



FLORIDA COURTS **E-FILING PORTAL**



PORTAL FILER USER MANUAL

Updated September 2021

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Introduction

The purpose of this user manual is to provide you, the Portal Filer, with the information necessary to electronically file court case documents via the Florida Courts E-Filing Portal – commonly referred to as the Portal. This User Manual will walk you through the process of registering as a new filer, managing your user account, filing documents through the Portal, generating reports and making payments for filings submitted via the Portal.

As with documentation for any evolving system, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

Video Tutorials

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

E-Filing Videos

Attorney E-Filing Instructional Videos

- [The Florida Courts E-Filing Portal](#) - 12 mins (6/2016)
- [The Florida Courts E-Filing Portal- Portal Help Menu](#) - 3 mins (5/13/2020)
- [The Florida Courts E-Filing Portal - Register for an Account](#) - 4 mins (5/13/2020)
- [Florida Courts E-Filing Portal - Setting Profile Preferences](#) - 9 mins (1/1/2020)
- [Florida Courts E-Filing Portal - My Submissions - 2016](#) - 5 mins (6/2016)
- [Florida Courts E-Filing Portal - My Cases](#) - 7 mins (6/2016)
- [Florida Courts E-Filing Portal - Filing to a New Case](#) - 15 mins (5/13/2020)
- [Florida Courts E-Filing Portal – Filing a Pleading to an Existing Case](#) - 10 mins (5/13/2020)
- [Florida Courts E-Filing Portal - Fees and Payments](#) - 4 mins (6/5/2014)
- [Florida Courts E-Filing Portal – File a New Case to Florida Supreme Court](#) - 17 mins (10/23/2014)
- [File to the District Courts of Appeal](#) - 9 mins (5/12/20)
- [Creating the E-Service List](#) - 7 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Correction Queue](#) - 4 mins (1/1/2020)
- [Florida Courts E-Filing Portal – Updated News & Information](#) - 3 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Removing Metadata from WORD Documents](#) - 2 mins (5/20/2015)
- [Florida Courts E-Filing Portal – The New Civil Cover Sheet](#) - 4 mins (1/1/2020)

Suggested E-Filing How-To's

- [Florida Courts E-Filing Portal – Filing Large Documents](#) - 10 mins (10/10/2019)
- [Florida Courts E-Filing Portal - The Email Log](#) - 2 mins (10/10/2019)
- [Florida Courts E-Filing Portal - My Alerts](#) - 2 mins (10/10/2019)
- [Florida Courts E-Filing Portal - Forgot Password](#) - 1 min (10/10/2019)
- [Florida Courts E-Filing Portal - Setting Up Your Law Firm As An Organization](#) - 9 mins (1/1/2020)
- [Florida Courts E-Filing Portal – Request E-Filing Support](#) - 3 mins (5/12/2020)
- [Florida Courts E-Filing Portal – Portal Workbench](#) - 9 mins (3/27/2019)
- [Florida Courts E-Filing Portal – Submitting a Proposed Order](#) - 4 mins (1/1/2020)
- [Certified Vendor Informational Video](#) - 2 mins (10/20/2017)
- [PDF/A Document Conversion](#) - 2 mins (2/11/2019)
- [Manage My E-Service](#) - 3.5 mins (2/18/2019)
- [File Documents to Multiple Cases](#) - 9 mins (4/10/2019)

Clerk and State Agency Clerks E-Filing Videos

- [County/Agency Clerk Filing a Notice of Appeal](#) - 8 mins (3/27/19)
- [County/Agency Clerk Submitting Record on Appeal](#) - 8 mins (3/27/19)

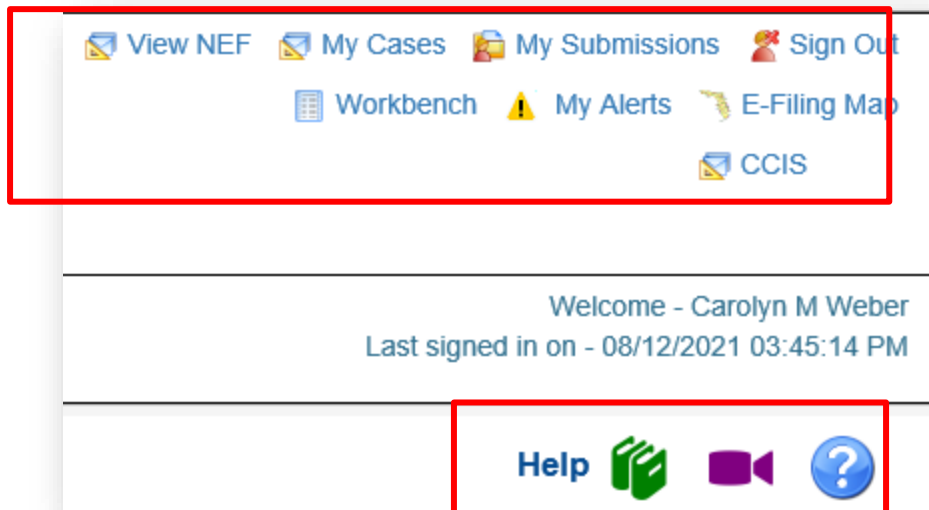
Videos for the Judicial User

- [Florida Courts E-Filing Portal - The Judicial Filer](#) - 20 mins (6/17/14)
- [Florida Courts E-Filing Portal – Judicial Filer - Pending Queue](#) - 10 mins (6/20/14)
- [Florida Courts E-Filing Portal – Setting Judicial Preferences](#) - 6 mins (6/20/16)
- [Florida Courts E-Filing Portal – Judge Sign and File](#) - 4 mins (6/20/16)

Videos for the Self-Represented Litigant

- [Florida Courts E-Filing Portal - Self-Represented Litigant Account Request](#) - 5 mins (5/8/2020)
- [Florida Courts E-Filing Portal – Self-Represented Litigant DIY Documents in the Portal](#) - 6 mins (5/8/2020)
- [Florida Courts E-filing Portal - Self-Represented Litigant Filing to a New Case](#) - 12 mins (5/8/2020)
- [Florida Courts E-Filing Portal - Self-Represented Litigant Filing to an Existing Case](#) - 7 mins (5/8/2020)

A YouTube training video, a link to the User Manual and a FAQ document are also on each page of the Portal. The training video and FAQ document apply only to the page it is on for a quick reference guide. The links are located on the right hand side of the banner as shown below. Quick Links are also found on each page in the upper right hand corner of the banner.



Training Manuals

Also available on the Florida Courts E-Filing Portal webpage are training materials and manuals.

Materials

- [E-Service/E-Filing Powerpoint](#) (Flabar.org)
- [Florida Bar letter to Clerks for Pro Hac Vice Process](#)
- [Florida Bar Process for Filing Pro Hac Vice](#) (Flabar.org)
- [November Conference E-Filing powerpoint](#)
- [E-Service FAQs](#)
- [Quick Reference Guide to Appellate Drop-Down Options](#)

Portal Filer User Manual

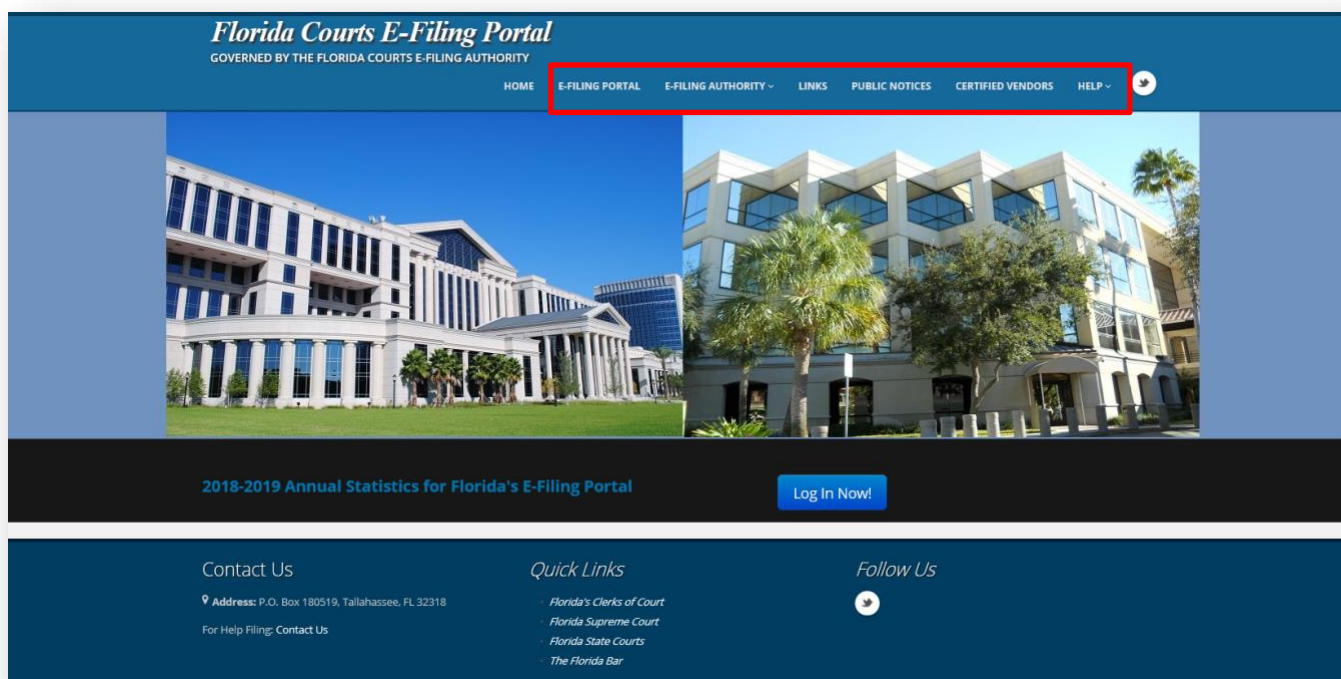
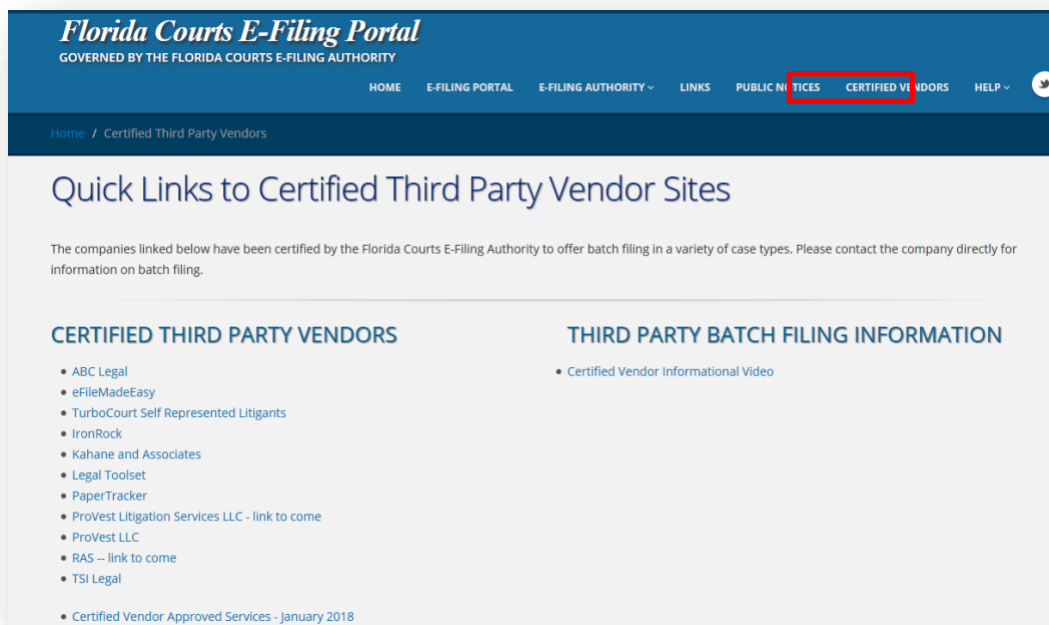
- [Request for Criminal-Civil Docket Descriptions](#)
- [Florida Courts E-Filing Authority Public Records Requests Policy](#)- October 2014
- [Letter to Florida Courts E-Filing Authority on Portal Records Retention](#)- April 2016
- [Process for Disposing of Florida Courts E-Filing Portal Records](#)- April 2016
- [Florida Courts E-Filing Authority - Portal Records Retention Policy](#)- April 2016

Manuals

- [E-Filing Portal Standardization Project](#)- May 7, 2015
- [Portal Document Submission Standards](#)- June 2017
- [Portal Organization Administrator User Guide](#) -December 2019
- [E-Filing Portal User Manual \(includes information about filing as a Self Represented Litigant\) 2019.02](#)- December 2019
- [Document Binary File Name Standards](#)
- [AOSC 09-30 Electronic Filing Specifications](#)
- [Florida Supreme Court Standards for Electronic Access to Florida's Courts v. 18](#) - adopted August 2017
- [E-Service User Guide](#) - October 2017
- [E-Portal/Electronic Service List Web-Service Operations User Guide](#)
- [Replacing Attorneys on E-Service Lists](#)
- [Clerk Filer User Manual](#) December 2019
- [Portal County Administrator User Manual](#) - December 2018
- [Circuit Administrator User Manual](#)- December 2018
- [Judge Filer User Manual](#)- December 2019
- [FAQs on PDF/A](#)- updated July 2020
- [FAQs for Filers](#) – June 2020

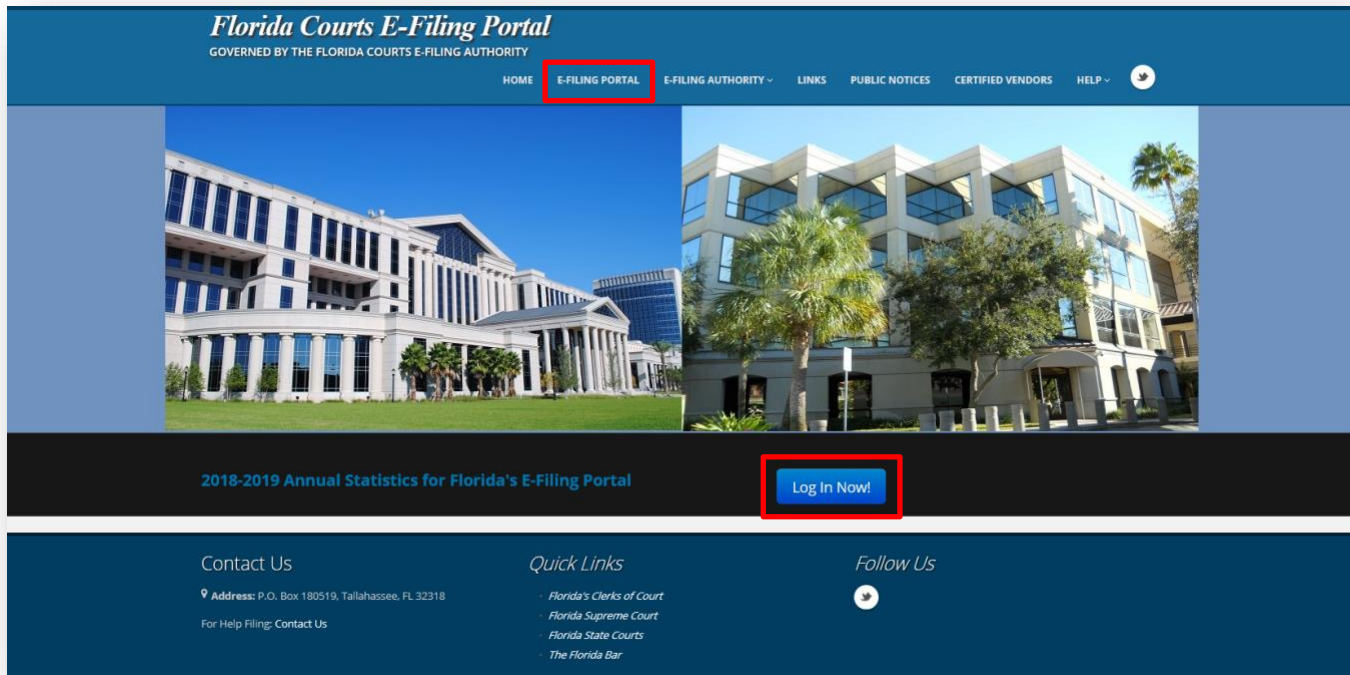
Certified Vendors

If you are interested in using a value added certified vendor to provide e-Filing capabilities from your CMS directly to the Portal, please go to the Certified Vendors tab on the main Portal web page. We have a list of those vendors that are certified by the Florida Courts E-Filing Authority and a link to each of the vendors so that you may contact them to gather further information.



Account Registration

Prior to utilizing the Florida Courts E-Filing Portal, filers must create an account. Filers can access the Portal's log-in page by typing the following URL into their web browser: www.myflcourtagency.com. The website is best viewed in Internet Explorer 11 and above, Mozilla Firefox and Google Chrome. Filers will be directed to the Florida Courts E-Filing Portal Home page by selecting E-Filing Portal or Log In Now!



Create an Account

To begin the account creation process, click on either **E-Filing Portal** in the menu bar or **Log In Now!**

That will take you to the welcome page to the Portal. Select your filer role from the drop down and click on the **Register** button.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top is a banner image of a courthouse with the text "Florida Courts E-Filing Portal" and the URL "www.myflcourtaccess.com". Below the banner is a "Welcome to the Florida Courts E-Filing Portal" message. On the right, there are links for "Help", a video icon, and a question mark icon. The main section is titled "Login" and contains a "Required Field" section with two input fields: "User Name" and "Password". Below these fields are three buttons: "Sign In", "Forgot User Name?", and "Forgot Password?". Below the login section is a "Do not have an account - Register Now!" section. It contains a message: "If you need a portal account, please indicate the filer role you need and click Register." Below this message is a dropdown menu labeled "* Role:" with the text "Select Role" and a downward arrow. To the right of the dropdown is a "Register" button. A red rectangle highlights the "* Role:" dropdown and the "Register" button. At the bottom of the page, there is a red text message: "This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome."

Welcome to the Florida Courts E-Filing Portal

Help

Login

* Required Field

* User Name:

* Password:

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome.

Filers will be directed to the Account Registration page based on the filer role you select.

The screenshot shows a dropdown menu titled "Select Role". The menu is open, displaying a list of roles. The roles are: Attorney – Florida Bar, Attorney - Pro Hac Vice, Attorney – Internal Counsel for a State Agency, Attorney – Prosecuting / County, Court Monitor, Court Reporter, Creditor, Media, Mediator/Arbitrator, Mental Health Professional, Process Server, and Self - Represented Litigant.

Select Role

- Attorney – Florida Bar
- Attorney - Pro Hac Vice
- Attorney – Internal Counsel for a State Agency
- Attorney – Prosecuting / County
- Court Monitor
- Court Reporter
- Creditor
- Media
- Mediator/Arbitrator
- Mental Health Professional
- Process Server
- Self - Represented Litigant

Attorney Filer Roles

For the Attorney filer role you will see this registration page:

Account Registration

* **Role:** Attorney – Florida Bar Select

ID State/Number: Florida

You must provide Florida Bar Number

* **User Name:** User Name

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

* **Password:** Password

* **Re-type Password:** Re-type Password

* **Security Question:** Select Security Question

* **Security Answer:** Security Answer

Name:

| * First | Middle | * Last | Suffix |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suf |

* **Primary Email:** Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* **Address 1/2:** Address 1 Address 2

* **City/State/ Zip Code:** City Select State Zip Code

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

Register

Filers will be prompted to complete all required fields on the page. Required fields are indicated with a red asterisk.

1. 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 are the password must be between six and 16 characters with at least one number which also appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to the question.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. To receive a quick automated approval, be sure that the name you register matches the name that you have listed with The Florida Bar. If the name does not match, manual approval will be necessary and a delay in registering may occur. All notifications to the filer are sent via email to the address provided in the Account Registration page. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.

Click on **Register** once all information is entered.

Court Reporter Filer Role

For the Court Reporter filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' form. At the top, the title 'Account Registration' is on the left, and navigation icons are on the right. The form contains the following fields and sections:

- * Role:** A dropdown menu with 'Court Reporter' selected. A red box highlights this dropdown and a 'Select' button next to it.
- * User Name:** A text input field with 'User Name' as a placeholder.
- Password:** A text input field with 'Password' as a placeholder. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field with 'Re-type Password' as a placeholder.
- * Security Question:** A dropdown menu with 'Select Security Question' as the placeholder.
- * Security Answer:** A text input field with 'Security Answer' as a placeholder.
- Name:** Four input fields labeled 'First', 'Middle', 'Last', and 'Suffix'. The placeholders are 'First Name', 'Middle Name', 'Last Name', and 'Suffix' respectively.
- * Primary Email:** A text input field with 'Primary Email' as a placeholder.
- Alternate Email1/Email2:** Two text input fields with placeholders 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields with placeholders 'Address 1' and 'Address 2'.
- * City/State/ Zip Code:** A text input field with 'City' as a placeholder, a 'Select State' dropdown menu, and a 'Zip Code' text input field.
- Phone #:** A text input field with the placeholder 'Phone Number Format ### ### ####'.
- Register:** A blue button at the bottom center of the form.

When filing as a court reporter, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the court reporter role be added to the E-service list.

Creditor Filer Role

For the Creditor filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top right, there are links for 'Help', a green cube icon, a purple square icon, and a question mark icon. The form contains the following fields and labels:

- * Role:** A dropdown menu with 'Creditor' selected and a 'Select' button next to it. A red box highlights this field and the 'User Name' field below it.
- * User Name:** A text input field.
- Password:** A text input field. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field.
- * Security Question:** A dropdown menu with 'Select Security Question' as the selected option.
- * Security Answer:** A text input field.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- * Primary Email:** A text input field.
- Alternate Email1/Email2:** Two text input fields labeled 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields labeled 'Address 1' and 'Address 2'.
- * City/State/ Zip Code:** A text input field for 'City', a dropdown menu for 'Select State', and a text input field for 'Zip Code'.
- Phone #:** A text input field with the placeholder 'Phone Number Format ### ### ####'.
- Register:** A blue button at the bottom of the form.

When filing as a creditor, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the creditor role be added to the E-service list.

Media Filer Role

For the media filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top right are links for 'Help', a green cube icon, a purple square icon, and a question mark icon. The form contains the following fields and sections:

- * Role:** A dropdown menu with 'Media' selected. A red box highlights this field and the 'User Name' field below it.
- * User Name:** A text input field with 'User Name' as a placeholder.
- Password:** A text input field. Below it is a note: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field.
- * Security Question:** A dropdown menu with 'Select Security Question' as the selected option.
- * Security Answer:** A text input field.
- Name:** A section with four input fields:
 - * First:** 'First Name'
 - Middle:** 'Middle Name'
 - * Last:** 'Last Name'
 - Suffix:** 'Suffix'
- * Primary Email:** A text input field.
- Alternate Email1/Email2:** Two text input fields labeled 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields labeled 'Address 1' and 'Address 2'.
- * City/State/ Zip Code:** Three input fields: 'City', 'Select State' (a dropdown menu), and 'Zip Code'.
- Phone #:** A text input field with the placeholder 'Phone Number Format ### ### ####'.
- Register:** A blue button at the bottom.

When filing as a media filer role, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor will anyone filing as using the media filer role be added to the E-service list.

Mediator/Arbitrator Filer Role

For the Mediator filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page for the Mediator/Arbitrator Filer Role. The 'Role' dropdown menu is highlighted with a red box and shows 'Mediator/Arbitrator' selected. The form includes the following fields:




- * Role:** Mediator/Arbitrator (selected), with a 'Select' button.
- * User Name:** User Name
- * Password:** Password (with a note: Password must be between 6 and 16 characters, with at least 1 number)
- * Re-type Password:** Re-type Password
- * Security Question:** Select Security Question (dropdown)
- * Security Answer:** Security Answer
- Name:** First Name, Middle Name, Last Name, Suffix
- * Primary Email:** Primary Email
- Alternate Email1/Email2:** Alternate Email1, Alternate Email2
- * Address 1/2:** Address 1, Address 2
- * Country/City/State/ Zip Code:** UNITED STATES (dropdown), City, Select State (dropdown), Zip Code
- * Phone #:** Phone Number Format ###-###-####

When filing as a mediator, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions and the My Cases page and you will not be added to the E-service list.

Mental Health Professional Filer Role

For the Mental Health Professional filer role you will see the following registration page. Complete the registration information form and click on **Register**.

Account Registration

Help   

* Role: Mental Health Professional

* User Name: User Name

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

* Password: Password

* Re-type Password: Re-type Password

* Security Question: Select Security Question

* Security Answer: Security Answer

* First Middle * Last Suffix

Name: First Name Middle Name Last Name Suffix

* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: Address 1 Address 2

* City/State/ Zip Code: City Select State Zip Code

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

When filing as a mental health professional, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor be added to the E-service list.

