	County: Columbia	Division: Probate
Case #: New Case	Case Type: Formal Administration / Petition for Administration InTestate Florida Resident	Total Fee: $400.00

Case Information Parties Documents Payments Review And Submit

Select ONE payment option, then click NEXT to continue   **Next**

Fields marked with an asterisk (*) are required.

Credit Card Type		Check Routing Number
[▼]		[　　　　　　　]

Credit Card Number	CVV	Checking Account Number
[　　　　　]	[　　]	[　　　　　　　]

Expiration Date Month	Year	Name on Account
[▼]	[▼]	[　　　　　　　]

Account Type
⦿ Checking   ◯ Savings

There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.

Fee Information

#	Description	Amount
1	Filing fee	$400.00
2	Initial Pleading Petition for Administration	$0.00
	Total Filing Fees:	$400.00
	Statutory Convenience Fee:	$0.00
	Total:	$400.00

There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.

☐ Request Fee Waiver?   Waiver Reason: [　　　　　　　]

Attach completed Fee Waiver form: [　　　　] [Browse...]

Click Here to download Fee Waiver Form

If a fee waiver is not requested , please provide credit card or Checking Account Information.

Select ONE payment option, then click NEXT to continue   **Next**

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A breakdown of the filing fees are listed in the Fee Information portion of the screen.

The filer may elect to use a credit card or e-check. Only one payment method is allowed. Once a user enters their payment information, the payment information is stored for future use.

The filer may request a Waiver of the fees by completing the bottom portion of the screen.

Note: An explanation of how the convenience fee is calculated is stated in red text below the fee total.

What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.

When the filer has completed adding all necessary payment information, click the **Next** button.

When the user clicks on the Submit button on the Review And Submit screen the credit card or check routing information are verified with the appropriate institution. Successful verification will place a hold on the funds until the clerk reviews and accepts the filing.

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Parties**, **Documents**, and/or **Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**

New Case

Court Type: Trial	County: Columbia	Division: Probate
Case #: New Case	Case Type: Formal Administration / Petition for Administration InTestate Florida Resident	Total Fee: $412.00

🐌 Case Information 👤 Parties 📄 Documents 🔒 Payments ⬆ Review And Submit

Review Information shown below and select submit. **Submit**

Filer ⌃

Name:	Miner
Address:	
Email Address:	vminer@flclerks.com
Phone Number:	

Fee ⌃

#	Description	Amount
1	Filing fee	$400.00
2	Initial Pleading Petition for Administration	$0.00
	Total Filing Fees:	$400.00
	Statutory Convenience Fee:	$12.00
	Total:	$412.00

There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.

Payments ⌃

Payment Option:	Pay with MasterCard
Credit Card/Account Number:	XXXXXXXXXXXX4444
Expiration Date:	04/2013

Parties ⌃

#	Type	Primary	Name	Address
1		No		

Documents ⌃

#	Document Group	Document Type	File
1	Initial Pleading	Petition for Administration	C:\fakepath\Damages.doc

Review Information shown above and select submit. **Submit**

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If the filer has failed to enter required information they will receive a pop up message providing information on what is missing. The filing is not submitted if required data is not entered.

The filer will receive a Filing Received Confirmation upon successful filing.

Confirmations

In total, the filer receives three (3) Confirmations during the filing process:

1. The **Filing Received Confirmation** screen:

Immediately upon submitting the filing the filer will receive a confirmation notice.   This notice provides the filing reference number. This number is needed if the filer contacts the county regarding the filing prior to a case number being assigned to the filing.

2. An **Email**:

The filer receives an email regarding the filing in their email client account based on the email addresses in their profile. This email is also in the Email Log / Notifications in the ePortal.

3. The document displays in **My Filings** (notice there is no **Completion Date** at this time.)

When the filer returns to the My Filings listing the new filing is displayed in the list.

Clerk Review

After the Clerk completes the review of the filing, the user receives another email verifying that the filing was processed successfully.

