

State of Florida ePortal

***Law Firm Administrator
Documentation***

Table of Contents

State of Florida ePortal.....	1
Introduction.....	3
Logging in to the ePortal	3
Law Firms Administrator	4
Account	4
My Profile	4
Changing your Password	5
Edit Organization.....	6
Manage Users.....	7
Unaffiliated Users	10
Filings Options	11
My Filings	12
Organization Filings	12
Existing Case:	13
Adding / Editing Party Information.....	15
Adding Documents	17
New Case	20
<i>Adding Case Information</i>	20
Adding / Editing Party Information.....	21
Adding Documents	24
Payment	25
Confirmations	28
Clerk Review	29
Simple E-File.....	30
Notifications	32
Open Multiple ePortal Sessions	33
Frequently Asked Questions	34

STATE OF FLORIDA – EPORTAL LAW FIRM ADMINISTRATOR DOCUMENTATION

Introduction

The purpose of this document is to provide you, the Administrator, with information necessary to manage your firm's user access.

The Law Firm Administrator security allows the user to update the firm's account, reset firm's user password, inactivate attorney accounts and add additional attorney accounts to the firm. A law firm should consider having more than one administrator to cover leave time, self audit and manage workload.

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

Logging in to the ePortal

Administrators can access the ePortal's log-in page, by typing the following URL into their web browser: www.myflcourtagency.com.

Administrators do not register on the web site. Their initial profiles are created by FACC. The new administrator must enter their **User Name** and **Password** and change their password on initial entry.

Welcome to the Florida Courts eFiling Portal TEST Site

* User Name: * Password: [Sign In](#)

[Register Now!](#) [Forgot Password?](#)



[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#) © 2010 [FACC Services Group](#)

Law Firms Administrator

When the administrator logs into the ePortal they are presented with the My Filings screen. Two menu options are listed just above the My Filings section:

- Account
- Filing Options

The screenshot shows the 'My Filings' section of the ePortal. At the top, there are links for 'Account' and 'Filing Options'. A welcome message for 'Brother Miner' is displayed, along with the last signed-in time. The 'My Filings' section includes a search filter with 'From' and 'To' date pickers, a 'Refresh' button, and a table with columns: Filing #, Case #, Status, County, Division, Submission Date, and Completion Date. The table currently shows 'No records to display.' Below the table are pagination controls. To the right, a 'News & Information' sidebar contains a test message and information about Miami-Dade Emergency Filings. The footer contains links for Terms of Use, Privacy Statement, Filer Documentation, Support?, and Problems with the site?, along with a copyright notice for 2011 FACC Services Group.

Account Filing Options

Welcome - Brother Miner
Last signed in on - 03/01/2011 09:22:03 AM

My Filings

* From (mm/dd/yyyy): 2/26/2011 * To (mm/dd/yyyy): 03/01/2011 Refresh

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
No records to display.						

Change page: Previous 1 Next

Displaying page 1 of 1, items 0 to 0 of 0.

News & Information
This is a test of the news system
Miami-Dade Emergency Filings follow the same current procedures.

Terms Of Use | Privacy Statement | Filer Documentation | Support? | Problems with the site? © 2011 FACC Services Group

Account

The initial page displays the options available to the administrator: Account, Security, Administration and Filings.

Selecting the Account option provides the user with three submenu options: My Profile, Change Password and Logout.

This screenshot shows the 'Account' menu expanded. The 'Account' link is highlighted with a red box, and its submenu is visible. The submenu options are 'My Profile', 'Edit Organization', 'Manage Users', 'Unaffiliated Users', and 'Sign Out'. The background shows the same 'My Filings' section as the previous screenshot, but it is partially obscured by the menu.

Account Filing Options

Welcome - Brother Miner
Last signed in on - 03/01/2011 09:22:03 AM

My Profile
Edit Organization
Manage Users
Unaffiliated Users
Sign Out

News & Information
This is a test of the news system
Miami-Dade Emergency Filings follow the same current procedures.