Process Server Filer Role

For the process server filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' form. At the top, the title 'Account Registration' is on the left, and there are icons for a document, a video camera, and a help bubble on the right. The form contains several fields with red asterisks indicating required information. The 'Role' dropdown menu is highlighted with a red rectangle and shows 'Process Server' selected. Below it is the 'User Name' field. A note states: 'Password must be between 6 and 16 characters, with at least 1 number'. This is followed by 'Password', 'Re-type Password', 'Security Question' (a dropdown), and 'Security Answer' fields. The 'Name' section has four fields: 'First', 'Middle', 'Last', and 'Suffix'. Below these are 'Primary Email', 'Alternate Email1/Email2' (two fields), 'Address 1/2' (two fields), '*City/State/ Zip Code' (City, State dropdown, and Zip Code fields), and 'Phone #' (Phone Number Format ###-###-####). A blue 'Register' button is at the bottom.

Account Registration

* **Role:** Process Server Select

* **User Name:** User Name

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

* **Password:** Password

* **Re-type Password:** Re-type Password

* **Security Question:** Select Security Question

* **Security Answer:** Security Answer

Name:

| * First | Middle | * Last | Suffix |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suffi |

* **Primary Email:** Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* **Address 1/2:** Address 1 Address 2

* **City/State/ Zip Code:** City Select State Zip Code

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

Register

When filing as a process server, you will have access to file specific documents to a case. You will not have access to the official court file on the My Submissions page and you will not have access to the My Cases page nor be added to the E-service list.

Self-Represented Litigant Filer Role

For the self-represented litigant filer role you will see the following registration page. Complete the registration information form and click on **Register**.

The screenshot shows the 'Account Registration' page. At the top left is the title 'Account Registration' and at the top right are links for 'Help', a green cube icon, a purple microphone icon, and a question mark icon. The form fields are as follows:

- * Role:** A dropdown menu with 'Self - Represented Litigant' selected. A red box highlights this dropdown and a 'Select' button to its right.
- * User Name:** A text input field. A red box highlights this field with the text 'Enter your email address which will be your Username'.
- Password:** A text input field with the placeholder 'Password'. Below it, a note states: 'Password must be between 6 and 16 characters, with at least 1 number'.
- * Re-type Password:** A text input field with the placeholder 'Re-type Password'.
- * Security Question:** A dropdown menu with 'Select Security Question' selected.
- * Security Answer:** A text input field with the placeholder 'Security Answer'.
- Name:** Four text input fields labeled 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- * Primary Email:** A text input field with the placeholder 'Primary Email'.
- Alternate Email1/Email2:** Two text input fields labeled 'Alternate Email1' and 'Alternate Email2'.
- * Address 1/2:** Two text input fields labeled 'Address 1' and 'Address 2'.
- * Country/City/State/ Zip Code:** A dropdown menu with 'UNITED STATES' selected, followed by text input fields for 'City', 'Select State' (a dropdown), and 'Zip Code'.
- * Phone #:** A text input field with the placeholder 'Phone Number Format ###-###-####'.

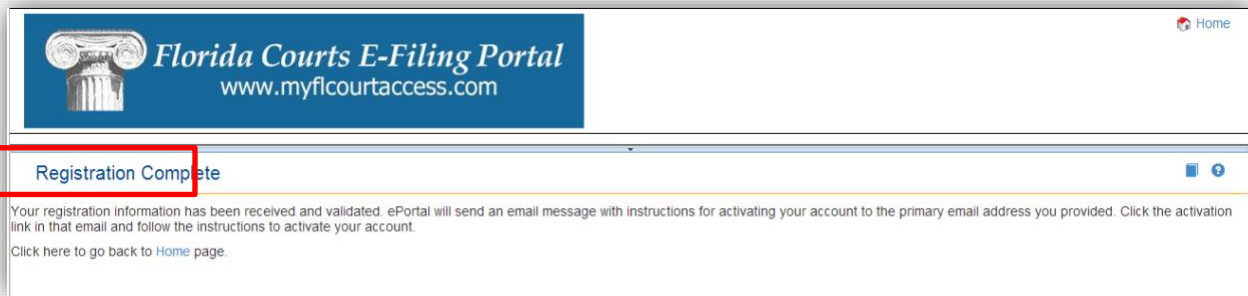
CONSENT TO EMAIL SERVICE By electronically filing through the portal I understand and agree that I will receive all future court documents submitted on my case(s) via email at the address(es) I provide.

This section contains a CAPTCHA challenge with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below the CAPTCHA is a blue 'Register' button.

Please enter your email address in the User Name field. Your email address will be your User Name.

Please Note: By electronically filing through the Portal, you are agreeing to receive service of all future court documents submitted on your cases by email at the addresses provided in your Account Registration form.

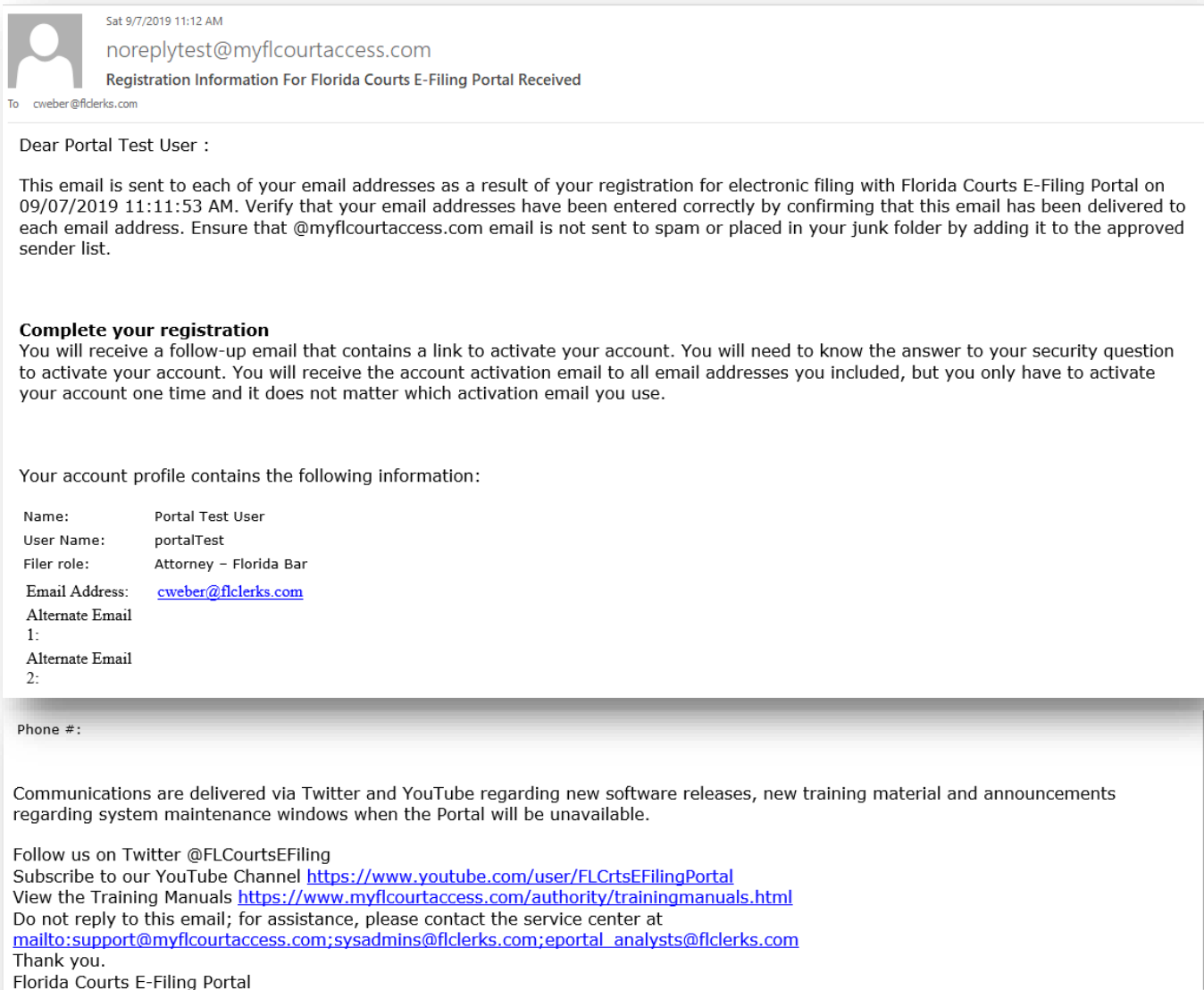
Upon successful registration filers will be taken to the **Registration Complete** page.



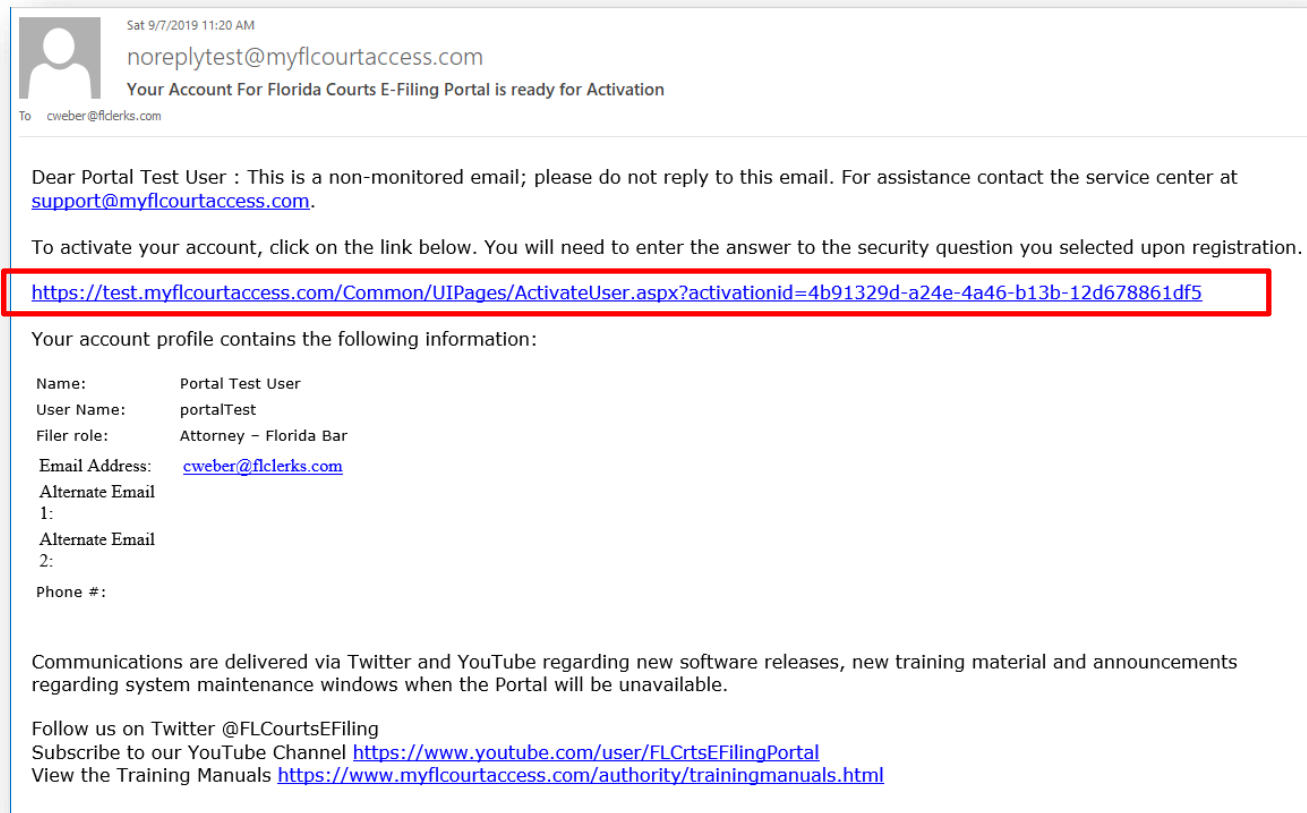
Email Notifications:

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 Portal support before approval, the e-mail notification will indicate that the registration is pending approval. Once approved by Portal support the filer will receive the emails regarding approval and activation.



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



Clicking the link provided in the email takes the filer to the **Account Activation** page. Filers must verify their identity by answering the security question shown in the drop down menu that they selected during the registration process. Then click **Activate** to complete this step. **Accounts in the Pending Activation status for longer than 72 hours will be deleted.**

The screenshot shows the "Account Activation" page of the Florida Courts E-Filing Portal. The page has a blue header with the portal logo and name. Below the header, there is a "News & Information" section. The main content area is titled "Account Activation" and contains the following fields:


- Security Question:** A dropdown menu with "Mothers Maiden Name" selected.
- Security Answer:** A text input field.
- Activate:** A blue button.

The "Account Activation" title and the "Activate" button are highlighted with red boxes.

Florida Courts E-Filing Portal




Portal Filer User Manual

The filer is then notified in their email provider that their account activation is complete and their account has been successfully activated and they are taken to the log on screen for the Portal where they will type in their user name and password. Then click on **Sign In** to enter the Portal.

**Florida Courts E-Filing Portal**
www.myflcourtaccess.com

Home

Account Activation Complete

Help   

Account has been successfully activated.

Login

* Required Field

* **User Name:**

* **Password:**

Sign In **Forgot User Name?** **Forgot Password?**

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* **Role:** **Register**

**Effective October 28, 2018, the Portal will no longer support out of date browsers, i.e. I.E. 8, I.E. 9, I.E.10.
This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.**

Your IP Address is .

#####**WARNING**#####

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

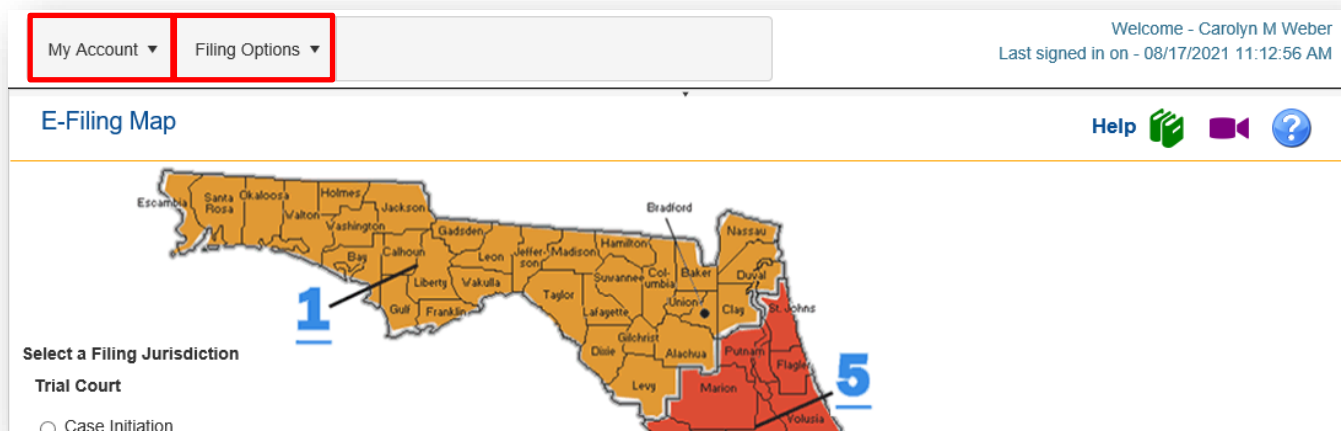
#####**ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING**#####

Portal Navigation

Once the account is activated, users can return to the Portal home / log in page at www.myflcourtaccess.com. Filers will enter their **User Name** and **Password** and click **Sign In** to enter the Portal. **Documents filed through the Portal should be in a PDF/A format.** The Portal will accept a Word document as well for now but the required format is **PDF/A**. WordPerfect documents will not be accepted by the Portal.

The screenshot displays the Florida Courts E-Filing Portal interface. At the top, a banner image of a classical building with columns features the text "Florida Courts E-Filing Portal" and the URL "www.myflcourtaccess.com". Below the banner, a navigation bar includes the text "Welcome to the Florida Courts E-Filing Portal" on the left, and "Help" with a speech bubble icon and a question mark icon on the right. The main content area is divided into two sections. The first section, titled "Login", is enclosed in a red rectangular border. It contains a "Required Field" label, two input fields labeled "* User Name:" and "* Password:", and three buttons: "Sign In", "Forgot User Name?", and "Forgot Password?". The second section, titled "Do not have an account - Register Now!", contains a message: "If you need a portal account, please indicate the filer role you need and click Register." Below this message is a dropdown menu labeled "* Role:" with the text "Select Role" and a downward arrow, and a "Register" button. At the bottom of the page, a red text banner states: "This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome."

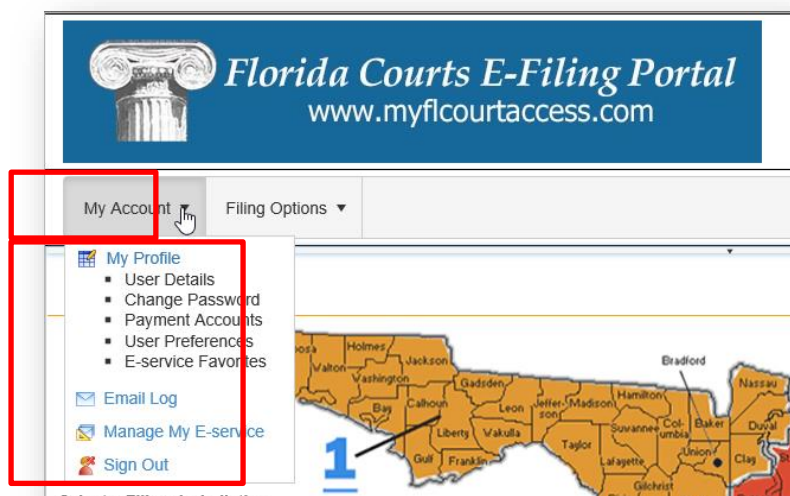
Once the filer is logged in they are immediately taken to the Home Page selected by you the filer. The home page also has a menu bar that has two menu tabs: (1) the **My Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows filers to make changes to their profile / account and move to other pages within the Portal.



My Account Menu

My Profile

Choosing **My Profile**, from the drop down provides filers with the ability to manage their account information using **User Details**, **Change Password**, **Payment Accounts**, **User Preferences** and **E-service Favorites**.



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** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.

The screenshot shows the 'My Profile' page with the 'User Details' tab selected. The 'User Name' field is highlighted with a red box. The page contains various fields for user information, including Organization, Role, User Name, Security Question, Security Answer, Name (First, Middle, Last, Suffix), Primary Email, Alternate Email, Address, City/State/Zip Code, Phone, and Fax.

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

Change Password

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

The screenshot shows the 'My Profile' page with the 'Change Password' tab selected. The 'Change Password' tab is highlighted with a red box. The page contains fields for Current Password, New Password, and Re-enter Password, along with a 'Change' button. A password requirement message is displayed below the New Password field.

New passwords must meet the criteria for passwords stated on the page under the New Password input box which is 'Password must be between 6 and 16 characters, with at least 1 number.'

Payment Accounts

The **Payment Accounts** tab allows the Filer to delete saved payment credit card and/or ACH account information.

My Profile Help

[User Details](#) [Change Password](#) **[Payment Accounts](#)** [Preferences](#) [E-service Favorites](#)

Saved Payments

Saved Credit Cards

| <input type="checkbox"/> Delete All | Card | Payment Token |
|-------------------------------------|---------------------------------|--------------------------------------|
| | Card 37***0005 Expiring 08/2023 | be44e4cd-f81f-47fc-857a-0b46f9da5503 |
| | Card 55***4444 Expiring 07/2023 | eccd4353-cde8-43ae-9eed-b33e432330f4 |

1 - 2 of 2 items

Saved Accounts

| <input type="checkbox"/> Delete All | Account | Payment Token |
|-------------------------------------|---------|---------------|
| No Saved Accounts | | |

0 - 0 of 0 items

No items to display

You may remove all accounts by selecting **Delete All** or you may remove them individually by selecting the **Red x** next to the Credit Card or ACH Account you wish to delete.

My Profile Help

[User Details](#) [Change Password](#) **[Payment Accounts](#)** [Preferences](#) [E-service Favorites](#)

Saved Payments

Saved Credit Cards

| <input type="checkbox"/> Delete All | Card | Payment Token |
|-------------------------------------|---------------------------------|--------------------------------------|
| | Card 37***0005 Expiring 08/2023 | be44e4cd-f81f-47fc-857a-0b46f9da5503 |
| | Card 55***4444 Expiring 07/2023 | eccd4353-cde8-43ae-9eed-b33e432330f4 |

1 - 2 of 2 items

Saved Accounts

| <input type="checkbox"/> Delete All | Account | Payment Token |
|-------------------------------------|---------|---------------|
| No Saved Accounts | | |

0 - 0 of 0 items

No items to display

To add additional payment accounts, add the payment information on the **Fees and Payments** tab when you are filing your documents. Be sure to select the check box next to **Save Payment Information for Reuse**

Trial Court Filing – Save a Payment Method

☒ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

[Previously Saved Payments](#)
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV

Saved Credit Cards

Credit Card Type

Credit Card Number

CVV

Payment Zip

Expiration Date Month

Year

Memo

Saved Accounts

Check Routing Number

Checking Account Number

Name on Account

Account Type

☒ Checking ☐ Savings

* Name Printed on Credit Card or Bank Account Name:

Payor

* Address

Payor Street Address 1

Payor Street Address 2

Associated with Name on Credit Card or Bank Account:

* City/State/Zip:

Select State

☐ Save Payment Information for Reuse

Appellate Court Filing - Save a Payment Method
The Payment information is gathered on the Review and Submit screen

Payments

Select One to Continue
☒ Option One: Provide Payment Information
☐ Option Two: Request Filing Fee Waiver
☐ Option Three: Exempt from Fee

Saved Credit Card Information

Saved Credit Cards:

Re-enter CVV

Saved Bank Account Information

Saved Accounts:

Saved Account type: ☐ Checking ☐ Saving

New Credit Card Information

Credit Card Type:

Credit Card Number:

CVV / Payment Zip:

Expiration Month, Year:

New Bank Account Information

Account type: ☐ Checking ☐ Saving

Routing Number:

Account Number:

Name on Account:

☐ Save Payment Information for Reuse

Clear

Please note: The Payment Zip is the billing address zip code. To be sure you receive authorization for the credit card, make sure the zip code entered matches the zip code for the billing address on the credit card account.

Preferences

The **Preferences** tab allows you the filer to select the home page of your choice, the filing path and the jurisdiction that will appear when you log into the Portal unless you have an alert pending. If you have an alert that is unresolved, the Portal will automatically take you to your **My Alerts** page when you log into the Portal regardless of the home page you have designated until you rectify or clear the pending alert. Once the alert has been cleared, you will then land on your designated home page when you log into the Portal. Simply make your selections by invoking the drop down and selecting your preferences. You are also able to select the email notifications you wish to receive from the Portal. By default, all email notifications will be selected.

My Profile Help

[User Details](#) [Change Password](#) [Payment Accounts](#) **[Preferences](#)** [E-service Favorites](#)

User Preferences

Home Page: My Cases

Filing Path: Pleading on Existing Case

Last Jurisdiction Filed To: Orange

Rows per Page in Document Selection Grid: 5

New Case filing path as a Preference: ✖ Clear

Email Preferences

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

Update

Home Page

Select the page you desire to be used as your home page when you log into the Portal.

[Payment Accounts](#) **[Preferences](#)** [E-service Favorites](#)

Home Page:

- My Cases
- My Submissions
- Workbench
- E-Filing Map**
- My Fees

Filing Path

From the filing path drop down, select the filing path you wish your Portal to default to.

My Profile

User Details Change Password Payment Accounts Preferences

User Preferences

Home Page:

Filing Path:

Last Jurisdiction Filed To: **Trial Courts**

- Case Initiation
- Pleading on Existing Case
- Proposed Order

Appellate Courts

- Case Number Pending

Rows per Page in Document Selection Grid:

Email Preferences

Email Notification ☐

Last Jurisdiction Filed To

From the drop down, select the Jurisdiction you wish to default to in the Portal.

My Profile

User Details Change Password Payment Accounts Preferences

User Preferences

Home Page:

Filing Path:

Last Jurisdiction Filed To: Brevard

Rows per Page in Document Selection Grid:

Trial Courts

- Alachua
- Baker
- Bay
- Bradford
- Brevard

Email Preferences

Email Notification ☐

Filing Received ☐

Rows per Page in Document Selection Grid

To limit the number of rows of document descriptions you see in the Add/Edit Document dialog box, select from the drop down. You will still be able to search the entire list or scroll through the list by using the tabs at the bottom of the box.

New Case Filing Path as a Preference

To designate a case initiation filing path to include the division, case type and case sub type as your home page in the Portal, create a new case and on the **Case Information** page at the bottom select the option to **Save New Case filing path as a Preference**.

This will save the county, division, case type and sub type as your default case initiation case information page.

To clear this information and set another case type as your default, click on Clear in the user **Preferences**. To set up another new case preference, you will have to go through the Case Information page on the case initiation filing path to do so. Then select the Save New Case filing path as a Preference option.

NOTE: If you have both a home page and a new case filing path as a Preference option selected, the New Case filing path option will take precedence and you will be directed to the Case Initiation, Case Information page upon login.

Email Preferences

If you do not wish to receive one or all of the email notifications specified below, remove the check mark in the box under the heading 'Send to Email Provider' and click on **Update** and from that day on you will not receive those de-selected email notifications in your email provider.