From: noreply@myflcourtaccess.com [mailto:noreply@myflcourtaccess.com]
Sent: Monday, February 28, 2011 2:28 PM
To: vminer@flclerks.com; vminer@flclerks.com; vminer@flclerks.com
Subject: Processing Completed for Filing # 6171

Dear Mother Miner:

This email verifies the processing of Filing # 6171 submitted by you to Circuit Court for Holmes County, Florida Probate division on 02/28/2011 02:24:23 PM.

Case Number: 11000006PRAXMX

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	All Certificate Of Death	Accepted	02/28/2011		Death.doc
2	All Petition For Formal Administration	Accepted	02/28/2011		PetitionFA.doc

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the please contact the Circuit Court for Holmes County, Florida Probate division.

Thank you,
FACC ePortal Staff

The document now appears in **My Filings** with the **Completion Date** populated.

Simple E-File:

Selecting **Simple E-File** from the Filing Options allows the user to file documents with the court.

Select **Type of Court**, **County** and **Division** from the drop downs.

Check the New Case box if the filing is to be used to generate a new case.

If this filing is to be applied to an existing case enter the case number.

Click on the Browse button to locate and select your document for filing. Once the document is selected click on Add file to add the document to the filing

Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file

Fields marked with asterisk (*) are required.

* Type Of Court	* County	* Division
Circuit ▼	Columbia ▼	Select ▼

☐ New Case   * Case Number: [   ]   Example 09 000200 CA

[   ] Browse...   ➕ Add File

 #   File

☐ Emergency Filing

Submit

Note: Items in the drop down lists are dependent on what is available on the ePortal and by the county. Initially the Type of Court dropdown contains only Trial court. As e-Filing continues other court types will be added to the court types allowing e-Filing. As a county begins participation in e-Filing they will be added to the County dropdown. If the county is not displayed in the dropdown they are not currently participating in e-Filing. Each County determines the Divisions participating in e-Filing. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division it will be listed in the dropdown for the county.

Click on **Browse…** and select the file to be submitted. When the file name is displayed click on Add File to add the file to the Simple E-File

Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file

Fields marked with asterisk (*) are required.

* Type Of Court	* County	* Division
Circuit ▼	Columbia ▼	Select ▼

☑ New Case   * Case Number: [   ]   Payment information on file with Judiciary will be charged for filing fees.

[C:\Users\vminer\Clericus VSS\24 OPERATIONAL REPO] Browse...   ➕ Add File

#	File
✖ Remove 1	C:\fakepath\Marriage Monthly Rept DH 133.pdf

☐ Emergency Filing

Submit

The document added will be displayed in the listing below the Browse button.

The filer may remove the document from the list by clicking on the X Remove option next to the document path and name.

Click on **Submit** when all documents for this case have been selected.

Once submitted, the user will receive the confirmation notice.

Notifications

The **Notifications** link opens the **Email Log** which stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the portal without requiring the filer to access an email client.

Notifications sent by ePortal include:

- Initial notification of registration
- Notification to Activate your account
- Notification of password change
- Notification of document rejection (initiated by the filing county)
- Notification of processed filing

Note: If a filer deletes an email from their email client, the email still remains in this Email Log.