Terms Of Use | Privacy Statement | Filer Documentation | Support? | Problems with the site? © 2011 FACC Services Group

My Profile

In **User Details**, under **My Profile**, users can update all information except **User Name**, **Status**, **Role** and **Organization**. Click **Save** to save any changes.

My Profile

Select a tab to perform the specific function.

Fields marked with asterisk (*) are required.

User Details

Change Password

Preferences

User Details

[More Information](#)

Organization: Melvins Law Firm

Role: Pro Se - Self Representation

User Name: Brother

* Security Question: Favorite Pet

* Security Answer: Cat

* First

Middle

* Last

Suffix

Name: Brother

Miner

* Primary Email: vminer@flclerks.com

Alternate
Email1/Email2:

Address 1/2:

City/State/ Zip Code:

Select State

Phone #:

Format: (###) ###-####

Update

The profile allows for three email addresses. The primary email address is required. Additional email addresses may be other email accounts for the user or the email account of the user's backup or supervisor. Email notifications will be sent all email addresses listed.

Changing your Password

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

My Profile

Select a tab to perform the specific function.

Fields marked with asterisk (*) are required.

User Details

Change Password

Preferences

Change Password

* Current Password:

* New Password:

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

* Re-enter New Password:

Change

New passwords must meet the password criteria that are defined immediately below the **New Password** box.

Edit Organization

This option provides the administrator with the functionality to change the Law Firm's address, email addresses and phone number.

Edit Organization

Edit this organization's profile information then click update to save.

Fields marked with asterisk (*) are required.

Organization Name: Melvins Law Firm

* Primary Email:

Alternate Email1/Email2:

Address1/2:

City/State/ Zip Code: Select State

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

Update

Manage Users

This option allows the administrator to view list of users for the law firm, add users, edit users, reset passwords, and disable the user account.

Manage Users

To perform a specific action, first select the row with the user to be affected then click on the corresponding action link.

Users for organization: VM Law Firm

 [Add](#)  [Edit](#)  [Preferences](#)  [Reset Password](#)  [Disable](#)  [Refresh](#)

#	Status	User Name	Name	Primary Email	Primary Phone Number
989	Active	VMLawyer	VM Lawyer	vminer@flclerks.com	
1000	Active	MinerLawyer	Lawyer Miner	vminer@flclerks.com	

Change page: [Previous](#) [Next](#) ▶ Displaying page 1 of 1, items 1 to 2 of 2.

Add

The Add option allows the administrator to establish new user accounts for the law firm. New attorney accounts or administrator accounts can be created by the law firm administrator.

Administrator must complete all required fields. The user receives an activation email at the email address entered as Primary email.

Manage Users - Add User

To add a user, select role, and enter user information

Fields marked with asterisk (*) are required.

* Organization:

* Role: [Select](#)

ID State/Number:

* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

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

* Primary Email:

Alternate Email1/Email2:

Address 1/2:

City/State/ Zip Code:

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

☐ Can act as administrator?

[Add](#)

[Cancel](#)

When the new user received the email and selects to activate the account they will receive an account activation screen to allow them to complete the security requirements for the account.

Once the required fields are completed and the new user clicks Activate they can log into the ePortal.