Email Preferences

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

Update

E-service Favorites

As you create E-service lists in the Portal, you are also able to create your E-service favorites list. When you add Other Attorney/Interested Party to an E-service list during the filing process, you will be able to add them to your E-service favorites list so that the next time you need to add that person to an E-service list you can use the E-service favorites link and quickly select them from your list of E-service favorites.

My Profile

[Help](#)

User Details
Change Password
Payment Accounts
Preferences
E-service Favorites

E-service Favorites

| <input checked="" type="checkbox"/> Favorite | Name/ID | Recipient Status | Affiliation | Email Address | EmailType |
|--|----------------------------|------------------|--|--|-------------|
| <input checked="" type="checkbox"/> | Colin R Thacker mr FL71268 | Active | Reichert & Newberry Law Office Interested Party | colinthacker@rocketmail.com | Primary |
| | | | | plowery@flclerks.com | Alternate 1 |
| <input checked="" type="checkbox"/> | Kyle Reichert FL106106 | Active | Attorneys at Law Co-Counsel for Plaintiff | kreichert@flclerks.com | Primary |
| <input checked="" type="checkbox"/> | Mary Beth Kelly FL84487 | Active | Thirteenth Judicial Circuit Co-Counsel for Plaintiff | cweber1024@outlook.com | Primary |
| | | | | cweber1024@gmail.com | Alternate 1 |
| <input checked="" type="checkbox"/> | Mary Jones | | Unaffiliated Users Co-Counsel for Plaintiff | mjones@lawfirm.com | Primary |

Update

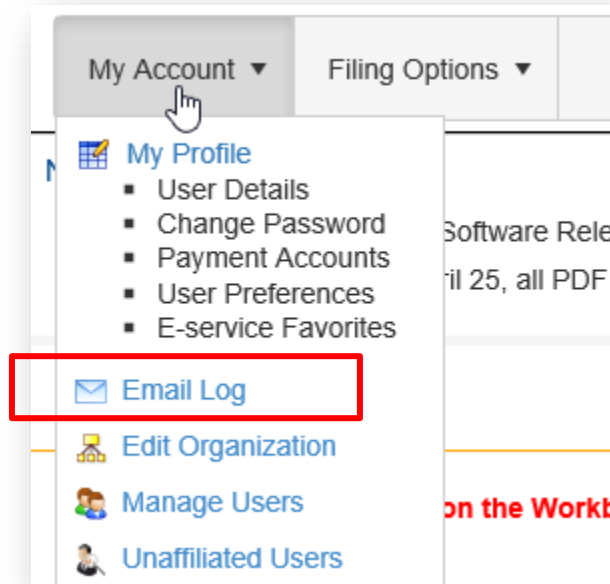
To remove a person from the E-service favorites list, remove the check in the Favorite column and click on **Update**. That will remove that person from your E-service favorites list when it is displayed when you are adding to your E-service list. **Please note** that they will not be removed from your E-service favorites list permanently in case you need to select them at a later date. To do so simply place a check in the box under

the **Favorite** column and that name will again appear on your E-service favorites list when you are selecting people to be added to the E-service list.

To add a person to your E-service Favorites list, make sure you select '**Add to E-service Favorites**' when you add that person to an E-service list using **Other Attorney/Interested Party** link.

Email Log

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



The **Email Log** will default to the last seven days however you can adjust the dates to reflect a larger period of time if you are searching for a specific email. Either type in the "From" and "To" dates or use the calendar fly out to select a date. Then select **Refresh**.

A screenshot of the 'Email Log' search interface. The page has a header with 'Email Log' on the left and 'Help', a green cube icon, a purple video icon, and a question mark icon on the right. Below the header is a 'Search Options' section. It contains two date input fields: '* From (mm/dd/yyyy):' with the value '04/19/2018' and '* To (mm/dd/yyyy):' with the value '04/26/2018'. Both fields have a calendar icon to their right. Below these is a 'Type of Email:' dropdown menu. A blue 'Refresh' button is positioned below the dropdown. At the bottom left, there is a '10' in a box next to a dropdown arrow, followed by the text 'records per page'.

You can also search for the type of email by selecting your search criteria from the dropdown.

Email Log

Help

Search Options

* From (mm/dd/yyyy): 04/19/2018 * To (mm/dd/yyyy): 04/26/2018

Type of Email:

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

10

From Submitted

Submitted: 04/25/2018

Set the number of records to show per page by selecting the number from the drop down and then click on **Refresh**.

Search Options

* From (mm/dd/yyyy): 04/19/2018 * To (mm/dd/yyyy): 04/26/2018

Type of Email: eService

Refresh

10 **records per page**

10

25

50

100

| Subject | Submitted |
|-----------------|--|
| Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, 04/25/2018 10:30:44 |

To view the results of your search, scroll down the page. To view the contents of the email, click on the email you wish to view.

Florida Courts E-Filing Portal

Portal Filer User Manual

Search Options

* From (mm/dd/yyyy):

04/19/2018

* To (mm/dd/yyyy):

04/26/2018

Type of Email:

eService

Refresh

10

records per page

| | From | Subject | Submitted |
|-----------------------|-----------------|---|------------------------|
| Submitted: 04/25/2018 | | | |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESHet al. | 04/25/2018 10:00:44 AM |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESHet al. | 04/25/2018 09:41:02 AM |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482017CF000044000AOX STATE OF FLORIDA - VS - BALKCOM, BETSY LEIGH | 04/25/2018 09:34:09 AM |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESHet al. | 04/25/2018 09:32:49 AM |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESHet al. | 04/25/2018 09:30:48 AM |

Scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.* yahoo, Gmail, outlook, etc.]. **NOTE:** The PDF document will not be attached to the NEF in the Email Log.

From: Carolyn M Weber

To: cweber@flclerks.com; cweber1024@outlook.com; cweber1024@yahoo.com

Subject: SERVICE OF COURT DOCUMENT CASE NUMBER 482018CA000012A001OX PARE, ELAINE vs. PATEL, HITESHet al.

Date: 04/25/2018 10:30:44 AM

Notice of Service of Court Documents

Filing Information

Filing #:

559703

Filing Time:

04/25/2018 10:30:35 AM ET

Filer:

Carolyn M Weber 407-461-2313

Court:

Ninth Judicial Circuit in and for Orange County, Florida

Case #:

482018CA000012A001OX

Court Case #:

2018-CA-000012-O

Case Style:

PARE, ELAINE vs. PATEL, HITESHet al.

Documents

| Title | File |
|--|-----------------------|
| Proposed Summons To Be Issued By Clerk | A Proposed Order.docx |

E-service recipients selected for service:

| Name | Email Address |
|-----------------|--|
| Carolyn M Weber | cweber@flclerks.com |
| | cweber1024@outlook.com |
| Mary Lewis | cweber1024@yahoo.com |

E-service recipients not selected for service:

| Name | Email Address |
|---------------------|---------------|
| No Matching Entries | |

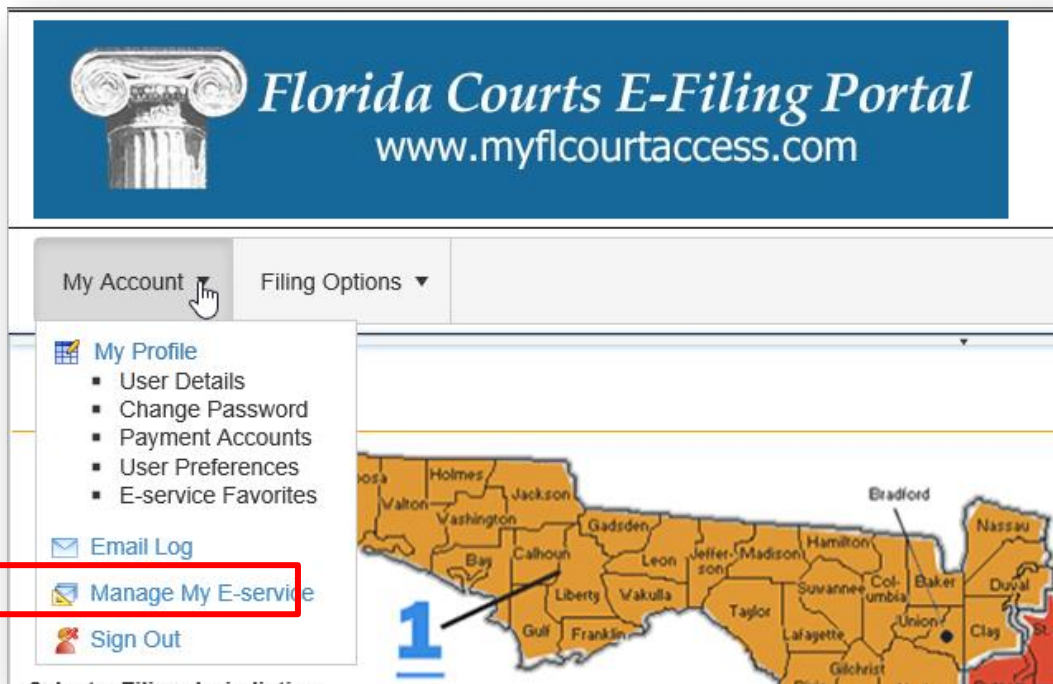
This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

Thank you,

The Florida Courts E-Filing Portal

Manage My E-service

The last option on the **My Account** menu is **Manage My E-service**.



Manage My E-service lets you perform maintenance actions on multiple cases at the same time.

The screenshot shows the "Manage My E-service" page. At the top, there's a "Search Options" section with a "Court:" dropdown, a "Case Style:" dropdown (set to "Case Style"), and a "Service lists containing case-specific email address:" input field. Below this are checkboxes for "Service lists using my profile email addresses:", "I have removed myself from the Service List:", and "Service lists using case-specific email addresses:". There's also a "Cases per page" dropdown (set to 100) and a "Bounce backs received on my email addresses:" checkbox. At the bottom of the search section are "Search" and "Clear" buttons. Below the search section is a tabbed interface. The "Service List Maintenance Actions" tab is highlighted with a red box. This tab contains several options: "Remove me from the E-Service list.", "Update designated email Address" (with "Change From" and "Change To" input fields), "Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses." (with "Primary", "Alternate Email 1", and "Alternate Email 2" input fields), and "Use these case-specific email addresses for E-service." (with "Primary", "Alternate Email 1", and "Alternate Email 2" input fields). At the bottom of the page is an "Update" button.

Florida Courts E-Filing Portal

Portal Filer User Manual

You may select any of the Search Options to narrow your result set. You may limit your search to a specific county, service lists using your profile email addresses for E-service, using case specific email addresses for E-service, etc. Once you have defined your search criteria, click on **Search** to view your result set.

| <input type="checkbox"/> Select | Court Case # | Court | Case Title | Removed | Profile | Case-Specific | Email Type | Address |
|---------------------------------|--------------------|--------|--|--------------------------|-------------------------------------|--------------------------|------------|---------|
| <input type="checkbox"/> | 2014-CA-000001-O | Orange | YEE, MARGARET Ret al. vs. HARRIS, MITCHEL et al. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-DP-000012-O | Orange | Confidential vs. Confidential | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CF-001450-A-O | Orange | STATE OF FLORIDA - VS - PRINCE, PAXTON F | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CF-000150-A-O | Orange | STATE OF FLORIDA - VS - CRUZ, JERRIANNAE | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CF-000033-A-O | Orange | STATE OF FLORIDA - VS - SCOTT, KYRON | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CF-000002-A-O | Orange | STATE OF FLORIDA - VS - DAVENPORT, EDIE WILLIAM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CA-010600-O | Orange | BENNETT, SHIRLEY vs ADVENTIST HEALTH SYSTEM SUNBELT INC et al. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CA-010500-O | Orange | SANCHEZ, WILFREDO vs. DORCIN, GUIRLANDE et al. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CA-009397-O | Orange | WALMART INC vs. WALL OF THE MART | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 2013-CA-009396-O | Orange | FRANKLIN, BENJAMIN vs. AMERICAN AUTOMOBILE ASSOCIATION | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |

1 - 10 of 18 items

Update and Go To Next Page

Once you have your E-service case list, select a **Maintenance Action** to perform.

Service List Maintenance Actions

- ☐ Remove me from the E-Service list.
- ☐ Update designated email Address
 - Change From:
 - Change To:
- ☐ Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.
 - Primary: cweber1024@outlook.com
 - Alternate Email 1: cweber767881@aol.com
 - Alternate Email 2:
- ☐ Use these case-specific email addresses for E-service.
 - Primary:
 - Alternate Email 1:
 - Alternate Email 2:

- You may remove yourself from an E-service List.
- Update designated email addresses
- User your profile email addresses for E-service
- Use case specific email addresses for E-service

Select the **Maintenance Action** you wish to perform and then from the list of cases at the bottom of the page, select the cases you wish to have the maintenance action performed.

In the example shown below, I searched for all of my cases that have received bounce backs on my email addresses. Then for the maintenance action I have selected Use my Profile email addresses for E-service. Then in the list of my cases I have selected the case[s] I wish to have this maintenance action performed on.

Florida Courts E-Filing Portal

Portal Filer User Manual

Manage My E-service

Search Options

Court:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☒

Cases per page:

Include: ☐ Active ☐ Inactive ☐ All

Service List Maintenance Actions

☐ Remove me from the E-Service list.

☐ Update designated email Address

Change From Change To

☒ Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.

Primary Alternate Email 1 Alternate Email 2

☐ Use these case-specific email addresses for E-service.

Primary Alternate Email 1 Alternate Email 2

| Select | Court Case # | Court | Case Title | Removed | Profile | Case-Specific | Email Type | Address |
|--------------------------|------------------|--------|----------------------------------|--------------------------|--------------------------|-------------------------------------|------------|------------------------------|
| <input type="checkbox"/> | 2014-SC-000001-O | Orange | JANE RESPONSIBLE vs JONNY DEBTOR | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Primary | cweber1024@gmail.com |
| | | | | | | | Alternate1 | paralegal@lawfirm.com ⚠ Info |
| | | | | | | | Alternate2 | asst@lawfirm.com ⚠ Info |

Once I click on **Update**, the maintenance action is performed and when I perform my search again using the same criteria as above, the list is now empty.

Manage My E-service

Search Options

Court:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☒

Cases per page:

Include: ☐ Active ☐ Inactive ☐ All

Service List Maintenance Actions

☐ Remove me from the E-Service list.

☐ Update designated email Address

Change From Change To

☒ Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.

Primary Alternate Email 1 Alternate Email 2

☐ Use these case-specific email addresses for E-service.

Primary Alternate Email 1 Alternate Email 2

| Select | Court Case # | Court | Case Title | Removed | Profile | Case-Specific | Email Type | Address |
|---------------------|--------------|-------|------------|---------|---------|---------------|------------|---------|
| No items to display | | | | | | | | |

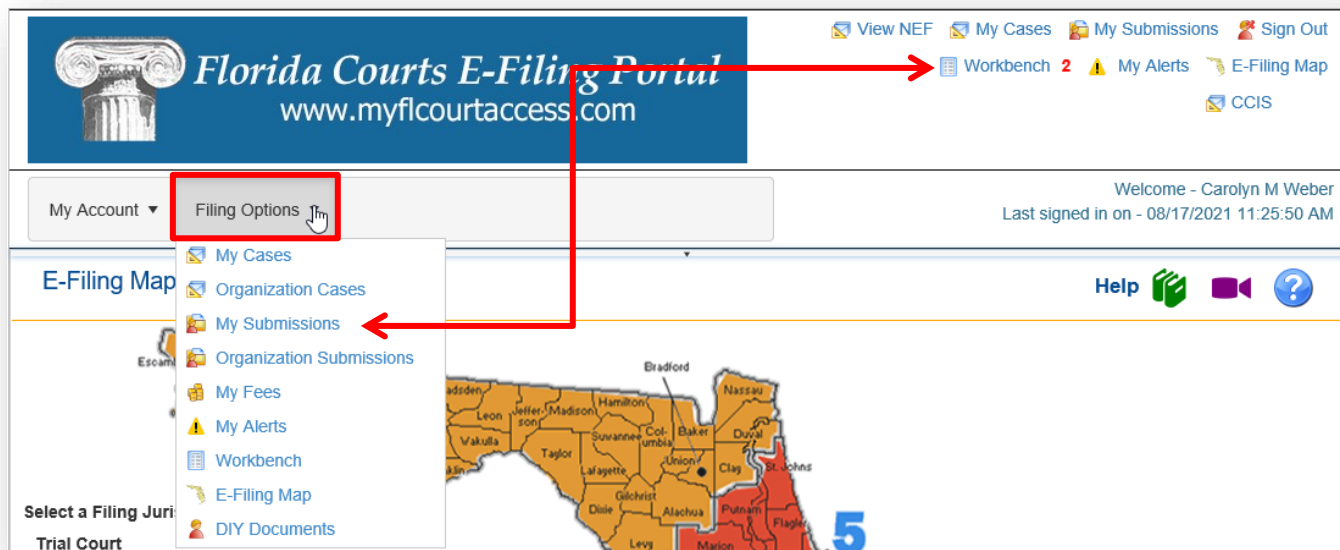
The case that was on the list before has now had the E-service list changed to use **My Profile** email addresses for E-service.

Portal Filer User Manual

This feature was added to allow the filer to perform maintenance actions to multiple cases at the same time.

Filing Options/Quick Links

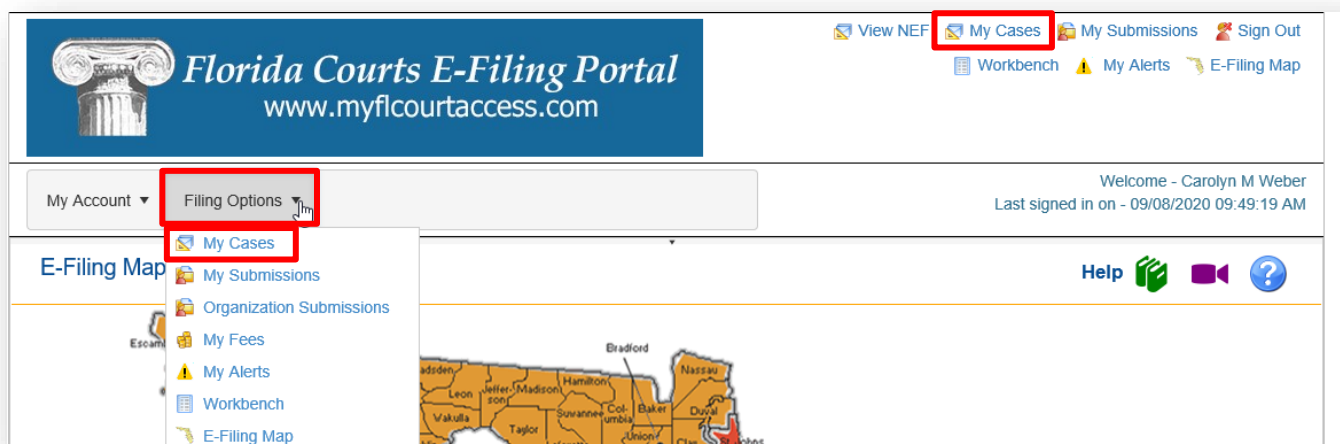
The Portal Filing Management Links are located under the **Filing Options** menu. In addition, for ease of use these links are also located in the upper right corner of the page in the **Quick Links**.



Each filing option link is discussed below:

My Cases

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



This will take you to your **My Cases** page where you have access to the court file and the documents therein by selecting the hyperlinked case number in the **Case #** column and the E-service list by selecting the

Florida Courts E-Filing Portal

Portal Filer User Manual

hyperlinked case number in the **Court Case #** column. You can update the E-service list from this page. You do not have to file a document to access the E-service page.

My Cases

Search Options

Court: Court Case #:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☐

Cases per page:

Include: ☒ Active ☐ Inactive ☐ All

Added as Other Attorney/Interested Party: ☐

Search **Clear**

| Pleading | Proposed Order | Case # | Court Case # | Court | Case Title | Receiving Service | Status |
|---------------|----------------|----------------------|----------------|---------------------------|---|-------------------|--------|
| | | NEW CASE_264542 | NEW CASE | The Florida Supreme Court | Mary Jane Smith VS. State of Florida | Yes | Active |
| Submit | Submit | 122015CA000012CAAXMX | 15000012CAAXMX | Columbia | KENDRY, SIMMIE LEE VS CRAFT, J | Yes | Active |
| Submit | | 292015CF00001200AHCH | 15-CF-000012-A | Hillsborough | STATE OF FLORIDA VS REYNOLDS, MARKUS LORENZY | Yes | Active |
| Submit | Submit | 362015CA000012A001CH | 15-CA-000012 | Lee | Grey, Ronald Plaintiff vs Galvin, Brian D Defendant | Yes | Active |

You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases. Once you set these preferences, they will be retained until you change them.

My Cases

Search Options

Court: Court Case #:

Case Style:

Service lists containing case-specific email address:

Service lists using my profile email addresses: ☐

Service lists using case-specific email addresses: ☐

I have removed myself from the Service List: ☐

Bounce backs received on my email addresses: ☐

Cases per page:

Include: ☒ Active ☐ Inactive ☐ All

Added as Other Attorney/Interested Party: ☐

Search **Clear**

You may use the **Search Options** available to limit your **My Case** page display. These **Search Options** are:

- Court
- Court Case #
- Case Style
- Service lists containing case-specific email address
- Service lists using my profile email addresses
- Service lists using case-specific email addresses
- I have removed myself from the Service List
- Bounce backs received on my email addresses
- Added as Other Attorney/Interested Party

Remove from E-service List when Added as Other Attorney/Interested Party

If you do a search using **Added as Other Attorney/Interested Party** as your search criteria, you will get a list of all of the cases in which you have been added as an Other Attorney/Interested Party by someone else.

The screenshot shows the 'My Cases' search interface. In the 'Search Options' section, the checkbox for 'Added as Other Attorney/Interested Party' is checked and highlighted with a red rectangle. Below the search options are 'Search' and 'Clear' buttons. The results are displayed in a table with the following data:

| Pleading | Proposed Order | Case # | Court Case # | Court | Case Title | Receiving Service | Status |
|------------------------|------------------------|-----------------------|----------------------------------|----------|--|-------------------|--------|
| Submit | Submit | 122013CA000014CA-XXMX | 13000014CA-XXMX | Columbia | SUNTRUST BANK VS TEACHMAN, MATTHEW | Yes | Active |
| Submit | Submit | 482016CA000200A001OX | 2016-CA-000200-O | Orange | GORMAN COMPANY vs. LEVYA, JORGES Set al. | Yes | Active |
| Submit | Submit | 482016CA000200A001OX | 2016-CA-000200-O | Orange | GORMAN COMPANY vs. LEVYA, JORGES Set al. | Yes | Active |
| Submit | Submit | 482016CA000200A001OX | 2016-CA-000200-O | Orange | GORMAN COMPANY vs. LEVYA, JORGES Set al. | No | Active |

You will then be able to update your email if you wish to use another email address or you may remove/delete yourself from the E-service list for this case. To access the E-service list for a case click on the Court Case # link.

My Account ▾ Filing Options ▾ Last sig Welcome - Carolyn M Weber

Update your information as Other Attorney/Interested Party Help My Cases

482016CA000200A0010X GORMAN COMPANY vs. LEVYA, JORGE Set al. Orange

Electronic Service Recipients

| Delete | Name/ID | Recipient Status | Affiliation/Role | Email S... | Email Address | Email T... | Use Pro... |
|--------|--------------------------------|------------------|--------------------------------------|------------|------------------------|-------------|-------------------------------------|
| | Christopher M Skambis FL262358 | Active | Marquis 2 Attorney – Florida Bar | | cweber1024@outlook.com | Primary | <input checked="" type="checkbox"/> |
| | Ruth McDonald FL140266 | Active | Raos Law Firm Attorney – Florida Bar | | dv.rao@granicus.com | Primary | <input checked="" type="checkbox"/> |
| | | | | | dvrao.aus@gmail.com | Alternate 1 | |
| | Carolyn M Weber FL262358 | Active | Marquis 2 | | cweber@fclerks.com | Primary | <input checked="" type="checkbox"/> |

If you wish to change the email addresses listed for you by the filer that added you to the E-service list, click on your name in the Name/ID column and make any corrections necessary. If you wish to remove yourself from the E-service list, click on the red X next to your name. Once you make your corrections, click on **Save** at the bottom of the page to save your corrections.

Submit Pleading from My Cases

Also available from the **My Cases** page is the “**Submit**” button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **Submit** button. That will eliminate the need to select the county, division, enter the sequence number on the Case Information page and click on **Search** to pull up your case. The Portal will retrieve that information based on the case you select and take you to the bottom of the Case Information page where you can enter a Matter # or mark your filing as an **Emergency** and finish the submission.