Open Multiple ePortal Sessions

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

In the open browser window

- Click on File
- Click on New Session
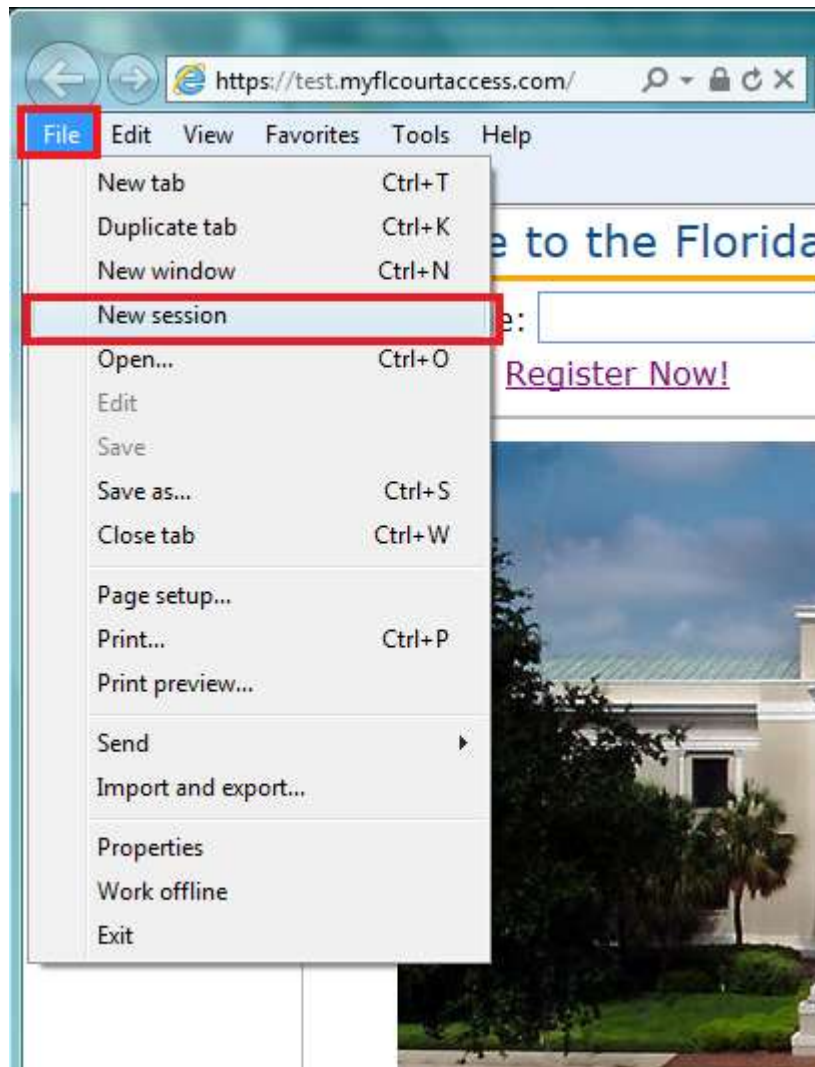
Frequently Asked Questions

1. **Why does my county not show in the dropdown list for filing?**

   As a county begins participation in e-Filing they will be added to the County dropdown. If the county is not displayed in the dropdown they are not currently participating in e-Filing. Each County determines the Divisions participating in e-Filing. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division it will be listed in the dropdown for the county.

2. **Why does my filing division for the county not show in the dropdown list for filing?**

   Each County determines the Divisions participating in e-Filing. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division it will be listed in the dropdown for the county.

3. **Why does my document type not show in the dropdown list for filing?**

   Each County determines the documents they will accept via e-Filing. As a county accepts a new document type it will be listed in the dropdown for the county. Contact the county in which you are filing regarding your document type.

4. **Why is the existing case information not displaying? I have verified the case number.**

   Existing case information is displayed if the county's case management system is linked to the ePortal for case retrieval. Not all counties have or will initiate this link. If the link is not active the existing case information will not be displayed.

   Case information on a case having the privacy level of Confidential or higher will not be retrieved from CCIS and may not be retrieved from the county case management system.

5. ***Describe if and how electronic signatures will be utilized.***

   The ePortal system operates in accordance with the Supreme Courts' Administrative Order (AO09-30) for the use of "/s" in lieu of electronic signatures. A pleading or other document is not required to bear the electronic image of the handwritten signature or an encrypted signature of the attorney, but may be signed in the following manner when electronically filed through an attorney's login and password:

   s/ John Doe
   John Doe (e-mail address)
   Bar Number 12345
   Attorney for (Plaintiff/Defendant) XYZ Company
   ABC Law Firm

123 South Street
Orlando, FL 32800
Telephone: (407) 123-4567

6. *I received an email that my registration was pending approval. Who can assist me in getting my account activated?*

   Contact support@flclerks.com - an administrator can activate an ePortal registration.

7. *I received an email that my filing was rejected. Who can assist me?*

   Filing rejection emails are sent out by the county to which the filing was submitted. Contact the county clerk's office for more information regarding your filing.