User Account Activation																																							
Your security is important to us. Please verify your identity by providing password, your administrator has assigned you. You are required to pick a new password and a security question to activate your account																																							
Fields marked with asterisk (*) are required.																																							
* Current Password: <input type="text"/>																																							
* New Password: <input type="text"/>																																							
Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days																																							
* Re-enter New Password: <input type="text"/>																																							
* Security Question: <input type="text" value="Select Security Question"/>																																							
* Security Answer: <input type="text"/>																																							
<table><thead><tr><th></th><th>* First</th><th>Middle</th><th>* Last</th><th>Suffix</th></tr></thead><tbody><tr><td>Name:</td><td><input type="text" value="Vickie"/></td><td><input type="text"/></td><td><input type="text" value="Lawyer"/></td><td><input type="text"/></td></tr><tr><td>* Primary Email:</td><td colspan="4"><input type="text" value="vminer@flclerks.com"/></td></tr><tr><td>Alternate Email1/Email2:</td><td colspan="2"><input type="text"/></td><td colspan="2"><input type="text"/></td></tr><tr><td>Address 1/2:</td><td colspan="2"><input type="text"/></td><td colspan="2"><input type="text"/></td></tr><tr><td>City/State/ Zip Code:</td><td><input type="text"/></td><td><input type="text" value="Select State"/></td><td colspan="2"><input type="text"/></td></tr><tr><td>Phone #:</td><td><input type="text"/></td><td colspan="3">Format: (###) ###-####</td></tr></tbody></table>						* First	Middle	* Last	Suffix	Name:	<input type="text" value="Vickie"/>	<input type="text"/>	<input type="text" value="Lawyer"/>	<input type="text"/>	* Primary Email:	<input type="text" value="vminer@flclerks.com"/>				Alternate Email1/Email2:	<input type="text"/>		<input type="text"/>		Address 1/2:	<input type="text"/>		<input type="text"/>		City/State/ Zip Code:	<input type="text"/>	<input type="text" value="Select State"/>	<input type="text"/>		Phone #:	<input type="text"/>	Format: (###) ###-####		
	* First	Middle	* Last	Suffix																																			
Name:	<input type="text" value="Vickie"/>	<input type="text"/>	<input type="text" value="Lawyer"/>	<input type="text"/>																																			
* Primary Email:	<input type="text" value="vminer@flclerks.com"/>																																						
Alternate Email1/Email2:	<input type="text"/>		<input type="text"/>																																				
Address 1/2:	<input type="text"/>		<input type="text"/>																																				
City/State/ Zip Code:	<input type="text"/>	<input type="text" value="Select State"/>	<input type="text"/>																																				
Phone #:	<input type="text"/>	Format: (###) ###-####																																					
<input type="button" value="Activate"/>																																							

Edit

This option allows the administrator to update a user's account. Updates are allowed to the user name, address, email address and phone number. The account can also be set to act as an administrator or this functionality can be removed from a user by checking or unchecking the **Can act as administrator?** Checkbox.

Manage Users - Edit User

Edit User Information

Fields marked with asterisk (*) are required.

User Name: MinerLawyer

Status: Active

Role: Attorney – Florida Bar

* Organization: VM Law Firm

* First

Middle

* Last

Suffix

Name: lawyerminer

* Primary Email: vminer@flclerks.com

Alternate Email1/Email2:

Address 1/2:

City/State/ Zip Code: Select State

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

☐ Can act as administrator?

Update

Cancel

Reset Password

This option allows the administrator to reset passwords for the firm's user. The administrator only option is to assign a temporary password. The user will be required to enter a new password when they log into the ePortal. The administrator cannot see the current password on an account.

Reset User's Password

* Temporary Password:

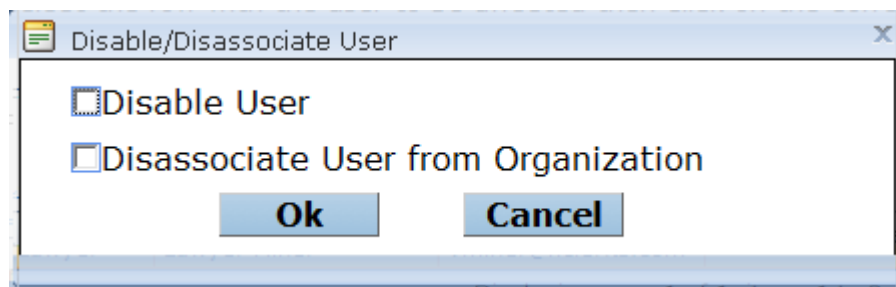
Reset

Cancel

Disable

This option allows the administrator to disable or disassociate the user account.