When a county is ready to accept Proposed Orders/Documents electronically through the Portal, you will also see a **Submit** button in the Proposed Document column. Until that time, there will be no way to submit a Proposed Order/Document through the Portal to that county.

| My Cases | | | | | | | |
|----------------|-------------------|----------------------|--------------------|--------|--|-------------------|--------|
| Search Options | | | | | | | |
| Pleading | Proposed Document | Case # | Court Case # | Court | Case Title | Receiving Service | Status |
| | | NEW CASE_100015956 | NEW CASE | Orange | Marjorie M Mays VS Harry L Winston | Yes | Active |
| | | NEW CASE_100001150 | NEW CASE | Orange | MATTHEW G SMITH VS HARRIS M LOVELACE | Yes | Active |
| Submit | Submit | 482020SC000013A001OX | 2020-SC-000013-O | Orange | SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY | Yes | Active |
| Submit | Submit | 482020SC000012A001OX | 2020-SC-000012-O | Orange | SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY | Yes | Active |
| Submit | Submit | 482020CF000123000AOX | 2020-CF-000123-A-O | Orange | STATE OF FLORIDA - VS - GOODEN, RONALD EUGENE JR | Yes | Active |
| Submit | Submit | 482020CF000055000AOX | 2020-CF-000055-A-O | Orange | STATE OF FLORIDA - VS - MITCHELL, DONTE | Yes | Active |
| Submit | Submit | 482020CF000014000AOX | 2020-CF-000014-A-O | Orange | STATE OF FLORIDA - VS - STRONG, TRAVIS | Yes | Active |

My Submissions

The **My Submissions** page shows all submissions you have made over the past seven days. You may adjust the number of days displayed by selecting the timeframe using the calendar feature. It will also show you the following information;

- **Pleading:** You may submit another pleading to the case using the **Submit** button under the Pleading column.
- **Proposed Document:** You may submit a proposed order or other documents as determined by the circuit to this case using the **Submit** button under the Proposed Document column.
- **Submission/NEF:** The Portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court 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, Pending Filing, Filed, Pending Queue, or Filed for Judicial Review**
- **Court:** The name of the jurisdiction the case is filed in.
- **Submission Date:** Date the filer submitted the filing on the Portal which is the official file stamp date and time.
- **Completion Date/Remarks:** Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.

You may search your **My Submissions** page using any of the following search criteria:

My Submissions

Help

Search Options

Submission #: Type: Status:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Case Style: Matter #:

- Submission #
- Type
- Status
- UCN
- Court Case #
- Court
- Division
- Submission Date From
- Submission Date To
- Completion Date From
- Completion Date To
- Case Style
- Matter #

Note: To see more information about a submission, select the < next to the Filing #.

Florida Courts E-Filing Portal

Portal Filer User Manual

| | | | | | | | | |
|--|--------|-----------|--|------------------|-------|--------|------------------------|------------------------|
| Submit | Submit | 100195706 | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM |
| Filing Information Documents Service List Fee Payment | | | | | | | | |
| UCN: 482020CA000022A0010X | | | | | | | | |
| Division: Circuit Civil | | | | | | | | |
| Case Style: ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | | | | | | | | |
| Matter: | | | | | | | | |
| Filed By: Carolyn M Weber FL 1002747 | | | | | | | | |

There are four tabs that appear: **Filing Information**, **Documents**, **Service List** and **Fee Payment**.

The **Filing Information** displays the following information.

| | | | | | | | | |
|--|--------|-----------|--|------------------|-------|--------|------------------------|------------------------|
| Submit | Submit | 100195706 | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM |
| Filing Information Documents Service List Fee Payment | | | | | | | | |
| UCN: 482020CA000022A0010X | | | | | | | | |
| Division: Circuit Civil | | | | | | | | |
| Case Style: ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | | | | | | | | |
| Matter: | | | | | | | | |
| Filed By: Carolyn M Weber FL 1002747 | | | | | | | | |

The **Documents** tab shows you the documents submitted.

| Submit | Submit | 100195706 | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM |
|---|--------|----------------|--|------------------------|------------------------------------|--------|------------------------|------------------------|
| Filing Information Documents Service List Fee Payment | | | | | | | | |
| # | Status | Document Group | Document Type | Document Received Time | File Name | | | |
| 1 | Filed | Notices | Notice of Unavailability | 09/04/2020 10:18:40 AM | A_Plain_PDF_Coversheet08132020.pdf | | | |

The **Service List** displays those selected for E-service and those de-selected for E-service on this submission.

| Submit | Submit | 100195706 | ETIENNE, ROSE vs. MUEKNS, RANDAL LOUIS et al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM | | | | | | | | | | | | | | | | | | |
|---|------------------------|------------------|---|------------------|-------|--------|------------------------|------------------------|------|---------------|--------|-----------------|--------------------|------------------|-----------------|------------------------|------------------|-----------------|----------------------|------------------|------|---------------|--------|---------------------------|--|--|
| <div> Filing Information Documents Service List Fee Payment </div> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Documents were electronically mailed to:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email Address</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Carolyn M Weber</td> <td>cweber@fclerks.com</td> <td>On eService List</td> </tr> <tr> <td>Carolyn M Weber</td> <td>cweber1024@outlook.com</td> <td>On eService List</td> </tr> <tr> <td>Carolyn M Weber</td> <td>cweber1024@gmail.com</td> <td>On eService List</td> </tr> </tbody> </table> <p>Documents were not be electronically mailed to:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email Address</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Matching Entries Found</td> </tr> </tbody> </table> | | | | | | | | | Name | Email Address | Status | Carolyn M Weber | cweber@fclerks.com | On eService List | Carolyn M Weber | cweber1024@outlook.com | On eService List | Carolyn M Weber | cweber1024@gmail.com | On eService List | Name | Email Address | Status | No Matching Entries Found | | |
| Name | Email Address | Status | | | | | | | | | | | | | | | | | | | | | | | | |
| Carolyn M Weber | cweber@fclerks.com | On eService List | | | | | | | | | | | | | | | | | | | | | | | | |
| Carolyn M Weber | cweber1024@outlook.com | On eService List | | | | | | | | | | | | | | | | | | | | | | | | |
| Carolyn M Weber | cweber1024@gmail.com | On eService List | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | Email Address | Status | | | | | | | | | | | | | | | | | | | | | | | | |
| No Matching Entries Found | | | | | | | | | | | | | | | | | | | | | | | | | | |

The **Fee Payment** tab shows you the status of the fee and a breakdown as to how the fee was calculated, the payment method used, the MFC Order # and what was entered in the Memo field if anything. **You, as the Filer, are responsible for all fee payments. If there are any issues with payment processing, you will be contacted by the CiviTek Banking Department. If you have outstanding balances due and no payment is received, you will not be allowed to use an ACH account for payment of fees. You will have to use a credit card until the bad debt is resolved.**

| | | | | | | | | | | | | | | | | | | |
|--|--|----------------|-------------------|--------|---------------|---------|----------------------------|--------|-----------------------------------|--------|-------------------|---------|--------------------|----------|-----------------|--------------------------|---------------------|--------|
| 235787 | U.S. BANK TRUST, N.A. VS NORRED, BARBARA M | 14000012CAAXMX | | | | | | | | | | | | | | | | |
| <div> Filing Information Documents Service List Fee Payment </div> | | | | | | | | | | | | | | | | | | |
| <p>Memo:</p> <table> <tr> <td>Filing Fee</td> <td>\$0.00</td> </tr> <tr> <td>Reopen</td> <td>\$25.00</td> </tr> <tr> <td>Affidavit AFFIDAVIT</td> <td>\$0.00</td> </tr> <tr> <td>Statutory Convenience Fee:</td> <td>\$0.75</td> </tr> <tr> <td>Total Fee:</td> <td>\$25.75</td> </tr> <tr> <td>Fee Status:</td> <td>Assessed</td> </tr> <tr> <td>Paid By:</td> <td>Pay By Credit/Debit Card</td> </tr> <tr> <td>MFC Order #:</td> <td>260189</td> </tr> </table> | | | Filing Fee | \$0.00 | Reopen | \$25.00 | Affidavit AFFIDAVIT | \$0.00 | Statutory Convenience Fee: | \$0.75 | Total Fee: | \$25.75 | Fee Status: | Assessed | Paid By: | Pay By Credit/Debit Card | MFC Order #: | 260189 |
| Filing Fee | \$0.00 | | | | | | | | | | | | | | | | | |
| Reopen | \$25.00 | | | | | | | | | | | | | | | | | |
| Affidavit AFFIDAVIT | \$0.00 | | | | | | | | | | | | | | | | | |
| Statutory Convenience Fee: | \$0.75 | | | | | | | | | | | | | | | | | |
| Total Fee: | \$25.75 | | | | | | | | | | | | | | | | | |
| Fee Status: | Assessed | | | | | | | | | | | | | | | | | |
| Paid By: | Pay By Credit/Debit Card | | | | | | | | | | | | | | | | | |
| MFC Order #: | 260189 | | | | | | | | | | | | | | | | | |

CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly.

Notification of Electronic Filing

Upon submission of documents, a **Notification of Electronic Filing [NEF]** will be sent to the selected E-service recipients on the E-service list. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.

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| Pleading | Proposed Order | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|------------------------|------------------------|----------------|---|--------------------|----------------|---------------------------|------------------------|-------------------------|
| Submit | Submit | 264518 | STATE OF FLORIDA - VS - REYESRIVERA, JUAN ALBERTO | 2015-CF-000012-A-O | Pending Review | Orange | 03/30/2016 10:36:12 AM | |
| Submit | Submit | 264517 | STATE OF FLORIDA - VS - REYESRIVERA, JUAN ALBERTO | 2015-CF-000012-A-O | Pending Review | Orange | 03/30/2016 10:35:23 AM | |
| | | 264542 | Mary Jane Smith VS. State of Florida | NEW CASE | Pending Filing | The Florida Supreme Court | 03/29/2016 12:06:27 PM | |
| Submit | | 264522 | STATE OF FLORIDA VS REYNOLDS, MARKUS LORENZY | 15-CF-000012-A | Pending Review | Hillsborough | 03/29/2016 09:59:18 AM | |
| Submit | Submit | 264452 | NAMM, BEATRICE vs. BRANDON, JEFFREY et al. | 2015-CA-000025-O | Filed | Orange | 03/28/2016 09:51:11 AM | 03/28/2016 09:53:23 AM |

1 - 5 of 5 items

The NEF will open that will show you the E-service email as well as who was electronically notified and who was not electronically notified.

Notice of Electronic Filing - Submission # 100195706
Help

Notice of Service of Court Documents

Filing Information

Filing #: 100195706
Filing Time: 09/04/2020 10:18:40 AM ET
Filer: Carolyn M Weber 407-461-2313
Court: Ninth Judicial Circuit in and for Orange County, Florida
Case #: 482020CA000022A0010X
Court Case #: 2020-CA-000022-O
Case Style: ETIENNE, ROSE vs. MUENKS, RANDAL LOUISE et al.

Documents

| Title | File |
|--------------------------|------------------------------------|
| Notice Of Unavailability | A_Plain_PDF_Coversheet08132020.pdf |

E-service recipients selected for service:

| Name | Email Address |
|-----------------|------------------------|
| Carolyn M Weber | cweber@flclerks.com |
| | cweber1024@outlook.com |
| | cweber1024@gmail.com |

E-service recipients not selected for service:

| Name | Email Address |
|---------------------|---------------|
| No Matching Entries | |

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.
Thank you,
The Florida Courts E-Filing Portal

The contents of the NEF are also found in your **Email Log**. The PDF copy of the document filed however is not found in the Email Log. The PDF copy of the document is attached to the NEF sent to your specified email providers. The **My Submissions** list defaults to filings within the last seven days. The filer may expand or narrow the list by using the **From** and **To** dates. This date range 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 Cases and Organization Submissions are only visible if you are an organization administrator.

My Fees

The **My Fees** page will allow you to reconcile your credit card statement or bank statement as it relates to statutory filing fees.

The screenshot shows the 'My Fees' page interface. At the top, there is a navigation bar with 'My Fees' highlighted in a red box. Below it is a 'Search Options' section, also highlighted in a red box. The main area is titled 'Enter Search Criteria' and contains several input fields arranged in two columns. The left column includes: 'Filing Submitted From:' with a date picker, 'Filing Completed From:' with a date picker, 'Payment Method:' with a dropdown menu, 'Memo:' with a text input, 'Filing ID:' with a text input, and 'Case Style:' with a text input. The right column includes: 'To:' with a date picker, 'To:' with a date picker, 'Saved Payment Account:' with a dropdown menu, 'Matter #:' with a text input, 'Court Case #:' with a text input, and 'Fee Status:' with a dropdown menu. At the bottom of the form are 'Search' and 'Clear' buttons. Below the form are 'Print' and 'Save' icons.




You may search your **My Fees** page using the following criteria:

- Filing Submitted From/To
- Filing Completed From/To
- Payment Method
- Saved Payment Account
- Memo
- Matter #
- Filing ID
- Court Case #
- Case Style
- Fee Status
- Filter [If you are an Organization Administrator so you can filter by filers in your firm]

When you specify your search criteria and then click on **Search** your result set will appear in the grid below. You may **Save** or **Print** this result set. If you **Save**, it will create an Excel Spreadsheet.



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My Fees Help   

Search Options

Enter Search Criteria

Filing Submitted From:  To: 

Filing Completed From:  To: 

Payment Method: Saved Payment Account:
Card 55***4444 Expiring 07/2023
Not Specified


Memo: Matter #:

Filing ID: Court Case #:

Case Style: Fee Status:

| Submission Date | Completed Date | Fee Status | Amount | Account # | Filing # | Clerk Case # | MFC Order # | Matter # | Memo | Case Style |
|-----------------|----------------|------------|----------|------------------------------------|----------|------------------|-------------|----------|------|--|
| 09/25/2017 | | Assessed | \$408.83 | Card 37***0005 Expiring 08/2023 | 446058 | 2017-CA-000015-O | 282314 | | | MAREUS, SERGE et al vs. TOWER HILL SIGNATURE INSURANCE COMPANY |
| 10/03/2017 | | Assessed | \$408.83 | Card 37***0005 Expiring 08/2023 | 446478 | 2017-CA-000214-O | 282663 | | | HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA |
| 10/03/2017 | | Assessed | \$408.83 | Card 55***4444 Expiring 07/2023 | 446483 | 2017-CA-000044-O | 282667 | | | ROYAL BLISS LINENS LLC vs. BRUNET, DANIELet al. |
| 10/03/2017 | | Assessed | \$310.50 | Payment made via credit card | 446500 | NEW CASE | 282693 | | | Mary Jane Bligh |

In the above **Search Options**, we have specified a time frame, selected a Saved Payment Account Number and performed the **Search**. To find out more information about the submission, click on the Filing # and it will take you to the **My Submissions** page where you can expand the view to see the Fee Payment information.

| Pleading | Proposed Order | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---------------------------------------|---------------------------------------|--|--|------------------|----------------|--------|------------------------|-------------------------|
| <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 446058  | MAREUS, SERGE et al vs. TOWER HILL SIGNATURE INSURANCE COMPANY | 2017-CA-000015-O | Pending Review | Orange | 09/25/2017 03:55:58 PM | |

[Filing Information](#) [Documents](#) [Service List](#) [Fee Payment](#)

Memo:

| | |
|--|----------|
| Filing Fee | \$0.00 |
| Service Documents Proposed Summons to be Issued by Clerk | \$0.00 |
| Certificates and Proofs Certificate of Deposit | \$0.00 |
| Counter and Cross Claim Pet Counter Claim/Petition | \$395.00 |
| Statutory Convenience Fee: | \$13.83 |

NOTE: If you are a Law Firm Administrator, you might want to encourage your attorneys to enter the Law Firm Matter # in all of their submissions. That way you will have a corresponding Matter # on your Fee Payment screen and it is also a **Search Option** field. You will be better able to track your filings as they relate to a Matter # if the filer enters that information on each submission.

My Alerts

If you have any filer Alerts pending, when you log in to the Portal you will be taken to your **My Alerts** page and not to the E-Filing Map or if you have designated another Home Page in your Preferences, to that Home Page. The **My Alerts** page will appear as long as you have outstanding Alerts. Once they have been resolved/cleared, you will then land at either the E-Filing Map or your designated Home Page.

| <input type="checkbox"/> Select | Filing # | Case Style | Court Case # | Court | Alert Date | Type of Alert | Remarks |
|---------------------------------|-----------|---|------------------|--------|------------------------|----------------------------------|--|
| <input type="checkbox"/> | 100195703 | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Orange | 09/08/2020 10:25:38 AM | Filing Moved to Correction Queue | Document was submitted to the incorrect case number. |

An Alert will be created for the following events:

- Filing Moved to Correction Queue
- E-Service Email Delivery Failure
- Removal from E-Service List Request

Enter Search Criteria

Alert Date From: 04/02/2018 To: 04/26/2018

Type of Alert:
Filing Moved to Correction Queue
eService Email Delivery Failure
Removal from Service List Request

Filing ID: Filing #

Search Clear Search Criteria

Clear Selected Alert(s)

The Alert will remain in the Active status until the filer clears the Alert at which time the status is changed to cleared and it is no longer considered active. To clear an Alert, place a check in the box under the Select column and click on **Clear**. To resolve the Alert by correcting the document in the Correction Queue, click on the Filing #.

Florida Courts E-Filing Portal

Portal Filer User Manual

My Alerts

Search Options

Clear Selected Alert(s)

| <input type="checkbox"/> Select | Filing # | Case Style | Court Case # | Court | Alert Date | Type of Alert | Remarks |
|---------------------------------|-----------|---|------------------|--------|------------------------|----------------------------------|--|
| <input type="checkbox"/> | 100195703 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Orange | 09/08/2020 10:25:38 AM | Filing Moved to Correction Queue | Document was submitted to the incorrect case number. |

1 - 1 of 1 items

That will take you into the **Correction Queue** where you can replace the deficient document. For more information on the **Correction Queue**, please see the section entitled **Correction Queue**.

As long as you have active Alerts, when you log in to the Portal you will be taken to the Alerts page. Once they have all been cleared or resolved, you will then be taken to the **E-Filing Map** or your designated **Home Page** upon logging in to the Portal.

Workbench

This link will take you to your **Workbench** where any submissions you have begun but not completed or saved to the **Workbench** will be listed. To continue filing the submission, click on the **Resume Submission** which is the blue Filing ID number link and complete your filing. To delete the submission, click on the red "X" in the Delete column.

Florida Courts E-Filing Portal
www.myflcourtaccess.com

View NEF My Cases My Submissions Sign Out
Workbench 1 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 09/08/2020 10:21:39 AM

My Account Filing Options

Workbench

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

Refresh

| Court/Judicial Circuit | Case Number | Case Detail | Emergency Filing | Resume Submission | Delete | Date Last Updated |
|------------------------|--------------------|--|------------------|-------------------|--------|------------------------|
| Orange | 2020-CF-000002-A-O | STATE OF FLORIDA - VS - PERSAUD, TULSIE Circuit Criminal / Felony | | 895734 | X | 09/08/2020 10:29:26 AM |

1 - 1 of 1 items

The submissions will remain on the **Workbench** for five (5) days from the Date Last Updated. After the five (5) days, they will disappear from the **Workbench** and you will not be able to recover them.

DIY Documents

This menu is primarily for the self-represented litigant. There are interviews available that will walk you through generating your document to be filed with the Clerk. Select the interview from the list and you will be taken to the document generation page and asked questions to which you will provide an answer. Once you have

Florida Courts E-Filing Portal

Portal Filer User Manual

completed the interview, the document will be generated with your answers and you will be dropped into the Portal filing path so that you can submit your document to the Clerk..Check out the training videos on the Help Menu of the Portal web page at www.myflcourtaccess.com under the Help Menu, Training Videos.

E-Filing Map

The **E-Filing Map** link allows filers to access the **Jurisdictional Map** which allows them to select a filing path. Select either the Trial Court or the Appellate Court filing path. To change counties in which you are filing documents, you must return to the **E-Filing Map** to make a new county selection.

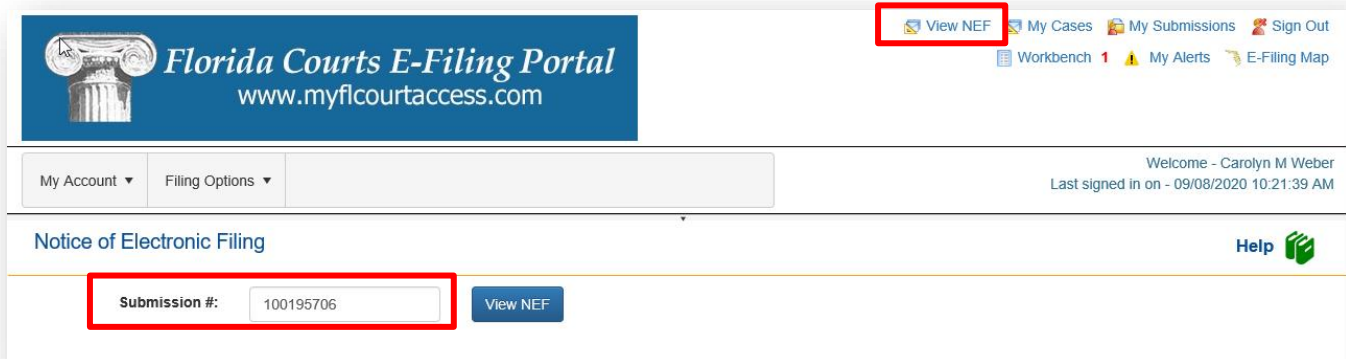
The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a header with the portal name and logo, and a navigation bar with links like 'View NEF', 'My Cases', 'My Submissions', 'Sign Out', 'Workbench', 'My Alerts', and 'E-Filing Map' (highlighted with a red box). Below the header, there is a 'My Account' dropdown menu and a 'Filing Options' dropdown menu (also highlighted with a red box). The main content area is titled 'E-Filing Map' and features a map of Florida with counties color-coded by jurisdiction. On the left, there are sections for 'Select a Filing Jurisdiction' and 'Trial Court' (with options like 'Case Initiation', 'Pleading on Existing Case', etc.) and 'Appellate Court' (with options like 'Case Number Pending', 'Case Initiation', etc.). The map is divided into regions, with counties grouped by color: orange for Trial Court, green for Appellate Court, blue for others, and purple for others. Numbered callouts 1 through 5 highlight specific features: 1 points to the 'Filing Options' dropdown, 2 points to the 'Trial Court' section, 3 points to the 'Appellate Court' section, 4 points to the 'Pleading on Existing Case' option, and 5 points to the 'E-Filing Map' link in the top navigation bar.

View NEF (Notice of Electronic Filing)

Click on the **View NEF** link in the **Quick Links** to view the Notification of Electronic Filing (NEF) that provides E-service of the document(s) submitted. You enter in the Submission ID and click on **View NEF**.

Florida Courts E-Filing Portal

Portal Filer User Manual



Florida Courts E-Filing Portal
www.myflcourtaccess.com

View NEF My Cases My Submissions Sign Out
Workbench 1 My Alerts E-Filing Map

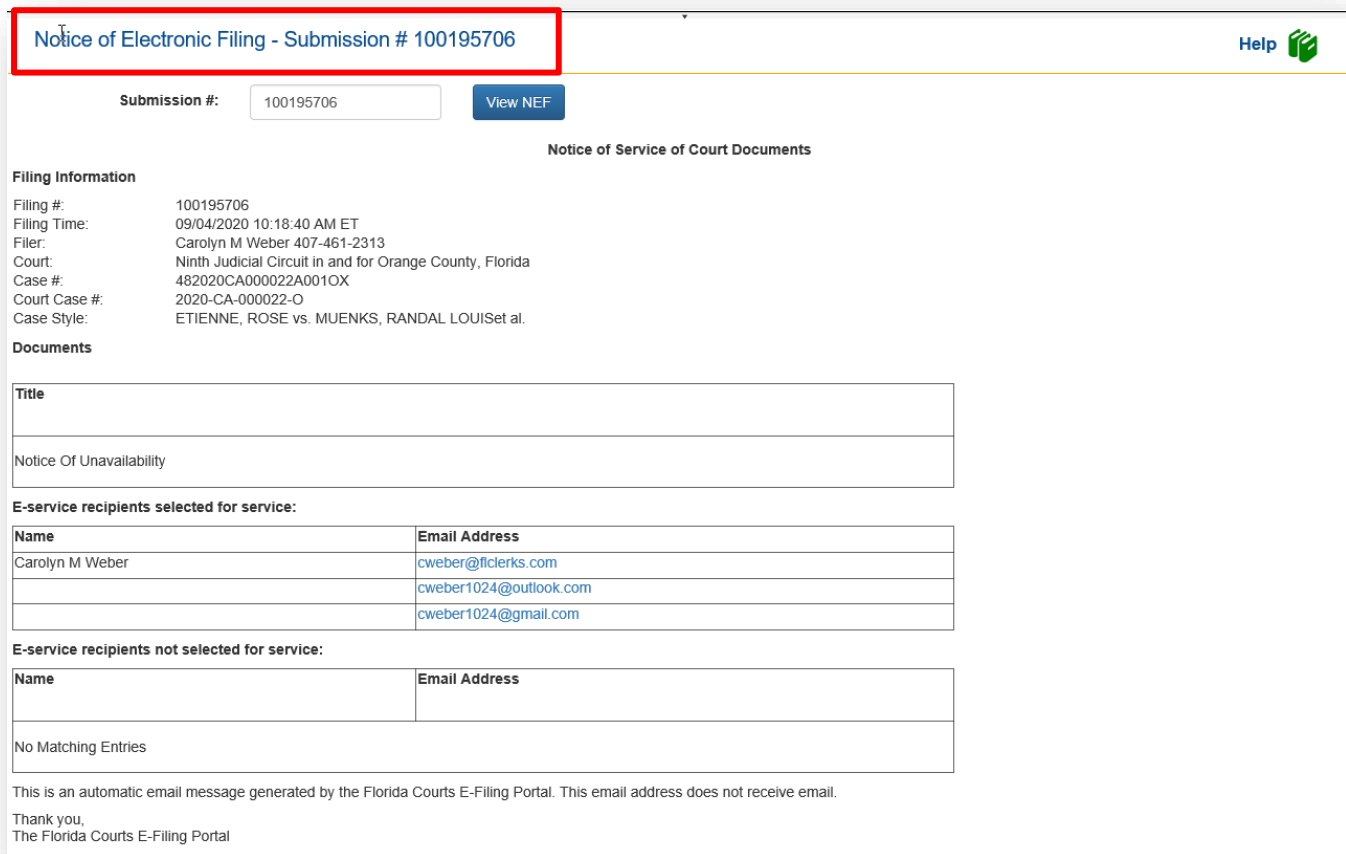
My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 09/08/2020 10:21:39 AM

Notice of Electronic Filing Help

Submission #: 100195706 View NEF

This will pull up the Notice of Electronic Filing (NEF) for that Submission #.



Notice of Electronic Filing - Submission # 100195706 Help

Submission #: 100195706 View NEF

Notice of Service of Court Documents

Filing Information

Filing #: 100195706
Filing Time: 09/04/2020 10:18:40 AM ET
Filer: Carolyn M Weber 407-461-2313
Court: Ninth Judicial Circuit in and for Orange County, Florida
Case #: 482020CA000022A001OX
Court Case #: 2020-CA-000022-O
Case Style: ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al.

Documents

| Title |
|--------------------------|
| Notice Of Unavailability |

E-service recipients selected for service:

| Name | Email Address |
|-----------------|------------------------|
| Carolyn M Weber | cweber@flclerks.com |
| | cweber1024@outlook.com |
| | cweber1024@gmail.com |

E-service recipients not selected for service:

| Name | Email Address |
|---------------------|---------------|
| No Matching Entries | |

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.
Thank you,
The Florida Courts E-Filing Portal

Pleading on Existing Case

If you have not filed to a case that has an existing case number, you must begin the filing from the Jurisdictional or **E-Filing Map**.

Process

Trial Court: Select county from the drop down or click on the county name in the map.

Appellate Court: Select the district number from the map for a District Court of Appeal from the drop down list which includes the Florida Supreme Court.

Florida Courts E-Filing Portal
www.myflcourtaccess.com

View NEF My Cases My Submissions Sign Out
Workbench 2 My Alerts E-Filing Map
CCIS

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 08/17/2021 11:53:24 AM

E-Filing Map

Help

Select a Filing Jurisdiction

Trial Court

☐ Case Initiation

☒ Pleading on Existing Case

☐ File Documents to Multiple Cases

☐ File Same Document to Multiple Cases (No Fees)

☐ Proposed Documents

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

Orange

Appellate Court

☐ Case Number Pending

☐ Case Initiation

☐ Pleading on Existing Case

1 2 3 4 5

Then select **Pleading on Existing Case** if the case already exists and then click on **File Now**.

Case Information – Trial Court

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

Select the Division from the dropdown list provided. Enter the case number and click search. The Portal will search for the case record.

- If the county's case management system is not linked to the Portal 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, case information may not be returned from the county's Case Management System.

1. Select Division
2. Type in Year
3. Sequence number
4. Select Court Type
5. Search

The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If correct, click on **Next** or click on **Case Parties** in the Menu Bar.

Case Information – Appellate Court

Select the **Appellate court Case Year** and **Case #** and then select **Search**.

FLORIDA
SECOND DISTRICT COURT OF APPEAL
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 2 My Alerts E-Filing Map
CCIS

Welcome - Carolyn M Weber
Last signed in on - 08/17/2021 11:53:24 AM

My Account Filing Options

Pleading on Existing Case Help

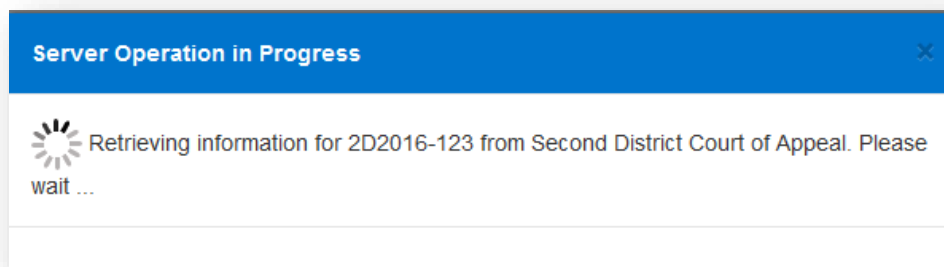
Case Information Documents Service List Review and Submit

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

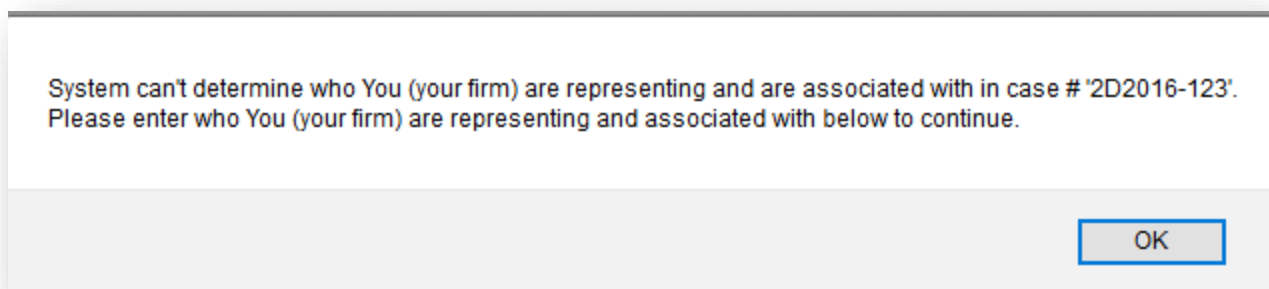
* Appellate court Second District Court of Appeal * Case Year 2016 * Case # 123 Search

Case Title


The Portal will retrieve the Case Information from the District Court of Appeal.






And present a message that asks you to choose who you who represent and who you are associated with in order to continue.



Select **OK** to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below designated a Required Field as indicated by the red asterisks.



FLORIDA
SECOND DISTRICT COURT OF APPEAL
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal






[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench 2](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

[Help](#)   

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

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

* Appellate court

Second District Court of Appeal ▾

* Case Year

2016

* Case #

123

Search

Case Title

STEVE M. HAYWOOD vs STATE OF FLORIDA

Proceeding Type

APPEAL

Case Type

REGARDING CRIMINAL MATTERS

Case Category

3.850

Case Nature

FINAL

* You (your firm) are representing:

☒ Other ☐ Yourself

* You (your firm) are associated with:

Appellant ▾

Next

Save to Workbench

Case Parties – Trial Court

NOTE: Not all counties will allow you to add case parties so this screen may not be available to the filer in some counties.

Select the Party you are filing on behalf of if listed in the Current Parties section. If your party is not listed and the county allows you to add parties to a case, click on the **Add Party** link.

Pleading on Existing Case

Help [Icons]

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

Case #: 482018CA000012A0010X Type: Other Negligence / Auto Negligence Status: Open

Case Title: PARE, ELAINE vs. PATEL, HITESH et al.

Case Information **Case Parties** Documents ServiceList Fees and Payments Review and Submit

Current Parties

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

[ELAINE PARE [Plaintiff]]
 [HITESH PATEL [Defendant]]
 [ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY [Defendant]]
 [PROGRESSIVE AMERICAN INSURANCE COMPANY [Defendant]]

New Parties

If your party does not appear above, add the parties here.

Add Party

| # | Type | Name | Contact Information |
|---|------|------|---------------------|
| No Parties associated with current filing | | | |

Back Next Save to Workbench

When adding a party you have 2 options:

1. Selecting the **Copy from Current Filer** option will add the filer as a party and fill in the party information with the filer's Portal profile information. This is used when the attorney is adding himself to the case as counsel on behalf of a party. The attorney would not be a primary party.
2. Enter the party information after selecting the party. Type the party information directly into the available fields.

Add/Edit Party

Party #: [New Party]

Role: [Select] [v] ☐ Primary Party ☐ Filed On Behalf of

ID State/License #: [Select State] [v] []

☐ Copy From Current Filer

You must enter either person or organization name.

| First | Middle | Last | Suffix | Gender | Race |
|--------------------|--------|------|--------|--------|------|
| * Person Name: [] | [] | [] | [v] | [v] | [v] |

OR Organization: []

Alias(AKA):

| Remove | Alias Type | Alias |
|-------------|------------|-------|
| [Add Alias] | | |

Copy Contact Information From: [v]

Email Address: [] *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address: [] []

*Country/ City/State/Zip: [UNITED STATES] [v] [] [Select State] [v] []

Primary Ext. Home Work Ext. Mobile Fax

Click the **Save** button when the information is 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 so that all parties may be added.

Existing Case

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00
Case #: 482013CA000234A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Open
Case Title: CACH LLC vs. MCCARTY, SHERRY J

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Current Parties

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

CACH LLC [Plaintiff]
SHERRY J MCCARTY [Defendant]
HAROLD E SCHERR ESQ [Attorney]

New Parties

If your party does not appear above, add the parties here.

Add Party

| | | # | Type | Name | Contact Information |
|--|--|---|-------------------|----------------|---------------------------------|
| | | 1 | Counter Plaintiff | Sherry McCarty | 1 Liberty Lane Orlando FL 32801 |
| | | 2 | Counter Defendant | CACH LLC | 41 Winston Lane Oviedo FL 32881 |

When the filer has completed adding or editing all necessary parties to the case, click the **Next** button. If you need to go back to the Case Information page select the **Back** button or the **Case Information** tab from the menu bar.

Case Parties – Appellate Court

There is no case parties tab in the Appellate court filing path. The Appellate court will add the parties to their Case Management System.

Documents – Trial Court

The documents page is next. You can either click on **Next** at the bottom of the **Case Parties** tab or click on **Documents** in the menu bar. Click **Add** to add a document to the case.

Florida Courts E-Filing Portal

Portal Filer User Manual

Pleading on Existing Case

Help

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

Case #: 482016CA000012A001OX Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status: Closed

Case Title: GEMAIRE DISTRIBUTORS LLC vs. SAWGRASS AIR CONDITIONING AND ELECTRIC CORP et al.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|------------------------------------|---------------------|--------|-------|-------------|----------|
| <input type="button" value="Add"/> | | | | | |
| Total | | \$0.00 | 0 | 0 Documents | 0.00 |

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

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

Back Next Save to Workbench

Note: There may or may not be an exact match of the document you are filing in the list of documents available to the filer. This list of docket codes is set up by clerk of each county and the DCA. If the exact name of the document you are filing is not available, select the document that most closely matches the document you are submitting.

You may search for a document by placing your cursor in the **Search** field and typing in your search criteria. Type in a unique word of the name of your document, i.e. 'summary' when you are filing a Motion for Summary Judgment. Then either hit your **tab** or **enter** key to perform the search. Or you may tab through the pages of document descriptions available by using the page number tabs at the bottom of the screen.

Add/Edit Document

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

Search: summary

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

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

Motions

☐ Motion for Summary Final Judgment ☒ Motion for Summary Judgment

1 - 1 of 1 items

* # Pages: * Upload: Browse... No file selected. Save Cancel

Frequently Filed Documents

We now have a section on the **Add/Edit Document** page that displays your **Frequently Filed Documents**. We added this so that you can easily find documents that you file on a regular basis without the need to continually Search. Based on the documents you file, this section will add more documents to the list.

Florida Courts E-Filing Portal

Portal Filer User Manual

Add/Edit Document

Document #:

New Document

Filing Fee:

\$0.00

Clear

Search:

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

▾ Frequently Filed Documents

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Affidavit | <input type="checkbox"/> Complaint | <input type="checkbox"/> Notice of Propounding Interrogatories | <input type="checkbox"/> Motion for Contempt |
| <input type="checkbox"/> Motion for Summary Judgment | <input type="checkbox"/> Proposed Summons to be Issued by Clerk | | |

▾ Affidavits and Oaths

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Affidavit | <input type="checkbox"/> Affidavit in Opposition | <input type="checkbox"/> Affidavit in Opposition to Claim of Exemption | <input type="checkbox"/> Affidavit in Support |
| <input type="checkbox"/> Affidavit of Amount Due | <input type="checkbox"/> Affidavit of Attorney's Fees | <input type="checkbox"/> Affidavit of Claim | <input type="checkbox"/> Affidavit of Compliance |
| <input type="checkbox"/> Affidavit of Costs | <input type="checkbox"/> Affidavit of Counsel | <input type="checkbox"/> Affidavit of Damages | <input type="checkbox"/> Affidavit of Indebtedness |
| <input type="checkbox"/> Affidavit of Interest | <input type="checkbox"/> Affidavit of Lost/Destroyed Instrument | <input type="checkbox"/> Affidavit of Military Service | <input type="checkbox"/> Affidavit of Non Military Service |
| <input type="checkbox"/> Affidavit of Non Military Service & Proper Venue | <input type="checkbox"/> Affidavit of Non Military/Proper Venue/Support Judgment | <input type="checkbox"/> Affidavit of Non Payment | <input type="checkbox"/> Affidavit of Non-Compliance |
| <input type="checkbox"/> Affidavit of Time | <input type="checkbox"/> Affidavit Proof of Claim | <input type="checkbox"/> Affidavit Recorded | <input type="checkbox"/> Financial Affidavit |
| <input type="checkbox"/> Oath | | | |

▾ Agreements Stips and Acceptances

| | | | |
|-------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> Acceptance | <input type="checkbox"/> Acceptance of Service | <input type="checkbox"/> Agreement | <input type="checkbox"/> Joint Stipulation |
|-------------------------------------|--|------------------------------------|--|

1

2

3

4

5

6

7

8

9

10

...

1 - 10 of 113 items

Select the document you wish to file and upload the document. Then click on **Save** to add it to the list of documents you will submit.

Florida Courts E-Filing Portal

Portal Filer User Manual

Add/Edit Document

Document #: New Document

Filing Fee: \$0.00

Clear

Search: summary

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

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

Discovery

☐ Summary of Proceedings

Motions

☒ Motion for Summary Judgment

Orders

☐ Summary Judgment Recorded

1 - 3 of 3 items

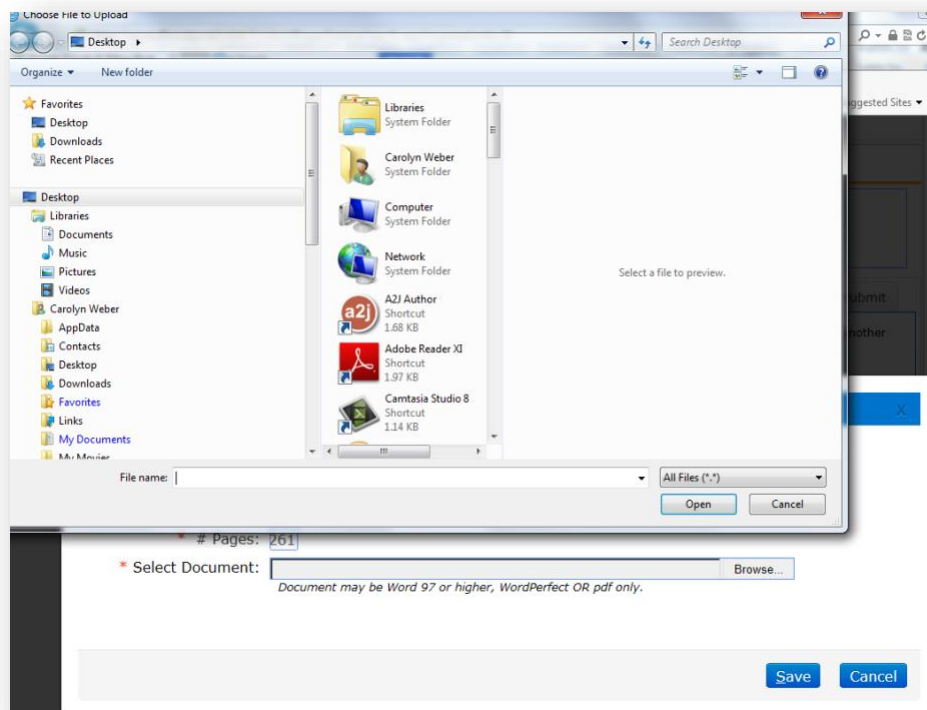
Pages no longer required

*** Upload:** Browse... Motion.pdf

Save

Cancel

To upload your document, browse out on your computer to find your document that you have computer generated, added the electronic signature [s/ATTORNEY NAME] and saved as a PDF/A.



Florida Courts E-Filing Portal

Portal Filer User Manual

Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 50MB.

Pleading on Existing Case

Help

| | | | |
|---|---|-------------------------|-------------------|
| Type: Trial | County: Orange | Division: Circuit Civil | Total Fee: \$0.00 |
| Case #: 482016CA000012A001OX | Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC | Status: Closed | |
| Case Title: GEMAIRE DISTRIBUTORS LLC vs. SAWGRASS AIR CONDITIONING AND ELECTRIC CORP et al. | | | |

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#). See the PDF/A Advisory below.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|----------|--|--------|-------|---|----------|
| Remove | Replace Motions Motion for Case Management Conference | \$0.00 | 3 | View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| Add | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 |

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

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

Back

Next

Save to Workbench

If your document is larger than 50MB, break your document down into two separate files and then submit them as individual files. A progress bar will appear when submitting the larger documents to let you know that the upload is in progress. When the file size appears, your document has completely uploaded and you are ready to continue. The speed of the upload depends on your internet connection.

NOTE: If you computer generate your document and apply the electronic signature of s/ATTORNEY NAME to your documents and then Print, Publish or Save them as a PDF/A document you will rarely reach the 50MB file size. PDF/A makes a small file and it would take many pages of document to even get close to the 50MB file size. Please **DO NOT SCAN** your documents just to show a wet ink signature. That is not the preferred way to file documents electronically. If you must scan, please set your scanner to 300 DPI and scan in black and white and **NOT** in color. Scan only what you absolutely must.

If when you perform your search no documents appear in your result set, click on **Clear** to clear out the search field and try again or page through the list of documents by using the page number selection box at the bottom of the screen to find what you wish to submit.

Florida Courts E-Filing Portal

Portal Filer User Manual

Add/Edit Document

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

Search:

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

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

Affidavit

All

| | | | |
|--|--|--|---|
| <input type="checkbox"/> AFFIDAVIT | | | |
| <input type="checkbox"/> ACKNOWLEDGMENT FROM FIRST DCA | <input type="checkbox"/> AFFIDAVIT OF INDIGENCY | <input type="checkbox"/> AFFIDAVIT OF NON MILITARY SERVICE | <input type="checkbox"/> ALIAS SUMMONS ISSUED |
| <input type="checkbox"/> AMENDED | <input type="checkbox"/> AMENDED COMPLAINT | <input type="checkbox"/> AMENDED NOTICE OF HEARING | <input type="checkbox"/> APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS |
| <input type="checkbox"/> BILL ON PREPARATION OF RECORD ON APPEAL | <input type="checkbox"/> CASE CLOSED | <input type="checkbox"/> CERTIFICATE | <input type="checkbox"/> CERTIFICATE OF INDIGENCY |
| <input type="checkbox"/> CERTIFIED MAIL RECEIPT | <input type="checkbox"/> CIVIL COVER SHEET | <input type="checkbox"/> CLERKS WORKSHEET - JUDICIAL HEARING | <input type="checkbox"/> COMPLAINT |
| <input type="checkbox"/> COPY OF DRIVERS LICENSE | <input type="checkbox"/> DEFAULT ENTERED | <input type="checkbox"/> DEFAULT FINAL JUDGMENT | <input type="checkbox"/> DEFENDANT |
| <input type="checkbox"/> DEMAND FOR DOCUMENTS | <input type="checkbox"/> DIRECTIONS TO CLERK | <input type="checkbox"/> DISPOSED BY THE JUDGE | <input type="checkbox"/> DOCKETING STATEMENT (COPY) |
| <input type="checkbox"/> EX PARTE | <input type="checkbox"/> EXHIBITS FILED | <input type="checkbox"/> FILE SENT TO LAW CLERK | <input type="checkbox"/> FILE SENT TO LAW CLERK DATE- |
| <input type="checkbox"/> FINAL DISPOSITION FORM | <input type="checkbox"/> FINAL JUDGMENT | <input type="checkbox"/> FINAL ORDER | <input type="checkbox"/> FINAL ORDER IN REPLEVIN |
| <input type="checkbox"/> FREE TEXT IMAGE CODE | <input type="checkbox"/> INDEX TO RECORD ON APPEAL | <input type="checkbox"/> INVOLUNTARY CIVIL COMMITMENT | <input type="checkbox"/> JOINT |

1 2 3

1 - 10 of 27 items

Once you find the document you are going to submit, select that document and browse out on to your computer to locate your computer generated document and attach it to the submission. You may attach either a Word document or a PDF or PDF/A document to the submission. You may attach as many documents as you wish to submit to the same filing provided they will all be filed to the same case. **The preferred file format is PDF/A.**

The documents will display in the list.

Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|----------|--|--------|-------|---|----------|
| Remove | Replace Motions Motion for Summary Judgment | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Remove | Replace Affidavits and Oaths Affidavit in Support | \$0.00 | 1 | View C:\fakepath\Cover Letter.pdf | 0.05 |
| Remove | Replace Discovery Notice of Discovery | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Add | | | | | |
| Total | | \$0.00 | 3 | 3 Documents | 0.24 |

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

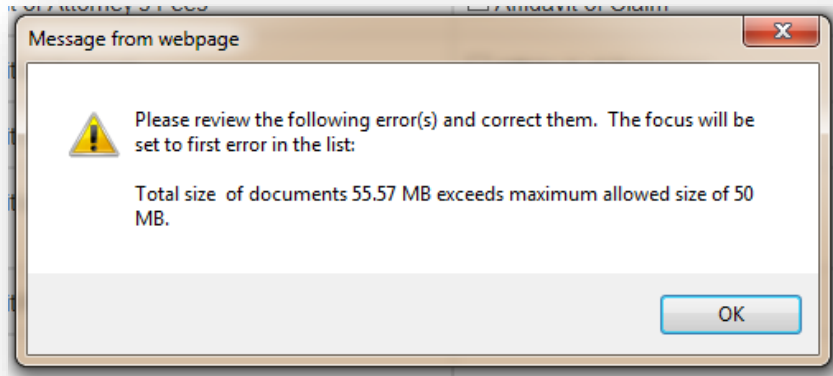
Your failure to comply with these rules may subject you to sanctions.

Back
Next
Save to Workbench

The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears. The aggregate size of the

submission is visible in the bottom right hand corner of the screen so the filer knows when they are approaching the submission size maximum of 50MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size for the trial court filing path is 50MB. If you attach too many documents to the submission, and it exceeds the 50MB size limit, an error message will appear as shown below.



If your document has pages that are greater than the allowed standard of 8 ½” x 11”, you will receive an **Error** after the upload. You will have to remove that document, correct the pages that are not in compliance and upload again.

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

File 'about_50mb.pdf' Page 26 size 8.51 x 11.28 is larger than 8 ½ x 11 inches and cannot be uploaded through E-Filing Portal. File 'about_50mb.pdf' Page 27 size 8.51 x 11.25 is larger than 8 ½ x 11 inches and cannot be uploaded through E-Filing Port...

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|----------|---|--------|-------|------------------------------------|----------|
| Remove | Replace Motions Motion for Summary Judgment | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Remove | Replace Affidavits and Oaths Affidavit in Support | \$0.00 | 1 | View C:\fakepath\Cover Letter.pdf | 0.05 |
| Remove | Replace Discovery Notice of Discovery | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Remove | Replace Affidavits and Oaths Affidavit in Opposition | \$0.00 | 2251 | View C:\fakepath\about_50mb.pdf | Error |

Add

| | | | | | |
|-------|--|--------|------|-------------|-------|
| Total | | \$0.00 | 2254 | 4 Documents | 48.25 |
|-------|--|--------|------|-------------|-------|

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

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Save to Workbench

The Portal does display on the document page the total submission size of all the documents you have uploaded to file. Since PDF/A is preferred file format, the Portal will check your document and advise whether

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Portal Filer User Manual

it is a properly formatted PDF/A. If not, you may remove and reformat your document and upload again. If you click on *read more* the Portal will tell you why your document is not a properly formatted PDF/A.

If your total file size exceeds the 50MB file size limit, send off what you have uploaded and use the **Submit** button on the **Filing Received** page to submit the remaining documents. To file documents that are larger than 50MB, break the document down into two separate files and submit them individually.