- Disable User – Sets the user account to inactive. To reactivate the account call FACC Support Services
- Disassociate User from Organization – Removes the user from the law firm.



Unaffiliated Users

This option allows the firm administrator to attach users to their organization. An Unaffiliated user is one who has registered online and the organization affiliation has not been established. For instance, if a lawyer registered online and now belongs to this organization (law firm) then the local administrator can search for the user name and affiliate them with the organization.

The initial screen presented to the administrator when selecting this option is a search screen. Enter the name of the user and click on Search.

Unaffiliated Users

Organization Melvins Law Firm

Enter search criteria and then click search to find unaffiliated users.

* Last Name: First Name: [Search](#)





A list of unaffiliated users matching the entered search criteria are returned and presented.

Locate the user to be added to the law firm. There are two choices for adding the user. They may be added and just a filer by clicking on **Add** link. Or they may be added as an administrator for the law firm by clicking on the **Add as administrator** link.

Organization Melvins Law Firm

Enter search criteria and then click search to find unaffiliated users.

* Last Name: First Name: [Search](#)

		#	Status	User Name	Name	Primary Email	Primary Phone Number
	Add as administrator	104	Active	vminer	Vickie Miner	vminer@flclerks.com	
	Add as administrator	107	Active	vdemo	Vickie V Miner	vminer@flclerks.com	
	Add as administrator	568	Active	AVminer	A V Miner	vminer@flclerks.com	
	Add as administrator	979	Pending Activation	SMiner	Sarah Miner	vminer@flclerks.com	7788888888

Filings Options

The Filings option provides the administrator with the following options:

- My Filings - The filings submitted by the administrator
- Organization Filings – The filings submitted by users for the organization
- Existing Case – Initiate the filing for an existing case
- New Case – Initiate the filing for a new case
- Simple E-File – Initiate a simple e-filing
- Email Log – List of emails sent by the portal or received via the portal for the administrator

Account

Filing Options

My Filings

Organization Filings

Existing Case

New Case

Simple E-File

Email Log

My Filing

* From (mm/dd/yyyy):

To (mm/dd/yyyy):

vision

Submission Date

Completion Date

Displaying page 1 of 1, items 0 to 0 of 0.

Welcome - Brother Miner

Last signed in on - 03/02/2011 09:25:50 AM

News & Information

This is a test of the news system

Miami-Dade Emergency Filings follow the same current procedures.

Miami-Dade - No new parties will be added via the ePortal

[Terms Of Use](#) | [Privacy Statement](#) | [Filer Documentation](#) | [Support?](#) | [Problems with the site?](#)

© 2011 [FACC Services Group](#)

My Filings

The **My Filings** option 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.

[Account](#) [Filing Options](#) Welcome - Last signed in on - 12/29/2010 08:31:10 AM

My Filings

* From (mm/dd/yyyy): 12/27/2010 * To (mm/dd/yyyy): 12/30/2010 [Refresh](#)

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
 5138	NEW CASE	Pending Review	Columbia	Probate	12/30/2010 09:36:20 AM	
#	Status	Document Group	Document Type	Rejection Reason	File Name	
1	Received	Initial Pleading	Petition for Administration		Damages.doc	
 5092	NEW CASE	Pending Review	Alachua	Circuit Civil	12/28/2010 09:27:00 AM	
#	Status	Document Group	Document Type	Rejection Reason	File Name	
1	Received				marriage license (2).pdf	

Change page: [Previous](#) [Next](#) | Displaying page 1 of 1, items 1 to 2 of 2.

News & Information

This is an FACC non-branded page item.

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#) © 2009 [FACC Services Group](#)

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.

Organization Filings

The **Organization Filings** option allows filer to view a list of filings entered by the law firm 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.

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

The **Organization 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.

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

Law Firm Administrator – June 2011

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 Case #: 09000222CA	County: Columbia Case Type: Landlord/tenant / Eviction/Possession	Division: County Civil Total Fee: \$0.00						
Case Information	Parties	Documents						
Payments	Review & Submit							
<p>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.</p> <p>* Type Of Court * County * Division Trial Columbia County Civil</p> <p>* Case #: <input type="text" value="09000222CA"/> Example 09 000200 CA</p> <p>Case Type: Landlord/tenant / Eviction/Possession Case Title: JPMORGAN CHASE BANK VS BEVILLE ROBERT M</p> <table border="1"><thead><tr><th>#</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td>1</td><td>Filing fee</td><td>\$0.00</td></tr></tbody></table> <p><input type="checkbox"/> Emergency Filing</p> <p>Next</p>			#	Description	Amount	1	Filing fee	\$0.00
#	Description	Amount						
1	Filing fee	\$0.00						
<p>Terms Of Use Privacy Statement Support? Problems with the site?</p> <p>© 2009 FACC Services Group</p>								

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.

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

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/Possession	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

Terms Of Use | Privacy Statement | Support? | Problems with the site?

© 2009 FACC Services Group

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: ☐ Primary Party ☐ Filed On Behalf of
 ID State/License #:

[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:

Phone #: Format: ###-###-####

Service Options:

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. 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.

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

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 Case #: 09000222CA	County: Columbia Case Type: Landlord/tenant / Eviction/Possession	Division: County Civil 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
No Documents			

Add Documents and select Next. **Next**

Terms Of Use | Privacy Statement | Support? | Problems with the site?

© 2009 FACC Services Group

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/Possession	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
		1	Initial Pleading	Complaint	\$0.00

Add Documents and select Next. [Next](#)

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

© 2009 [FACC Services Group](#)

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/Possession	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**

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

© 2009 [FACC Services Group](#)

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

New Case

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

The screenshot shows the eFiling system interface. At the top left, there is a user account section with a profile icon and the text 'Account'. Next to it is a 'Filing Options' menu, which is highlighted with a red box. The menu contains the following options: 'My Filings', 'Organization Filings', 'Existing Case', 'New Case', 'Simple E-File', and 'Email Log'. The 'New Case' option is the one to be selected. To the right of the menu, there is a 'Welcome - Brother Miner' message and a 'Last signed in on - 03/02/2011 09:25:50 AM' timestamp. Below the welcome message, there is a 'News & Information' section with a test message and a link to 'Refresh'. The main content area shows a table with columns for 'Division', 'Submission Date', and 'Completion Date'. The table is currently empty, displaying 'No records to show'. At the bottom of the page, there are links for 'Terms Of Use', 'Privacy Statement', 'Filer Documentation', 'Support?', and 'Problems with the site?'. The copyright notice '© 2011 FACC Services Group' is also visible.

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 receive 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
Case #: New Case

County: Columbia
Case Type: Formal Administration /
Petition for
Administration
InTestate Florida
Resident

Division: Probate
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.

* 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

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

© 2009 FACC Services Group

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. 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

[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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OR Organization:	<input type="text"/>			
Email Address:	<input type="text"/>			
Address:	<input type="text"/>		<input type="text"/>	
City/ State/ Zip Code:	<input type="text"/>	Select State	<input type="text"/>	
Phone #:	<input type="text"/>	Format: ###-###-####		
Service Options:	Not Served			
	Save		Cancel	






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

 Account  Filing Options


Welcome -
Last signed in on - 12/29/2010 08:31:10 AM



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
 	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

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:

* Document Type:

* # Pages:

* Select Document:




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. 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	Petition for Administration	\$0.00

Next

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 Case #: New Case	County: Columbia Case Type: Formal Administration /	Division: Probate Total Fee: \$400.00
---------------------------------------	--	--

Case InformationPartiesDocumentsPaymentsReview And Submit

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

Fields marked with an asterisk (*) are required.

Credit Card Type

Credit Card Number CVV

Expiration Date Month Year

Check Routing Number

Checking Account Number

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**

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 /	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 XXXXXXXXXXXX4444
 Number:
 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**

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.