When the filer has completed adding all necessary document information, be sure to read the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|------------------------|---|--------|-------|---|----------|
| Remove | Replace Motions Motion for Summary Judgment | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Remove | Replace Affidavits and Oaths Affidavit in Support | \$0.00 | 1 | View C:\fakepath\Cover Letter.pdf | 0.05 |
| Remove | Replace Discovery Notice of Discovery | \$0.00 | 1 | View C:\fakepath\Motion.pdf | 0.09 |
| Add | | | | | |
| Total | | \$0.00 | 3 | 3 Documents | 0.24 |

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


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

Documents – Appellate Court




The Documents page is next. Click **Add** to add documents to be filed to the case. The maximum file size for the Appellate Court filing path is 200MB.

Florida Courts E-Filing Portal

Portal Filer User Manual



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[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench](#) **3** [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

[Help](#)   

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

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

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

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

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Next

Save to Workbench

You may search for a document by selecting the **Search** field and typing in your search criteria or you may search the documents available by using the page numbers at the bottom of the screen. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.

Add/Edit Document

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

Search:

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

BRIEF

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

BRIEF/RECORD

| | | | |
|-----------------------------------|---------------------------------|--|-------------------------------------|
| <input type="checkbox"/> EXHIBITS | <input type="checkbox"/> RECORD | <input type="checkbox"/> SUPPLEMENTAL RECORD/TRANSCRIPTS | <input type="checkbox"/> TRANSCRIPT |
|-----------------------------------|---------------------------------|--|-------------------------------------|

1 2 3 4 5 6 7 8 9 10
1 - 5 of 46 items

* Upload:
Browse...

Volume:
Save Cancel

MOTION

| | | | |
|--|---|---|--|
| <input type="checkbox"/> APPENDIX/ATTACHMENT TO MOTION | <input type="checkbox"/> EMERGENCY MOTION TO STAY | <input type="checkbox"/> EXTRAORDINARY MOTION FOR ORAL ARGUMENT | <input type="checkbox"/> MOTION FOR APPOINTMENT OF COUNSEL |
|--|---|---|--|

1 2 3 4
1 - 10 of 34 items

If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab** or **Enter** key to perform the search. In the below example, we will use the word 'amicus' to limit the result set of our search.

Florida Courts E-Filing Portal

Portal Filer User Manual

Add/Edit Document

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

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

BRIEF

| | | | |
|--|--|--|--|
| <input type="checkbox"/> AMICUS CURIAE BRIEF | | | |
|--|--|--|--|

1 - 1 of 1 items

Pages no longer required * Upload: [Browse...](#) No file selected. Volume: [Save](#) [Cancel](#)

Select the document you wish to file and upload the document. You may also use the Volume field to further identify the document you are submitting. If your document is larger than 200MB, break your document down into two separate files and then submit them individually using the additional text **Volume** field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.

Add/Edit Document

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

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

BRIEF

| | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> AMICUS CURIAE BRIEF | | | |
|---|--|--|--|

MOTION

| | | | |
|--|--|--|--|
| <input type="checkbox"/> MOTION TO FILE AMICUS CURI. BRIEF | | | |
|--|--|--|--|

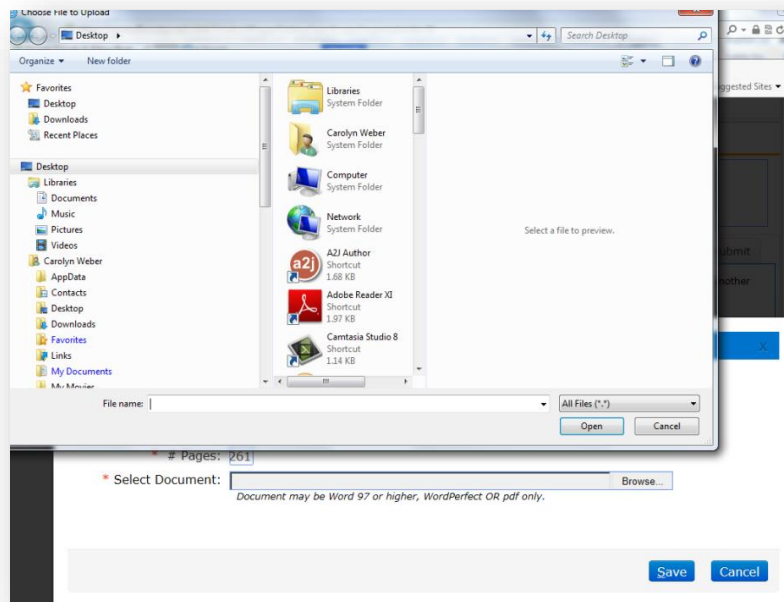
1 - 2 of 2 items

* Upload: [Browse...](#) Volume: [Save](#) [Cancel](#)

To upload your document, browse out on your computer to find your document that you have computer generated, added the electronic signature and saved as a PDF/A. Click on Open to attached it to the document page and then Save.

Florida Courts E-Filing Portal

Portal Filer User Manual



Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file by selecting **Add** and repeating the process explained above as long as the total file size does not to exceed 200MB

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[Case Initiation](#)

[Case Number Pending](#)

[Workbench 3](#)
[My Alerts](#)
[E-Filing Map](#)

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

My Account
Filing Options

Pleading on Existing Case

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

| Document | Document Group/Type | Fee | Pages | File | Size(MB) | Volume/Description |
|----------------|------------------------------------|--------|-------|--|----------|--------------------|
| Remove | Replace BRIEF AMICUS CURIAE BRIEF | \$0.00 | 3 | View C:\fakepath\A_PDFA_Coversheet08132020.pdf | 0.37 | Vol 1 of 2 |
| <div>Add</div> | | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.37 | |

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

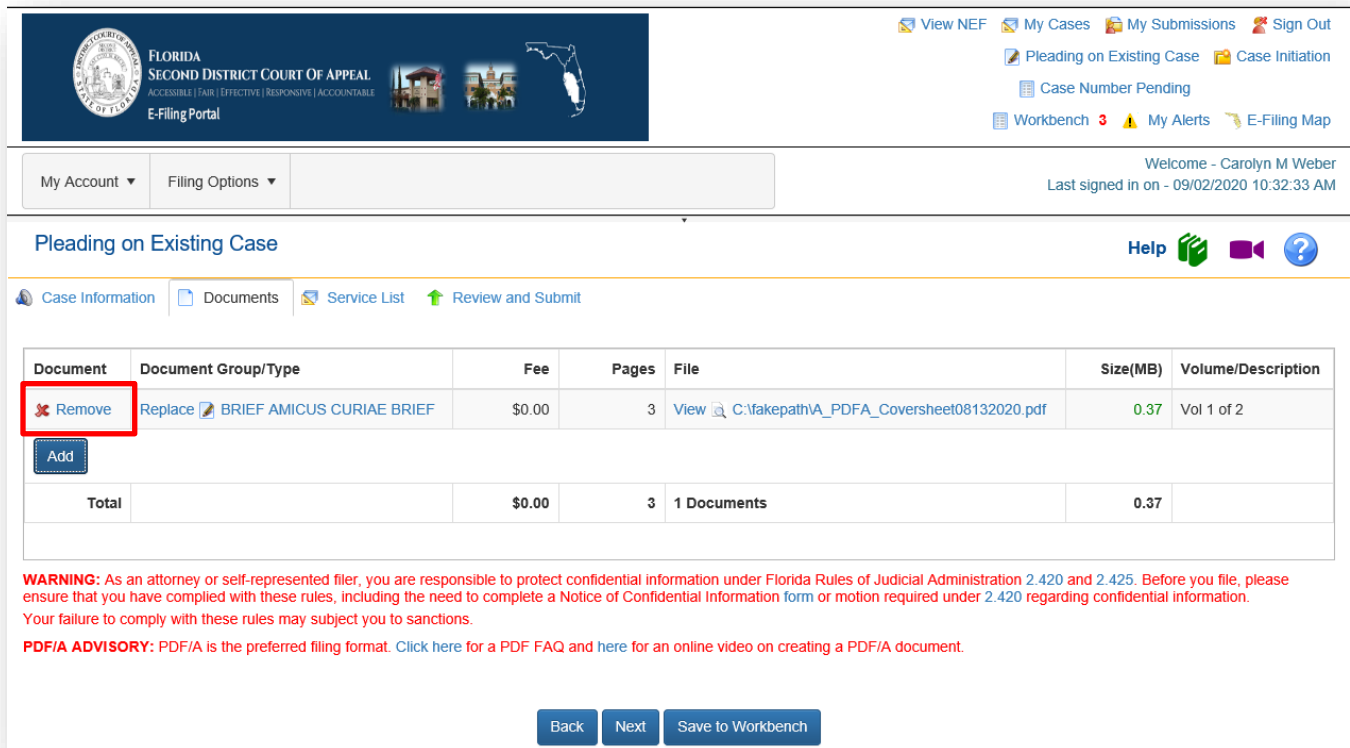
PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

Back
Next
Save to Workbench

The documents will display in the list. You may also remove any document added in error by clicking on the red X next to the word Remove.

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Florida Courts E-Filing Portal

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

Case Information Documents Service List Review and Submit

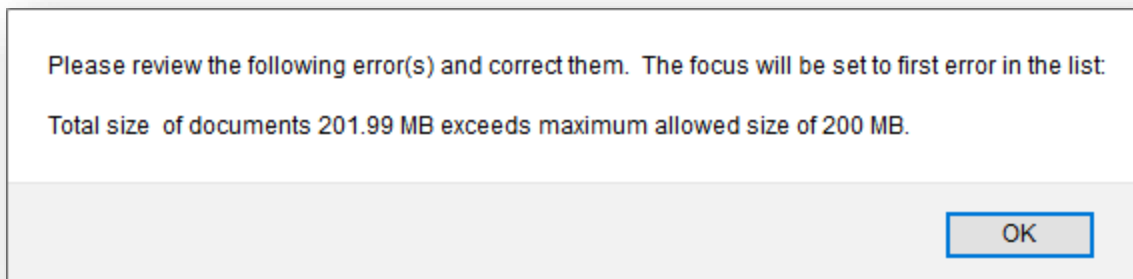
| Document | Document Group/Type | Fee | Pages | File | Size(MB) | Volume/Description |
|--|---|--------|-------|--|----------|--------------------|
|  Remove | Replace  BRIEF AMICUS CURIAE BRIEF | \$0.00 | 3 | View  C:\fakepath\A_PDFA_Coversheet08132020.pdf | 0.37 | Vol 1 of 2 |
| Add | | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.37 | |

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

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

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

The maximum submission size is 200MB. If you attach too many documents to the submission, and it exceeds the 200MB size limit, an error message will appear as shown below.



Please review the following error(s) and correct them. The focus will be set to first error in the list:

Total size of documents 201.99 MB exceeds maximum allowed size of 200 MB.

[OK](#)

To file documents that are larger than 200MB, break the document down into separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to note the Confidential Information warning section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420.

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

Then click the **Next** button to move on.

Portal Filer User Manual

Frequently Filed Documents

We now have a section on the **Add/Edit Document** page that displays your **Frequently Filed Documents**. We added this so that you could easily find documents that you file on a regular basis without the need to Search. For more information please see **Documents – Trial Court section** of this Manual.

Service List

Next you see the **ServiceList** page. You must select from the **Service Recipient List** the parties you wish to serve by placing a check in the box next to the name of the people you wish to serve. You may select the entire list by placing a check in the box next to 'Serve All?' in the column header.

The **Service List** page is the same for both the Trial Court filing path and the Appellate Court filing path.

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

Help

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

Case #: 482020CA000012A0010X Type: Other Negligence / Premises Liability - Residential Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

Case Information Case Parties Documents **ServiceList** Fees and Payments Review and Submit

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

| <input type="checkbox"/> Serve All? | Name/ID | Recipient Status | Affiliation/Role | Email Status | Email Address | Email Type |
|-------------------------------------|---------------------|------------------|----------------------------|--------------|---------------|-------------|
| <input type="checkbox"/> | Carolyn Clerk Weber | Active | Orange Clerk of Court User | | ***** | Primary |
| | | | | | ***** | Alternate 1 |

Any email address that has received a bounced back email will be flagged and should not be selected for E-service. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged and should not be selected for E-service.

If you have a bounce back flag on your email address, click on the **Info** link. This will allow you to see how many bounce backs and when they were received at the email address in question. You will be able to reset that email address if you believe it to be a valid email address. The next time that email address receives a bounce back, the **Info** icon will reappear until the issue is resolved. If you have received more than five (5) bounce back emails, the icon will turn red and a warning will be presented. Be sure you correct the bad email address or check with our email provider to add the Portal's E-service email address to the white page of your provider.

Florida Courts E-Filing Portal

Portal Filer User Manual

| | | | | | | |
|--------------------------|-------------------------|-------------------|---|------|------------------------|-------------|
| <input type="checkbox"/> | Melvin Cox I | Active | Melvins Law Firm Attorney – Florida Bar | | cox@fclerks.com | Primary |
| <input type="checkbox"/> | Mary Beth Kelly FL84487 | Active | Unaffiliated Users Attorney – Florida Bar | | cweber1024@outlook.com | Primary |
| | | | | | cweber1024@gmail.com | Alternate 1 |
| <input type="checkbox"/> | Abraham Lincoln | | Unaffiliated Users Interested Party | Info | alt1@lawfirm.com | Primary |
| <input type="checkbox"/> | Mary Jane | Removal Requested | Unaffiliated Users Interested Party | | cweber@fclerks.com | Primary |
| <input type="checkbox"/> | Jane Smith | | Unaffiliated Users Interested Party | | cweber@fclerks.com | Primary |

Back Next Save to Workbench

You may add anyone that does not appear on the Electronic Service Recipients list to the Service List by using the **My Added Attorney/Interested Parties** link.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

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

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

| Delete | Favorite | Name/ID/Edit | Recipient Status | Affiliation | Email St... | Email Address | Email Ty... |
|--------|--------------------------|------------------------|------------------|---|-------------|-----------------------|-------------|
| | <input type="checkbox"/> | Mary Jones | | Unaffiliated Users Co-Counsel for Plaintiff | Info | mjones@lawfirm.com | Primary |
| | <input type="checkbox"/> | Kyle Reichert FL106106 | Active | Attorneys at Law Co-Counsel for Plaintiff | | kreichert@fclerks.com | Primary |

Back Next Save to Workbench

Adding Parties to the E-service List

To add a person to the E-service list for a case, from the **My Added Attorney/Interested Parties** tab there are now two ways to do so.

Add Other Attorney/Interested Party

When you select **Add Other Attorney/Interested Party**, you will be able to add E-service Recipients to this case four different ways:

1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free Text
4. Add from E-service Favorites List

Other Attorneys/Interested Party

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

Enter Information:

Filer #
☐ Use Portal Filer Profile Information for Service

☐ Add to E-service Favorites

* Name:
Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:
Other:

☐ Save and Add Another Other Attorney/Interested Party

Search Active Portal Users

When you select this link, type in the Last Name or the Bar Number of the person you are searching for to add to this E-service List and then select **Search**.

Search Registered Filers

* Last Name:
First Name:

* Bar Number:

| Select | Name | Filer Role | Affiliation | ID # | Primary Email | Primary Phone |
|--------------------------|------------------------|----------------------------------|--------------------|-----------|-----------------------|---------------|
| <input type="checkbox"/> | Hetrick Jr, Bryan Neal | Attorney – Florida Bar | Marquis | FL 556 | bhetrick@flclerks.com | 111-111-1111 |
| <input type="checkbox"/> | hetrick, Bryan | Attorney – Florida Bar | VickieLawFirm | FL 111111 | bhet@bhet.com | |
| <input type="checkbox"/> | Hetrick, Bryan | LawFirm Administrator | BH Law Firm | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, Bryan | Attorney – Florida Bar | GLawFirm1110 | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, Bryan | Self-Represented Litigant | GLawFirm1110 | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, US Attorney | Attorney – Assistant US Attorney | Unaffiliated Users | US 123456 | bhetrick@flclerks.com | |

Florida Courts E-Filing Portal

Portal Filer User Manual

Place a check in the appropriate box and click on **Select**. Then select the **Case Role** that this person plays in this case from the drop down.

This screenshot shows the 'Add to E-service Favorites' form. The 'Filer #' is 1003. The 'Name' is Bryan Neal Hetrick Jr. and the 'Primary Email Address' is bhetrick@flclerks.com. The 'Case Role' dropdown menu is open, showing a list of roles including Clerk, Co-Counsel for Defendant, Co-Counsel for Plaintiff, Court Reporter, Counter Plaintiff, Counter Defendant, Creditor, Cross Plaintiff, Defendant, DCA Clerk, Guardian Ad Litem, Insurance Agent, Intervenor, Interested Party, Judge, Law Enforcement Officer, Local Agent, Mediator/Arbitrator, Mental Health Professional, Other, Plaintiff, Petitioner, Probation Officer, Pro Se Defendant, Pro Se Plaintiff, Respondent, and State Agent. The 'Add to E-service Favorites' checkbox is checked. The 'Save' button is visible at the bottom right.

If this person is someone that you frequently add to E-service lists, you may now select to add this person to your E-service Favorites list. To do so, place a check in the box next to **Add to E-service Favorites** in the upper right hand corner of the screen and then click on **Save**. If you need to add another Other Attorney/Interested Party click on '**Save and Add Another Other Attorney/Interested Party**' at the bottom of the screen.

This screenshot shows the 'Other Attorneys/Interested Party' form. The 'Filer #' is 1812. The 'Name' is Bryan hetrick and the 'Primary Email Address' is bhet@bhet.com. The 'Case Role' dropdown menu is set to Co-Counsel for Defendant. The 'Add to E-service Favorites' checkbox is checked. The 'Save and Add Another Other Attorney/Interested Party' button is highlighted. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Florida Courts E-Filing Portal

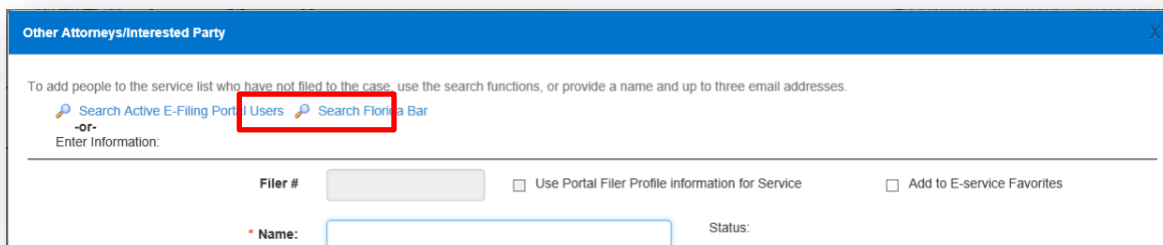
Portal Filer User Manual

That will add this person to the E-service list for this specific case as well as add this person to your E-service Favorites list so that the next time you need to add this person to a case, you can select **Add from E-service Favorites** which will show all of your E-service recipients that you have saved to your Favorites list for quick and easy adding to an E-service list. The Add Other Attorney/Interested Party screen will remain so you easily add another party.

To remove participates from your E-service Favorites go to the **My Account** menu, **My Profile** and select the **E-service Favorites** tab. For more information on removing people from your E-service Favorites List, please see **Portal Navigation** located in the beginning of this User Manual.

Search Florida Bar

Click on the **Search Florida Bar** link.



Other Attorneys/Interested Party

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

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

-or-

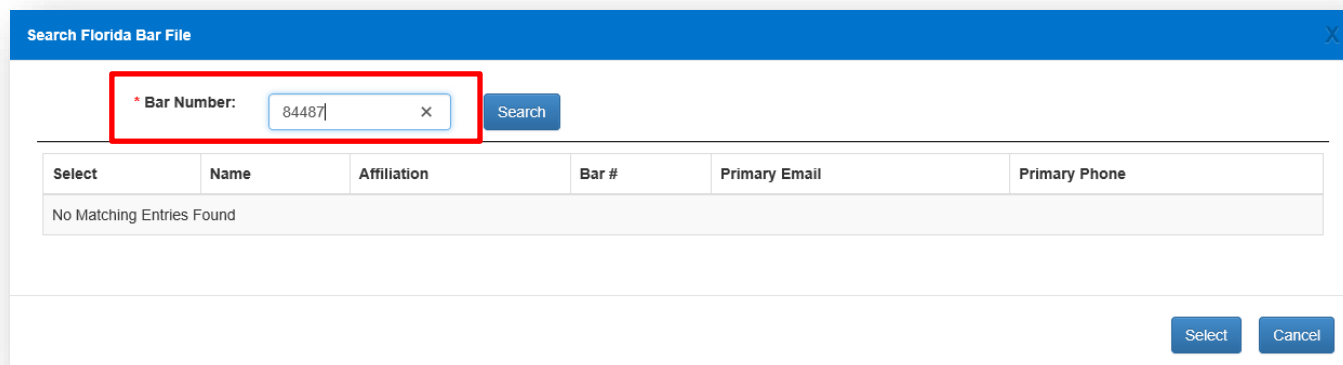
Enter Information:

Filer #

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

* Name: Status:

Type in The Florida Bar number of the person you are adding to the E-service recipient list and click on **Search**.



Search Florida Bar File

* Bar Number:

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

That will pull up the attorney with that Florida Bar number. Place a check in the **Select** box and then click on **Select**.

Search Florida Bar File

* Bar Number:

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

1 - 1 of 1 items

That will add this person as an Other Attorney/Interested Party to this E-service list. If you want to add them to your E-service Favorites list place a check in the appropriate box. Be sure to select the **Case Role** of this E-service Recipient and then click on **Save**. **If you do not need to add any more E-service recipients, uncheck the “Save and Add Another Other Attorney/Interested Party.”**

Other Attorneys/Interested Party

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

-or-

Enter Information:

Filer #

☒ Use Portal Filer Profile information for Service

☒ Add to E-service Favorites

* Name:
Status: Active

* Primary Email Address:
Status: Ok

Alternate Email 1:
Status: Ok

Alternate Email 2:

* Case Role:
Other:

☐ Save and Add Another Other Attorney/Interested Party

This Florida Bar Attorney has now been added to the E-service list for this case as well as to your E-service Favorites list.

Free Text the Information

Type in the information into the appropriate required fields. Then click on **Save** to add this person to the E-service list for this case.

Other Attorneys/Interested Party

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

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

-or-

Enter Information:

Filer #

☐ Use Portal Filer Profile information for Service

☐ Add to E-service Favorites

* Name:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role:

Status:

Other:

Save
Cancel

They are added to the Electronic Service recipients list for this case.

Add from E-service Favorites

From the **My Added Attorney/Interested Parties** tab click on **Add from E-service Favorites**. That will pull up your E-service Favorites list that you have been creating as you add E-service participants to E-service lists in your cases. To manage this list (remove names) please see the **Portal Navigation** section of this User Manual.

Select the name of the person you wish to add to this E-service list from your E-service Favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

Add from E-service Favorites

| <input type="checkbox"/> Favorite | Name/ID | Recipient Status | Affiliation | Primary Email Address |
|-------------------------------------|----------------------------|------------------|--|--|
| <input type="checkbox"/> | Colin R Thacker mr FL71268 | Active | Reichert & Newberry Law Office Interested Party | colinthacker@rocketmail.com |
| <input type="checkbox"/> | Kyle Reichert FL106106 | Active | Attorneys at Law Co-Counsel for Plaintiff | kreichert@flclerks.com |
| <input type="checkbox"/> | Mary Beth Kelly FL84487 | Active | Thirteenth Judicial Circuit Co-Counsel for Plaintiff | cweber1024@outlook.com |
| <input checked="" type="checkbox"/> | Mary Jones | | Unaffiliated Users Co-Counsel for Plaintiff | mjones@lawfirm.com |

1 - 4 of 4 items

Add Selected
Cancel

The person you selected from your E-service Favorites list will be added to the E-service list for this case.

My E-service Email Addresses for this Case

You may also designate E-service email addresses for this specific case if you wish to use email addresses that are different from your Profile email addresses. To do this, select the **My E-service Email Addresses for this Case** link.

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

Designate your email addresses for eService on this case.

☒ My profile eMail addresses should be used for eService on this case.

☐ The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

Back Next Save to Workbench

Then select the appropriate designation and if selecting new E-service email addresses to be used for this one case only, type in the new email addresses and then click on **Next**.

Case Information Case Parties Documents **ServiceList** Fees and Payments Review and Submit

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

Designate your email addresses for eService on this case.

☐ My profile eMail addresses should be used for eService on this case.

☒ The below listed eMail addresses should be used for eService on this case.









Primary Alternate Email 1 Alternate Email 2

service@mflawfirm.com paralegal@mylawfirm.com secy@mylawfirm.com

Back Next Save to Workbench

A valid E-service list will have a check in the box next to the name of the people you wish to serve as is shown below. By selecting the person you wish to serve, all email addresses linked to that person will receive service of the documents filed in this case.