Filing Received Confirmation

1 document is successfully submitted for filing to Trial Court for Columbia County, Florida Probate Division
Case # you have provided is NEW CASE
Reference # for this filing is 5138

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

[Submit a new simple eFiling](#)

Recent Filings

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
5138	NEW CASE	Received	Columbia	Probate	12/30/2010 09:36:20 AM	

[Refresh](#)

News & Information

This is an FACC non-branded page item.

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.

From: Florida E-Portal
Subject: Filing Received
Date: 12/30/2010 09:36:20 AM

Dear **Miner**:

This email verifies the receipt of 1 document submitted by you to Columbia Probate division on 12/30/2010 09:36:20 AM.

Case Number: NEW CASE

The Reference number of this filing is: 5138. Please reference this Filing # in any correspondence.

We will notify you when processing is complete.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Probate division.

Thank you,
FACC ePortal Staff

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.

Account Filing Options

Welcome -
Last signed in on - 12/29/2010 08:31:10 AM

My Filings

* From (mm/dd/yyyy): * To (mm/dd/yyyy): Refresh

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
5138	NEW CASE	Pending Review	Columbia	Probate	12/30/2010 09:36:20 AM	
5092	NEW CASE	Pending Review	Alachua	Circuit Civil	12/28/2010 09:27:00 AM	

Change page: [Previous](#) [Next](#) Displaying page 1 of 1, items 1 to 2 of 2.

News & Information

This is an FACC non-branded page item.

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#) © 2009 [FACC Services Group](#)

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@myflcourtagency.com [mailto:noreply@myflcourtagency.com]
Sent: Monday, February 28, 2011 2:28 PM
To: vminer@flclerk.com; vminer@flclerk.com; vminer@flclerk.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.

Account Filing Options Smart Forms A2J Interviews

Welcome - Mother Miner
Last signed in on - 03/01/2011 07:30:35 AM

My Filings

* From (mm/dd/yyyy): 02/26/2011 * To (mm/dd/yyyy): 03/01/2011 Refresh

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
6175	11000008PRAXMX	Filed	Holmes	Probate	02/28/2011 03:12:23 PM	02/28/2011 03:15:06 PM
6174	11000007CVAXMX	Filed	Holmes	Probate	02/28/2011 02:59:36 PM	02/28/2011 03:01:53 PM
6173	10000008PR	Filed	Holmes	Probate	02/28/2011 02:40:02 PM	02/28/2011 02:41:14 PM
6171	11000006PRAXMX	Filed	Holmes	Probate	02/28/2011 02:24:23 PM	02/28/2011 02:27:25 PM
6167	10000008CC	Being Reviewed	Holmes	Probate	02/28/2011 01:53:19 PM	

Change page: Previous 1 Next

Displaying page 1 of 1, items 1 to 5 of 5.

News & Information

This is a test of the news system

Miami-Dade Emergency Filings follow the same current procedures.

Miami-Dade - No new parties will be added via the ePortal

[Terms Of Use](#) | [Privacy Statement](#) | [Filer Documentation](#) | [Support?](#) | [Problems with the site?](#)

© 2011 FACC Services Group

Simple E-File:

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

Account Filing Options

Welcome - Brother Miner
Last signed in on - 03/02/2011 09:25:50 AM

My Filing

* From (mm/dd/yyyy): 03/02/2011 * To (mm/dd/yyyy): 03/02/2011 Refresh

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
No records to display						

Change page: Previous 1 Next

Displaying page 1 of 1, items 0 to 0 of 0.

News & Information

This is a test of the news system

Miami-Dade Emergency Filings follow the same current procedures.

Miami-Dade - No new parties will be added via the ePortal

[Terms Of Use](#) | [Privacy Statement](#) | [Filer Documentation](#) | [Support?](#) | [Problems with the site?](#)

© 2011 FACC Services Group

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

  Add File

#	File
---	------

☐ Emergency Filing

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

© 2009 [FACC Services Group](#)

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.