NOTE: Do not serve an email address that has received a bounce back until the problem with that email address has been corrected.

| Electronic Service List | | | | | | |
|---|---|------------------|--|--|------------------------|-------------|
| Electronic Service Recipients | | | | | | |
| <input checked="" type="checkbox"/> Serve All? | Name/ID | Recipient Status | Affiliation/Role | Email Status | Email Address | Email Type |
|  <input checked="" type="checkbox"/> | Carolyn M Weber FL913073 | Active | Marquis Attorney – Florida Bar | | cweber1024@outl... | Primary |
| | | | | | jfishback@flclerks... | Alternate 1 |
| | | | | | cweber767881@a... | Alternate 2 |
| <input type="checkbox"/>  | Mary Beth Kelly | | Unaffiliated Users Interested Party |  Info | mbkelly@thompso... | Primary |
| <input checked="" type="checkbox"/>  | Bryan Hetrick | Active | Unaffiliated Users Self-Represented Litigant | | bhetrick@flclerks.c... | Primary |
| <input checked="" type="checkbox"/>  | Kris Godwin FL2305 | Active | Weber, Weber, and Weber Attorney – Florida Bar | | cweber1024@gmal... | Primary |
| | | | | | cweber1024@gmal... | Alternate 1 |
| | | | | | cweber1024@gmal... | Alternate 2 |
| <input checked="" type="checkbox"/>  | Sally Sample | | Unaffiliated Users Interested Party | | cweber@flclerks.com | Primary |
|  <input checked="" type="checkbox"/> | Christopher K Skambis Jr FL262358 | Active | Unaffiliated Users Attorney – Florida Bar | | cweber1024@outl... | Primary |
| | | | | | cweber767881@a... | Alternate 1 |
|  <input checked="" type="checkbox"/> | Carolyn M Weber | Active | Weber & Weber | | cweber1024@outl... | Primary |
| | | | | | cweber1024@gmal... | Alternate 1 |
| | | | | | qxjones@lawfirm.com | Alternate 2 |

Fees and Payments

After the **ServiceList** page you are taken to the **Fees and Payments** page. If there are no statutory fees required, select **Next**. If you need to return to the **ServiceList**, click **Back**. There are no fees to file electronically, only the statutory filing fees apply. For most documents that are filed, there will be no fee. For more information on paying a fee through the Portal, see the **Case Initiation** section of this User Manual.

For the Appellate Court filing path, the **Fees and Payments** section is displayed on the **Review and Submit** page.

Case Title: PARE, ELAINE vs. PATEL, HITESH et al.

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) **[Fees and Payments](#)** [Review and Submit](#)

BackNext

Filing Fee Summary

| # | Description | Amount |
|---|--|---------|
| 1 | Filing Fee | \$0.00 |
| 2 | Additional Fee | \$20.00 |
| 3 | Motions Motion for Summary Judgment | \$0.00 |
| 4 | Affidavits and Oaths Affidavit in Support | \$0.00 |
| 5 | Discovery Notice of Discovery | \$0.00 |
| 6 | Affidavits and Oaths Affidavit in Opposition | \$0.00 |
| | Total Filing Fees: | \$20.00 |
| | Statutory Convenience Fee: | \$0.00 |
| | Total: | \$20.00 |

There is a 3.5% 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 \$5.00.

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

BackNext

Save to Workbench

Review and Submit – Trial Court

Review all information carefully, clicking **Submit** is **FINAL**. If there are any edits or changes that need to be made, the filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList**, and/or **Fees and Payments** tab(s) to make the changes and re-save the information. If no one has been selected for E-service on the ServiceList page, a notice will appear in the **ServiceList** section of the **Review and Submit** page. To add to the E-service list go back to the **ServiceList** page.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Back Submit

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

Service List

Documents will be electronically mailed to:

| Name | Email Address | Status |
|---|---------------|--------|
| <div>****No E-service Recipients have been selected! ****</div> | | |

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

| Name | Email Address | Status |
|-----------------|------------------------|---------------------------|
| Carolyn M Weber | cweber@flclerks.com | Not selected for eService |
| Carolyn M Weber | cweber1024@outlook.com | Not selected for eService |
| Mary Lewis | cweber1024@yahoo.com | Not selected for eService |

Documents

| # | Document | File |
|---|----------|------|
| 1 | | |

Fees

Payments

Parties

Filer

If no E-service Recipients have been selected from the **ServiceList** page, and you continue on through the **Review and Submit** page, an alert will appear advising you one last time of the deficiency and allow you to add E-service Recipients or continue the filing process.

No E-service Recipients

Alert

You have not selected anyone for E-service. Click "Continue and Submit" button to submit filing without any E-Service Recipients. To access the Service List tab to select your e-service recipients click "Cancel and Specify Service Recipients" button

Continue and Submit Cancel and Specify Service Recipients

Once any edits to information have been made, click **Submit**. At any time during the filing process you may select '**Save to Workbench**' which will save your steps so far and allow you to submit your document at a later date.

To open up any of the information on the **Review and Submit** page, click the arrow to the far right of the item.

| Documents | | |
|-----------|----------|------|
| # | Document | File |
| 1 | | |

| Fees | | |
|----------------------------|--|--------|
| # | Description | Amount |
| 1 | Filing Fee | \$0.00 |
| 2 | Motions Motion for Summary Judgment | \$0.00 |
| 3 | Affidavits and Oaths Affidavit in Support | \$0.00 |
| 4 | Discovery Notice of Discovery | \$0.00 |
| 5 | Affidavits and Oaths Affidavit in Opposition | \$0.00 |
| Total Filing Fees: | | \$0.00 |
| Statutory Convenience Fee: | | \$0.00 |
| Total: | | \$0.00 |

| Payments | |
|----------|-----------------------------|
| Parties | |
| Filer | |
| Name: | Carolyn M Weber |
| Address: | 1 Liberty Lane Longwood, FL |

That will display all the information in that tab. If all the information shown is correct, you are ready to submit you filing.


Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is **FINAL**. If there are any edits or changes that need to be made, they will appear in red and the filer may use the **Revise** button to go back to the location of the error and make any changes that are necessary. You may also designate this filing as an Emergency by completing the required information in the Emergency section.




Once any edits to information have been made and you are ready to submit your filing, click **Confirm and Submit All Now**.

Florida Courts E-Filing Portal

Portal Filer User Manual



FLORIDA
SECOND DISTRICT COURT OF APPEAL
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
E-Filing Portal



[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench](#) **4** [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Pleading on Existing Case

[Help](#)   

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

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

Service List

Documents will be electronically mailed to:

| Name | Email Address | Status |
|-----------------|------------------------|------------------|
| Carolyn M Weber | cweber@flclerks.com | On eService List |
| Carolyn M Weber | cweber1024@outlook.com | On eService List |
| Carolyn M Weber | cweber1024@gmail.com | On eService List |

Revise

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

| Name | Email Address | Status |
|------|---------------|--------|
|------|---------------|--------|

Uploaded Documents Summary

| # | Document | File |
|---|--|-------------------------------|
| 1 | BRIEF, AMICUS CURIAE BRIEF Volume Vol 1 of 2 | A_PDFA_Coversheet08132020.pdf |

Revise

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

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

Filing Fee Summary

| # | Description | Amount |
|---|---|---------------|
| | Subsequent Filing Fee - APPEAL REGARDING CRIMINAL MATTERS 3.850 | \$0.00 |
| 1 | BRIEF, AMICUS CURIAE BRIEF | \$0.00 |
| | Filing Fees: | \$0.00 |
| | Statutory Convenience Fee: | \$0.00 |
| | Total | \$0.00 |
| | <i>No payment required</i> | |

Payments

No Payment Required.

Case Parties Added

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

Request For Emergency Filing Status

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

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

If yes, please select a reason justifying this declaration

Back


Save All and Submit Later

Confirm and Submit all Now

The User is then taken to the **Filing Received Confirmation** page where you can select **Submit** under the Pleading column to submit another document to the case. It also gives you access to the Notice of Electronic Filing (NEF) that was sent out to provide E-service of your document.

Florida Courts E-Filing Portal

Portal Filer User Manual






TIFFANY MOORE RUSSELL
ORANGE COUNTY CLERK OF COURTS

[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Workbench](#) **3** [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Filing Received Confirmation

[Help](#)   

1 document is successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Uniform Case # you have provided is 482020CA000012A001OX
Court Case # you have provided is 2020-CA-000012-O
Reference # for this filing is 100195604

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

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

Recent Filings [Refresh](#)

| Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|-------------------------------|-------------------|----------------|--|------------------|----------|--------|------------------------|-------------------------|
| <div>▶<div>Submit</div></div> | <div>Submit</div> | 100195604 | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Received | Orange | 09/02/2020 11:16:48 AM | |

1

1 - 1 of 1 items

A Filing Confirmation email is sent to the email addresses on the filer's profile as well as to the Email Log in the Portal. If the filer has elected in his **Email Preferences** not to receive this email notification, then they will not receive the Filing Received email.

[Print](#)

From: Florida E-Portal
To: cweber@flclerks.com
Subject: Filing Received - Second District Court of Appeal
Date: 10/19/2017 08:49:58 AM

Dear Carolyn M Weber:

This email verifies the receipt of *BRIEF, ANDERS BRIEF* submitted to the Second District Court of Appeal on 10/19/2017 08:49:57 AM.

Case Number: 2D2016-23 ALFONSO L. MUNOZ vs ROSA MARIA MUNOZ

We will notify you when processing is accomplished.

This is a non-monitored email. Do not reply directly to it. If you have any technical issues with this filing, please contact the Florida Courts E-Filing Portal technical staff at [Portal Technical Support](#).

If you have non-technical questions about this filing, please contact the Office of the Clerk, Second District Court of Appeal, at [Support](#) or 853-499-2290.

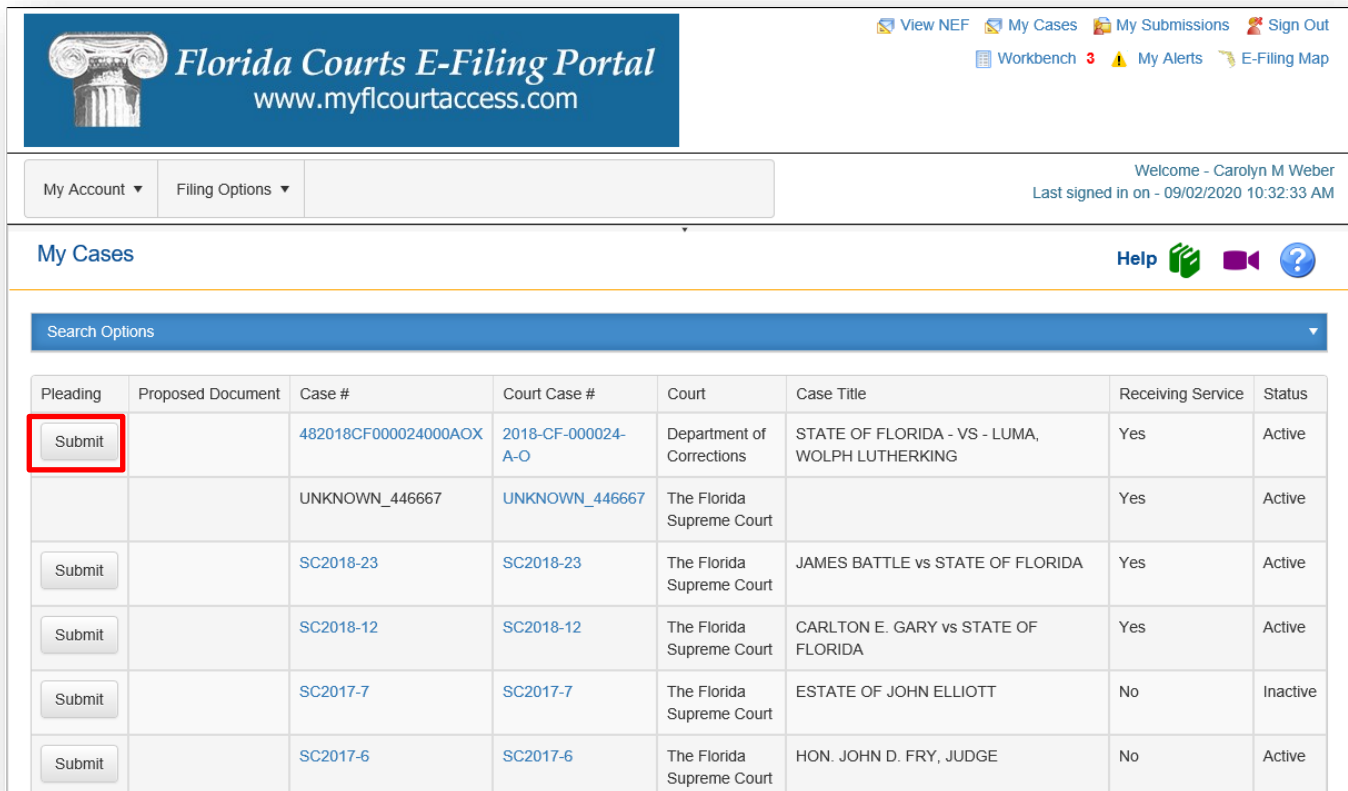
The Florida Courts E-Filing Portal Reference number for this filing is: 447202. Please include this Reference Number in any correspondence.

Follow us on Twitter [@FLCourtsEFiling](#)
Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtEFilingPortal>
View the Training Manual <https://www.myflcourtsaccess.com/authority/trainingmanuals.html>

Thank you.
Florida Courts E-Filing Portal

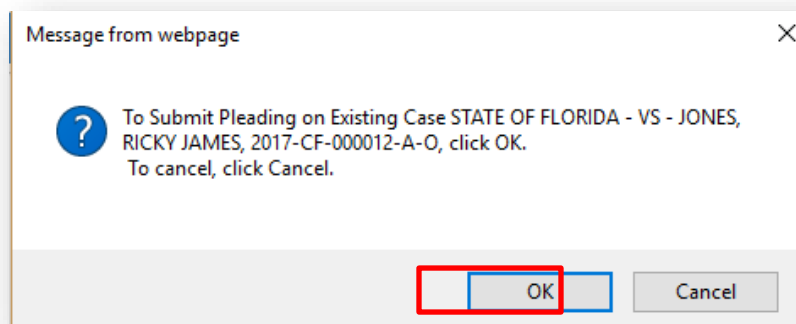
Filing to an Existing Case from the My Cases Page

Once you have filed electronically to a case, the case will be added to your **My Cases** page. If you want to file to that case again, go to the **My Cases** page and click the **Submit** button next to the case you wish to file to.



| Pleading | Proposed Document | Case # | Court Case # | Court | Case Title | Receiving Service | Status |
|---------------|-------------------|----------------------|--------------------|---------------------------|--|-------------------|----------|
| Submit | | 482018CF000024000AOX | 2018-CF-000024-A-O | Department of Corrections | STATE OF FLORIDA - VS - LUMA, WOLPH LUTHERKING | Yes | Active |
| | | UNKNOWN_446667 | UNKNOWN_446667 | The Florida Supreme Court | | Yes | Active |
| Submit | | SC2018-23 | SC2018-23 | The Florida Supreme Court | JAMES BATTLE vs STATE OF FLORIDA | Yes | Active |
| Submit | | SC2018-12 | SC2018-12 | The Florida Supreme Court | CARLTON E. GARY vs STATE OF FLORIDA | Yes | Active |
| Submit | | SC2017-7 | SC2017-7 | The Florida Supreme Court | ESTATE OF JOHN ELLIOTT | No | Inactive |
| Submit | | SC2017-6 | SC2017-6 | The Florida Supreme Court | HON. JOHN D. FRY, JUDGE | No | Active |

You will receive a message to verify that you wish to file to the case. Click **OK** to continue or **Cancel** to select a different case.



The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the **Case Information** page in the Portal where you may enter in a **Matter #** and then continue to file your submission. The **Matter #** may be the number you have assigned this case in your Firm. That will help you track fees from the **My Fees** page. At any point during the creation of this submission, you may also **Save to Workbench** which will allow you to save the submission at any point to your Workbench and file it at a later date.

Pleading on Existing Case

Help

Type: Trial

County: Orange

Division: Circuit Criminal

Total Fee: \$0.00

Case #: 482017CF000012000AOX

Type: Circuit Criminal / Felony

Status: Closed

Case Title: STATE OF FLORIDA - VS - JONES, RICKY JAMES

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

* County

Orange

* Division

Circuit Criminal

* Year

2017

* Sequence #

12

* Court Type

Felony (CF)

Party Identifier

Branch Location

Search

Clear

| # | Description | Amount |
|---|-------------|--------|
| 1 | Filing Fee | \$0.00 |

Matter #:


Matter #

Next

Save to Workbench

Then click on **Next** to continue the filing process by attaching your documents, selecting your E-service recipients, providing a payment method if necessary and submitting your filing.

If you select **Save to Workbench** you will be able to resume filing this submission at a later date. The submission will remain in the Workbench for five (5) days from the **Date Last Updated**.






Florida Courts E-Filing Portal
www.myflcourtaccess.com

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[My Submissions](#)
[Sign Out](#)




[Workbench](#)
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[My Alerts](#)
[E-Filing Map](#)

My Account ▼
Filing Options ▼

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Workbench
[Help](#)




Submissions will remain on the Workbench for five days from Date Last Updated
[Refresh](#)

| Court/Judicial Circuit | Case Number | Case Detail | Emergency Filing | Resume Submission | Delete | Date Last Updated |
|---------------------------------|------------------|---|------------------|------------------------|---|------------------------|
| Second District Court of Appeal | 2D2016-123 | STEVE M. HAYWOOD vs STATE OF FLORIDA REGARDING CRIMINAL MATTERS 3.850 Associated With Appellant | | 895622 |  | 09/02/2020 11:15:52 AM |
| First Judicial Circuit | 2017 CF 000023 F | STATE OF FLORIDA vs. SCALISE, JOY ELIZABETH | | 895597 |  | 09/01/2020 01:26:34 PM |
| First Judicial Circuit | 2017 CA 000023 | ROBERT WHITFIELD AS GUARDIAN FOR CHARLOTTE WHITFIELD vs. THE ARC GATEWAY INC | | 895596 |  | 09/01/2020 01:22:12 PM |

1
1 - 3 of 3 items

Case Initiation

If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional Map.

Trial Court

Select county from the drop down or click on the county in the map

Appellate Court

Select the district number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.

Choose the **Case Initiation** Link for the appropriate jurisdiction, select the county filing to for the trial court path and select either the a District Court of Appeals or The Florida Supreme Court when filing a new case and then click on **File Now**.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

☒ Case Initiation

☐ Pleading on Existing Case

☐ File Documents to Multiple Cases

☐ File Same Document to Multiple Cases (No Fees)

☐ Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange

Appellate Court

☐ Case Number Pending

☒ Case Initiation

☐ Pleading on Existing Case

File Now

The filer is taken to the **Case Information** page.

Case Information – Trial Court

Filers can enter new case information. After the case information is reviewed by the county staff and accepted for filing a case number will be assigned. The filer 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 Filings** list will be populated with the case number in place of the 'new case' text.

From the available drop down menus select the following:

- **Division**
- **Case Type**
- **Sub Type**

Required data elements, marked by the red asterisk, are put forth by the Florida Courts Technology Committee (FCTC) and are required for all divisions. These data element vary from one division to another.

Circuit/County Civil Information

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County: Palm Beach

* Division: Circuit Civil

* Case Type: Other Negligence

* Sub Type: Select

* Pr: Premises Liability Residential

* Complex Bl: Premises Liability Residential

Circuit Civil information

Additional Fee Options Additional Filing Fees

If you wish a summons to be issued, type in the number of summons you need.

Additional Fee Options
 Additional Filing Fees

Summons to be issued. \$10 each.

Total number of Defendants

Circuit/County Civil Information

Fill in the case information appropriately and be sure to select the Amount of Claim range. The fields marked with a red asterisk are required fields. Your total filing fee is shown below. Click Next to continue.

Circuit/County Civil Information

* **Proceeding Type Of Case:**

* **Complex Business Court Indicator:**

* **Remedies Sought:** ☒ **Monetary Punitive** ☐ **Non-monetary, declaratory or injunctive relief**

* **Amount of Claim:** ☐ \$8,000 or less ☐ \$8,001 - \$30,000 ☐ \$30,001- \$50,000 ☒ \$50,001- \$75,000 ☐ \$75,001 - \$100,000 ☐ over \$100,000.00

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not used for any other purpose.

* **Number Of Causes of Action:**

* **Class Action:**

* **Related Cases Filed:**

Known Related Cases:

* **Jury Trial Demanded:**

| # | Description | Amount |
|---|----------------|----------|
| 1 | Filing Fee | \$400.00 |
| 2 | Additional Fee | \$10.00 |

Matter #:

Domestic Relations/Family

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

* County

Palm Beach

* Division

Domestic Relations/Family

* Case Type:

Dissolution of Marriage

* Sub Type:

Select

Select

Dissolution

Simplified Dissolution

Family Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Juvenile Dependency

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

* County

Palm Beach

* Division

Juvenile Dependency

* Case Type:

Juvenile Dependency

* Sub Type:

Select

Select

Adoption Petitions (Chapt 39)

Child in Need of Services(CINS Petitions)

Family in Need of Services(FINS Petitions)

Juvenile Dependency

Juvenile Dependency (\$301.00)

Term of Parental Rights Petitions (Chapt 39)

Dependency Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

Probate

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County: Palm Beach | * Division: Probate

* Case Type: Guardianship

* Sub Type: Select

- Select
- Gift To Minor Act
- Guardian Advocate
- Guardianship - Person/Property
- Guardianship or Guardianship Advocacy of Person only
- Guardianship or Guardianship Advocacy with Property
- Petition/Order (Guardianship)
- Pre-Need Guardian
- Removal Of NonAge Disability
- STATE AGENCY FILING
- Veteran's Guardianship

| # | Description | Amount |
|---|-------------|--------|
|---|-------------|--------|

If there are Additional Fees associated with the Case Type, they will automatically be displayed for selection as necessary. The filing fee amount(s) automatically calculates based on the selections made by the filer.

Case Initiation | Help | [Icons]

Type: Trial | County: Orange | Division: County Civil | **Total Fee: \$320.00**

Case #: New Case | Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000 | Status:

Case Title:

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County: Orange | * Division: County Civil

* Case Type: Small Claims - up to \$5,000

* Sub Type: Matter involving claims more than \$2500 but less than \$5000

Additional Fee Options

Total number of Defendants

Summons to be issued. \$10 each.

| # | Description | Amount |
|---|----------------|----------|
| 1 | Filing Fee | \$300.00 |
| 2 | Additional Fee | \$20.00 |

Matter #:

Next

Save to Workbench

Save New Case filing path as a Preference

When complete, click on the **Next** button. The filer may move through the process by clicking on the **Next** button when each page is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review and Submit) on the menu bar.

You may also **Save to Workbench** if you desire to complete this new case at a later date. You may also **Save New Case Filing Path as a Preference**. When you complete the Case Information page, you may select that Division, Type and Sub-Type as a preference in the Portal. If you file a certain type of case on a routine basis, this will help you lessen the key strokes necessary to complete the Case Information page. When you log into the Portal if you have selected **Save New Case Filing Path as a Preference** you will be immediately taken to the completed Case Information page provided you have no Alerts pending.

Case Information – Appellate Court

All required fields on this page are marked with a red asterisk (*). Be sure to complete each piece of information to submit your new case.

Florida Courts E-Filing Portal

Portal Filer User Manual

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

View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 3 My Alerts E-Filing Map

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Case Initiation

Help

Case Information Documents Service List Review and Submit

* In this appellate case, you (your firm) are representing: ☐ Other ☐ Yourself

* You (your firm) are associated with: ☐ Appellant/Petitioner ☐ Appellee/Respondent ☐ Other

* Intended reviewing appellate court: The Florida Supreme Court

* You want to file a NEW

Case Type

Case Category

Case Nature

Lower tribunal information is not applicable for filing path selected above

* Confirm reviewing appellate court:

Next Save to Workbench

Please complete the required information as shown by the red asterisk. At the very bottom of the page, you will need to confirm the reviewing appellate court by selecting the court you are submitting your new case to from the drop down. It must match the 'Intended reviewing appellate court' you selected at the top of that page.

Florida Courts E-Filing Portal

Portal Filer User Manual

Florida Supreme Court
ACCESSIBLE | FAIR | EFFECTIVE | RESPONSIVE | ACCOUNTABLE
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View NEF My Cases My Submissions Sign Out
Pleading on Existing Case Case Initiation
Case Number Pending
Workbench 3 My Alerts E-Filing Map

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:32:33 AM

Case Initiation

Help

Case Information Documents Service List Review and Submit

* In this appellate case, you (your firm) are representing: ☒ Other ☐ Yourself

* You (your firm) are associated with: ☒ Appellant/Petitioner ☐ Appellee/Respondent ☐ Other

* Intended reviewing appellate court: The Florida Supreme Court

* You want to file a NEW OTHER ORIGINAL PROCEEDING

Case Type REGARDING MEDIATOR'S FINAL DETERMINATION

Case Category CIVIL

Case Nature FINAL

Lower tribunal information is not applicable for filing path selected above

* Confirm reviewing appellate court: The Florida Supreme Court

Next Save to Workbench

Then click on **Next** to get to the Documents screen. To save this filing to the Workbench to be continued at a later date, click on **Save to Workbench**.