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

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\wminer\Clericus VSS\24 OPERATIONAL REPO  Add File

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

☐ Emergency Filing

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

© 2009 [FACC Services Group](#)

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

Email Log

This screen is a log of all emails sent to you by this e-filing system.

	0	From	Subject	Submitted
<input type="checkbox"/>	Submitted: 12/28/2010			
		Florida E-Portal	Filing Received	12/28/2010 09:27:00 AM
<input type="checkbox"/>	Submitted: 12/23/2010			
		Florida E-Portal	Password Change for your Electronic Filing Account with FACC ePortal	12/23/2010 09:32:06 AM

From: Florida E-Portal

Subject: Filing Received

Date: 12/28/2010 09:27:00 AM

Dear | **Miner:**

This email verifies the receipt of 1 document submitted by you to Alachua Circuit Civil division on 12/28/2010 09:27:00 AM.

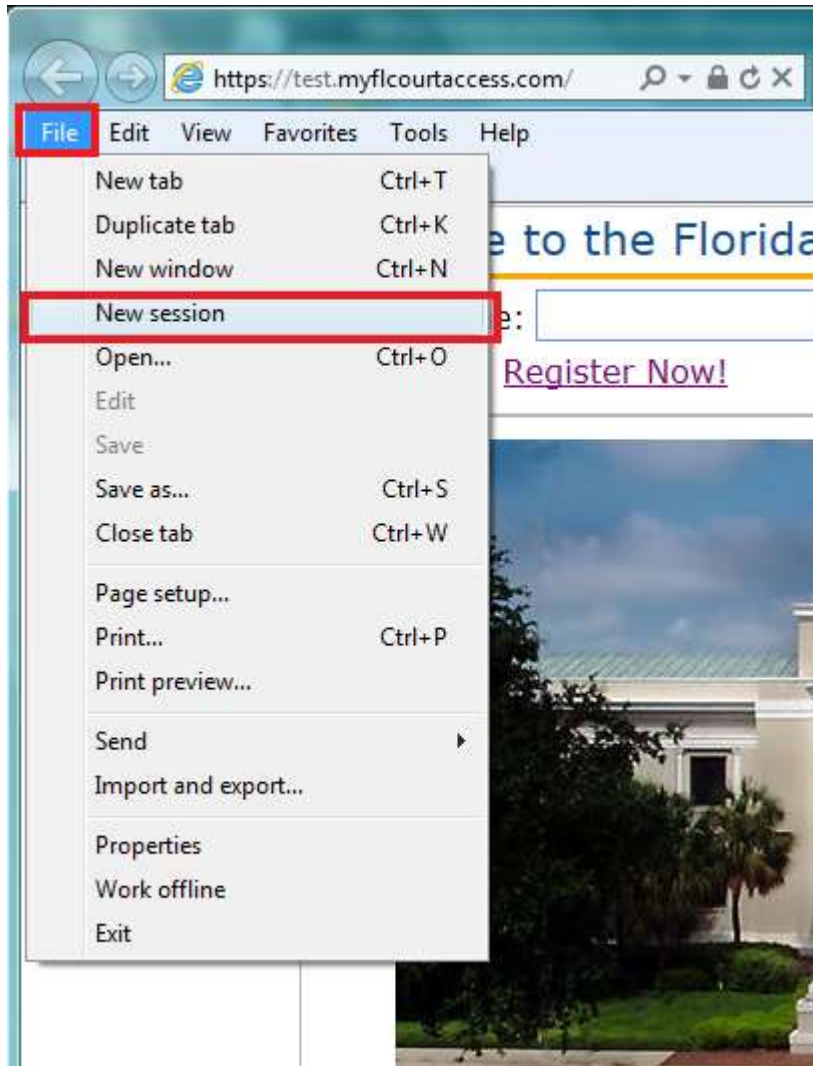
Note: If a filer deletes an email from their email client, the email still remains in this Email Log.

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.