Adding / Editing Party Information – Trial Court

The screenshot shows the 'Case Initiation' screen in the Florida Courts E-Filing Portal. The header includes the Orange County Clerk of Courts logo and name, Tiffany Moore Russell. Navigation links include View NEF, My Cases, My Submissions, Sign Out, Pleading on Existing Case, Case Initiation, Workbench, My Alerts, and E-Filing Map. A welcome message for Carolyn M Weber is displayed. The main section shows case details: Type: Trial, County: Orange, Division: Circuit Civil, Total Fee: \$410.00. Below this, Case #: New Case, Type: Other Negligence / Nursing Home Negligence, and Status: are shown. A red box highlights the error message: 'At least one Defendant is required. At least one Plaintiff is required.' Below the error message is an 'Add Party' button and a table with columns: #, Type, Name, and Contact Information. The table currently shows 'No Parties associated with current filing'. At the bottom are 'Back', 'Next', and 'Save to Workbench' buttons.

| # | Type | Name | Contact Information |
|---|------|------|---------------------|
| No Parties associated with current filing | | | |

Select Add Party and then Select **Role** and select either **Primary Party** and/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 *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that the new case is being filed on behalf of and would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

NOTE: When creating a new case and you select the Plaintiff Role and enter the information, the Filed on Behalf of should also be selected since you the attorney are creating the case on behalf of your client the Plaintiff.

If you wish to continue creating this new case to be submitted at a later date, click on **Save to Workbench** and you will then be able to resume filing at a later date.

Add/Edit Party

Party #: New Party

Role:
☐ Primary Party
 ☐ Filed On Behalf of

ID State/License #:
 Select
 3rd Party Defendant
 3rd Party Plaintiff
 Affiliated Party
 Appellant
 Appellee
 Attorney
 Counter Defendant
 Counter Plaintiff
 Cross Appellant
 Cross Claimant
 Cross Defendant
 Defendant
 Foreclosure Depositor
 Garnishee
 Intervenor
 Judge
 Other Party Type
 Petitioner
 Plaintiff
 Respondent

* Person Name:

OR Organization:

Person Alias(AKA):

Email Address: *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address:

*Country/ City/State/Zip:
 UNITED STATES

 Select State

Primary Ext. Home Work Ext. Mobile Fax

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

NOTE: The parties you are able to add is based on the County you are filing to. Brevard County does not allow the filer to add party information.

When adding a party you have 2 options:

1. Pressing on the **Copy from Current Filer** option will add the filer as a Party and fill in the Party information with the filer's Portal profile information. It should be used when the attorney information is captured and added to the county's Case Maintenance System.
2. Enter party information directly into the fields available.

Add all parties to your case.

Add/Edit Party

Party #: New Party

Role: Plaintiff

☒ Primary Party

☒ Filed On Behalf of

ID State/License #: Select State

Copy From Current Filer

You must enter either person or organization name.

First

Middle

Last

Suffix

Gender

Race

* Person Name:

Hubert

J

Smith

OR Organization:

Alias(AKA):

☐ Remove

Alias Type

Alias

Add Alias

Copy Contact Information From:

Email Address:

*CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address:

1 Liberty Lane

*Country/ City/State/ Zip:

UNITED STATES

Oviedo

Florida

32435

Click the **Save** button when entries are complete.

The party page refreshes and the party that was just added will be displayed in the list. If you need to make any changes to the Party information, click on **Edit** to the left of the Party information.

Case Initiation

Help

Type: TrialCounty: OrangeDivision: Circuit CivilTotal Fee: \$410.00

Case #: New CaseType: Other Negligence / Nursing Home NegligenceStatus:

Case Title:

Case Information

Case Parties

Documents



ServiceList

Fees and Payments

Review and Submit

At least one Defendant is required. At least one Plaintiff is required.

Add Party

| | | # | Type | Name | Contact Information |
|---|---|---|-----------|----------------|--------------------------------|
|  |  | 1 | Plaintiff | Hubert J Smith | 1 Liberty Lane Oviedo FL 32435 |

Back

Next

Save to Workbench

The party page 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.

Case Initiation

Help

Type: TrialCounty: OrangeDivision: Circuit CivilTotal Fee: \$410.00

Case #: New CaseType: Other Negligence / Nursing Home NegligenceStatus:

Case Title:

Case Information

Case Parties

Documents





ServiceList

Fees and Payments

Review and Submit

At least one Defendant is required. At least one Plaintiff is required.

Add Party

| | | # | Type | Name | Contact Information |
|---|---|---|-----------|--------------------|---------------------------------------|
|  |  | 1 | Plaintiff | Hubert J Smith | 1 Liberty Lane Oviedo FL 32435 |
|  |  | 2 | Defendant | Avila Nursing Home | 245 Independence Way Orlando FL 32804 |

Back

Next

Save to Workbench

When the filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar. If you wish to save our submission for filing at a later date, click on **Save to Workbench** and the submission will be save so you can resume filing at a later date from the Workbench.

Adding Documents – Trial Court

The filer is then moved to the **Documents** page. Some counties will have the case initiation required documents listed on the **Documents** tab. You will also see that the Civil Cover Sheet has been auto-generated for you. This is the civil cover sheet pursuant to SC19-1354. The Portal has taken the case information you input on the previous screens and generated this document for you. To view the document click on **View** under the File column.

Case InitiationHelp

Type: TrialCounty: OrangeDivision: Circuit CivilTotal Fee: \$410.00

Case #: New CaseType: Other Negligence / Nursing Home NegligenceStatus:

Case Title:

Case InformationCase PartiesDocumentsServiceListFees and PaymentsReview and Submit

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|------------|-------------------------|--------|-------|---------------------------------------|----------|
| | Other Civil Cover Sheet | \$0.00 | 2 | View System Generated | 0.08 |
| Add | | | | | |
| Total | | \$0.00 | 2 | 1 Documents | 0.08 |

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

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

Back

Next

Save to Workbench

When you are ready to add your documents to the documents tab, click **Add** to add a document to the case. That takes you to the Add/Edit document screen.

Add/Edit Document

Document #: New Document

Filing Fee: \$0.00

Clear

Search:

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

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

Frequently Filed Documents

☐ Affidavit

☐ Notice for Trial Non-Jury

Affidavits and Oaths

☐ Affidavit

☐ Affidavit in Opposition

☐ Affidavit in Opposition to Claim of Exemption

☐ Affidavit in Support

☐ Affidavit of Amount Due

☐ Affidavit of Attorney's Fees

☐ Affidavit of Claim

☐ Affidavit of Compliance

☐ Affidavit of Costs

☐ Affidavit of Counsel

☐ Affidavit of Damages

☐ Affidavit of Indebtedness

☐ Affidavit of Interest

☐ Affidavit of Lost/Destroyed Instrument

☐ Affidavit of Military Service

☐ Affidavit of Non Military Service

1 2 3 4 5 6 7 8 9 10 ...

1 - 5 of 112 items

* Upload:

Browse...

Save

Cancel

Searching for a Document

Type in a brief description of the document you are going to file and then use the **Tab** or **Enter** key. That will narrow the result set shown that matches your search criteria. You may also search for your document by using the page tabs at the bottom of the **Add/Edit Document** page.

Add/Edit Document

Document #: New Document

Filing Fee: \$0.00

Clear

Search:

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

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

Frequently Filed Documents

☐ Affidavit

☐ Notice for Trial Non-Jury

Affidavits and Oaths

☐ Affidavit

☐ Affidavit in Opposition

☐ Affidavit in Opposition to Claim of Exemption

☐ Affidavit in Support

☐ Affidavit of Amount Due

☐ Affidavit of Attorney's Fees

☐ Affidavit of Claim

☐ Affidavit of Compliance

☐ Affidavit of Costs

☐ Affidavit of Counsel

☐ Affidavit of Damages

☐ Affidavit of Indebtedness

☐ Affidavit of Interest

☐ Affidavit of Lost/Destroyed Instrument

☐ Affidavit of Military Service

☐ Affidavit of Non Military Service

Add/Edit Document X

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

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

| | | | |
|---|---|---|---|
| Answers and Replies | | | |
| <input type="checkbox"/> Answer to Amended Complaint/Petition | | | |
| Complaints and Statement of Claim | | | |
| <input type="checkbox"/> Amended Complaint | <input type="checkbox"/> Amended Statement of Claim | <input type="checkbox"/> Complaint | <input type="checkbox"/> Fourth Party Complaint |
| <input type="checkbox"/> Statement | <input type="checkbox"/> Statement of Claim | <input type="checkbox"/> Supplemental Complaint | <input type="checkbox"/> Third Party Complaint |

1 - 3 of 3 items

* Upload: Browse... Save Cancel

Select the document you wish to file and then browse out to locate your computer generated PDF/A document on your computer and upload the document to the submission. Then click on **Save**.

Add/Edit Document X

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

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

| | | | |
|---|---|---|---|
| Answers and Replies | | | |
| <input type="checkbox"/> Answer to Amended Complaint/Petition | | | |
| Complaints and Statement of Claim | | | |
| <input type="checkbox"/> Amended Complaint | <input type="checkbox"/> Amended Statement of Claim | <input checked="" type="checkbox"/> Complaint | <input type="checkbox"/> Fourth Party Complaint |
| <input type="checkbox"/> Statement | <input type="checkbox"/> Statement of Claim | <input type="checkbox"/> Supplemental Complaint | <input type="checkbox"/> Third Party Complaint |

1 - 3 of 3 items

* Upload: Browse... Save Cancel

Florida Courts E-Filing Portal

Portal Filer User Manual

The Portal will then add that document to the list. If your document is a properly formatted PDF/A, you will not receive any warning information from the Portal. If your document is not a properly formatted PDF/A, you will receive a warning advising you what is deficient in your document.

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

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|------------------------|---|----------|-------|---|----------|
| | Other Civil Cover Sheet | \$0.00 | 2 | View System Generated | 0.08 |
| Remove | Replace Complaints and Statement of Claim Complaint | \$0.00 | 3 | View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| Add | | | | | |
| Total | | \$410.00 | 5 | 2 Documents | 0.12 |

Click on the **click here** in the warning message to see the deficiency reasons.

PDF/A Conformance Check Results X

PDF File: A_Plain_PDF_Coversheet08132020.pdf

Results: PDF/A-1 6.3.4 Embedded font programs: Font 200's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 202's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 204's font program is not embedded.PDF/A-1 6.3.4 Embedded font programs: Font 13's font program is not embedded.

[Close](#)

The reason why most documents are not properly formatted is because the filer does not include all of the fonts required for that document when they convert it to a PDF/A. For more information on how to properly format a Word docx to a PDF/A, see [FAQs on PDF/A July 2020](#) which is found on the Florida Courts E-Filing Authority web page under the Help menu. <https://www.myflcourtagency.com>

FAQS FOR FILERS

[FAQS on PDF/A - July 2020](#)

[FAQS for Filers - June 2020](#)

[Adding the State Attorney or Statewide Prosecutor to the Service List 7-7-2014](#)

[E-Service Tips 2-10-14](#)

[Florida State University College of Law E-Filing Information \(link\)](#)

Continue to add all the documents you wish to submit with this new case on the **Documents** page.

Case Initiation
Help

Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: \$410.00

Case #: New Case
Type: Other Negligence / Nursing Home Negligence
Status:

Case Title:

Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|------------------------|--|----------|-------|---|----------|
| | Other Civil Cover Sheet | \$0.00 | 2 | View System Generated | 0.08 |
| Remove | Replace Complaints and Statement of Claim Complaint | \$0.00 | 3 | View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| Remove | Replace Service Documents Proposed Summons to be Issued by Clerk | \$0.00 | 1 | View C:\fakepath\Summons to be Issued.docx | 0.01 |
| Remove | Replace Motions Motion for Case Management Conference | \$0.00 | 1 | View C:\fakepath\Motion for Extension of Time.pdf | 0.09 |
| Add | | | | | |
| Total | | \$410.00 | 7 | 4 Documents | 0.22 |

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

Florida Courts E-Filing Portal

Portal Filer User Manual

The **Document** page also allows the filer to **Replace** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the submission. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 50MB. When the size appears in the size column, your document has completely uploaded and you may continue.

If your documents go over the maximum submission file size of 50MB, you will see a message advising you that you have exceeded the maximum submission file size limit of 50MB and advise you to remove documents so that you can submit your filings. Break that large document down into separate files and file them individually.

Case InitiationHelp

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title:

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

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

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

When the filer has completed adding or editing all necessary document information, please note the confidentiality warning.

For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing as per RJA 2.420.

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

Adding Documents – Appellate Court

The **Documents** page is next. Click **Add** to add documents to the case.

Case Initiation Help

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

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

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

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

Back **Next** **Save to Workbench**

The Portal will always display your **Frequently Filed** documents in the top section of the Add/Edit Document screen. You may search for a document by selecting the **Search** field and typing in your search criteria or you may search the list of documents you have the ability to file using the page number tabs at the bottom of the screen.

Florida Courts E-Filing Portal

Portal Filer User Manual

Add/Edit Document

Document #: New Document

Filing Fee: \$0.00

Clear

Search:

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

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

Frequently Filed Documents

| | | | |
|---|--|--|---|
| <input type="checkbox"/> AMICUS CURIAE ANSWER BRIEF | <input type="checkbox"/> AMICUS CURIAE INITIAL BRIEF | <input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) | <input type="checkbox"/> MOTION TO FILE AMENDED BRIEF |
| <input type="checkbox"/> MOTION TO STAY PROCEEDINGS BELOW | <input type="checkbox"/> PETITION FOR ALL WRITS | <input type="checkbox"/> SUPREME COURT ORDER | |

BRIEFS

| | | | |
|---|--|--|---|
| <input type="checkbox"/> AMICUS CURIAE ANSWER BRIEF | <input type="checkbox"/> AMICUS CURIAE INITIAL BRIEF | <input type="checkbox"/> ANSWER BRIEF ON MERITS | <input type="checkbox"/> ANSWER/CROSS INITIAL BRIEF ON MERITS |
| <input type="checkbox"/> APPENDIX/ATTACHMENT TO BRIEF | <input type="checkbox"/> APPENDIX/ATTACHMENT TO JURISDICTIONAL BRIEF | <input type="checkbox"/> APPENDIX/ATTACHMENT TO MERIT BRIEF | <input type="checkbox"/> CROSS REPLY BRIEF ON MERITS |
| <input type="checkbox"/> INITIAL BRIEF ON MERITS | <input type="checkbox"/> OTHER BRIEF NOT LISTED | <input type="checkbox"/> PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) | <input type="checkbox"/> REPLY BRIEF ON MERITS |

1

2

3

4

5

6

7

8

9

1 - 5 of 41 items

Pages no longer required

* Upload:

Browse...

No file selected

Volume:

Save

Cancel

If the exact document description is not listed, select the document that most closely matches the document you are going to file.

If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab OR Enter** key to perform the search. In the below example, we will use the word 'Petition' to limit the result set of our search.

Portal Filer User Manual

Page 108 of 154

Florida Courts E-Filing Portal

Portal Filer User Manual

The screenshot shows the 'Add/Edit Document' form. At the top, there are fields for 'Document #' (New Document) and 'Filing Fee' (\$0.00). A 'Clear' button is on the right. Below this is a search bar with the text 'petition' and a warning message: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' Below the search bar is a red box containing the text 'Enter Search criteria and tab or hit enter to filter the list'. Below this is a section titled 'Frequently Filed Documents' with a red box around it. This section contains several categories of documents with checkboxes: 'PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)', 'PETITION FOR ALL WRITS', 'BRIEFS', 'LETTERS', 'MOTIONS', and 'PETITIONS'. At the bottom of the form, there is a 'Volume' field and 'Save' and 'Cancel' buttons.

Select the document you wish to file and upload the document. You may also use the Volume field to further identify the document you are submitting. If your document is larger than 200MB, break your document down into separate files and then submit them individually using the additional text Volume field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.

This screenshot shows the same 'Add/Edit Document' form, but with the 'Frequently Filed Documents' section expanded. The checkbox for 'PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)' is now checked. Below this, the 'Upload' section is visible, showing a red box around the text 'A Computer Generated Document 41 pages.pdf'. To the right of this, the 'Volume' field is also highlighted with a red box, showing 'Vol 1 of 2'. The 'Save' and 'Cancel' buttons are at the bottom right.

Florida Courts E-Filing Portal

Portal Filer User Manual

Your document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 200MB.

At least one document is required.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) | V |
|---------------------|--|--------|-------|---|----------|---|
| Remove | Replace NOTICES OF APPEAL NOTICE OF APPEAL | \$0.00 | 1800 | View C:\fakepath\101mb.pdf | 101.00 | |
| Remove | Replace BRIEFS AMICUS CURIAE ANSWER BRIEF | \$0.00 | 4921 | View C:\fakepath\Extremely Large Docover 25 MB 4921 pgs.pdf | 12.03 | |
| Remove | Replace BRIEFS AMICUS CURIAE ANSWER BRIEF | \$0.00 | 2460 | View C:\fakepath\Extremely Large Doc.pdf | 21.60 | |
| Remove | Replace BRIEFS AMICUS CURIAE ANSWER BRIEF | \$0.00 | 205 | View C:\fakepath\Very Large Document.pdf | 2.11 | |
| Remove | Replace BRIEFS AMICUS CURIAE ANSWER BRIEF | \$0.00 | 2460 | View C:\fakepath\Extremely Large Doc.pdf | 21.60 | |
| Remove | Replace BRIEFS APPENDIX/ATTACHMENT TO BRIEF | \$0.00 | 2460 | View C:\fakepath\Extremely Large Doc.pdf | 21.60 | |
| Remove | Replace BRIEFS APPENDIX/ATTACHMENT TO BRIEF | \$0.00 | 4921 | View C:\fakepath\Extremely Large Docover 25 MB 4921 pgs.pdf | 12.03 | |
| Add | | | | | | |
| Total | | \$0.00 | 19227 | 7 Documents | 191.96 | |

The documents will display in the list.

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

[View NEF](#)
[My Cases](#)
[My Submissions](#)
[Sign Out](#)

[Pleading on Existing Case](#)
[Case Initiation](#)

[Case Number Pending](#)

[Workbench](#)
5
[My Alerts](#)
[E-Filing Map](#)

My Account ▼
Filing Options ▼

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

Case Initiation
[Help](#)

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

| Document | Document Group/Type | Fee | Pages | File | Size(MB) | Volume/Description |
|---------------------|---|--------|-------|---|----------|--------------------|
| Remove | Replace BRIEFS PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) | \$0.00 | 3 | View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf | 0.04 | Vol 1 of 2 |
| Add | | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 | |

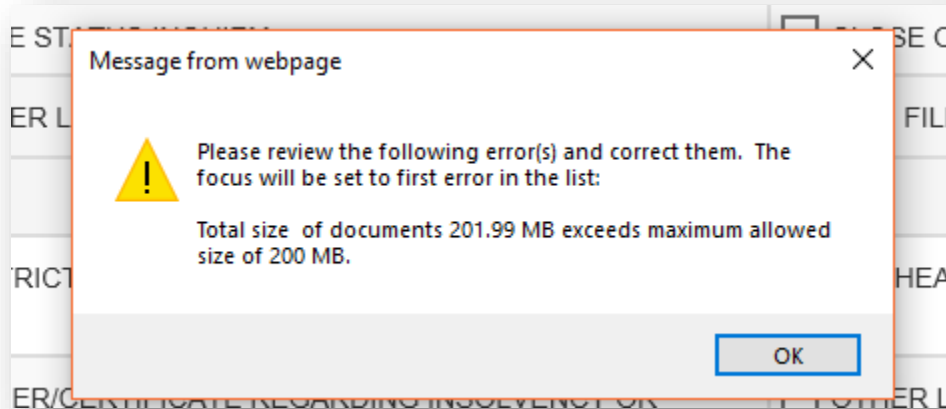
WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information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

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

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

The **Document** page also allows the filer to **Replace** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 200MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 200MB. If you attach too many documents to the submission, and it exceeds the 200MB size limit, an error message will appear as shown below.



To file documents that are larger than 200MB, break the document down into separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to note the Confidential Warning section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

ServiceList

As the filer, you will automatically be added to the E-service list for this case. The E-service email addresses added will default to your profile email addresses. Anyone else that files electronically to this case from this point on will also be added and appear in the E-service list.

Adding Parties to the E-service List

To add a person to the E-service list for a case, from the My Added Attorney/Interested Parties tab there are now two ways to do so.

Add Other Attorney/Interested Party

When you select **Add Other Attorney/Interested Party**, you will be able to add E-service recipients to this case four different ways:

1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free Text
4. Add from E-service Favorites List

Other Attorneys/Interested Party

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

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

Enter information:

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

* Name: Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role: ☐ Other:

Search Active Portal Users

When you select this link, type in the Last Name or the Bar Number of the person you are searching for to add to this E-service list and then select **Search**.

Search Registered Filers

* Last Name: First Name:

* Bar Number:

| Select | Name | Filer Role | Affiliation | ID # | Primary Email | Primary Phone |
|--------------------------|------------------------|----------------------------------|--------------------|-----------|-----------------------|---------------|
| <input type="checkbox"/> | Hetrick Jr, Bryan Neal | Attorney – Florida Bar | Marquis | FL 556 | bhetrick@flclerks.com | 111-111-1111 |
| <input type="checkbox"/> | hetrick, Bryan | Attorney – Florida Bar | VickieLawFirm | FL 111111 | bhet@bhet.com | |
| <input type="checkbox"/> | Hetrick, Bryan | LawFirm Administrator | BH Law Firm | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, Bryan | Attorney – Florida Bar | GLawFirm1110 | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, Bryan | Self-Represented Litigant | GLawFirm1110 | | bhetrick@flclerks.com | |
| <input type="checkbox"/> | Hetrick, US Attorney | Attorney – Assistant US Attorney | Unaffiliated Users | US 123456 | bhetrick@flclerks.com | |

1 - 6 of 6 items

Place a check in the appropriate box and click on **Select**. Then select the **Case Role** that this person fulfills from the drop down.

This screenshot shows the 'Add to E-service Favorites' checkbox and the 'Save' button. The checkbox is located in the upper right corner of the screen, and the 'Save' button is at the bottom right. A red box highlights the 'Add to E-service Favorites' checkbox, and another red box highlights the 'Save' button.

If this person is someone that you frequently add to E-service lists, you may now select to add this person to your E-service favorites list. To do so, place a check in the box next to **Add to E-service Favorites** in the upper right hand corner of the screen. If you need to add another Attorney/Interested Party, click on the box at the bottom of the screen and then click on **Save**.

This screenshot shows the 'Other Attorneys/Interested Party' form. The form includes fields for Filer #, Name, Primary Email Address, Alternate Email 1, Alternate Email 2, Case Role, and Other. The 'Add to E-service Favorites' checkbox is checked and highlighted with a red box. The 'Save' button is also highlighted with a red box. A red box at the bottom of the form indicates where to click to add another attorney or interested party.

Florida Courts E-Filing Portal

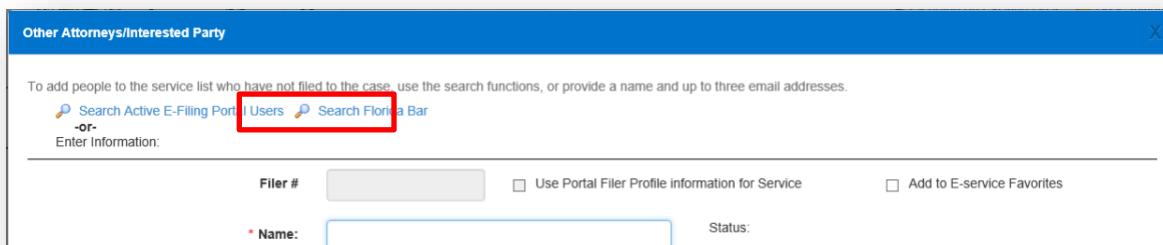
Portal Filer User Manual

That will add this person to the E-service list for this specific case as well as add this person to your E-service favorites list so that the next time you need to add this person to a case, you can select **Add from E-service Favorites** which will show all of your E-service recipients that you have saved to your Favorites list for quick and easy adding to an E-service list. The screen will reappear so you can now add another Attorney or interested party.

To remove participants from your E-service favorites go to the **My Account** menu, **My Profile** and select the **E-service Favorites** tab. For more information on removing people from your E-service favorites list, please see **Portal Navigation** located in the beginning of this User Manual.

Search Florida Bar

Click on the **Search Florida Bar** link.



Other Attorneys/Interested Party

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

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

-or-

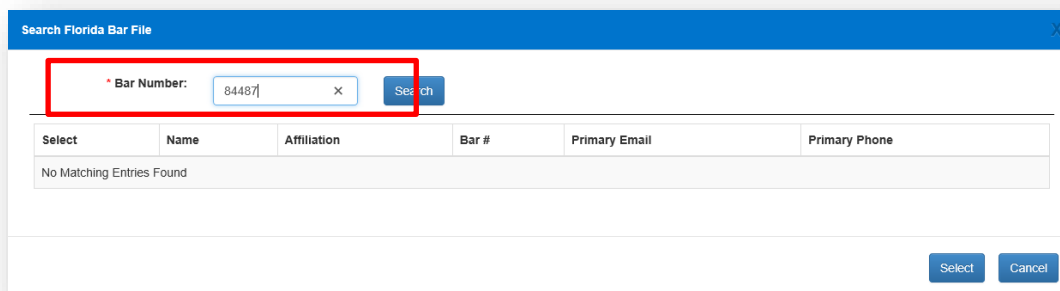
Enter Information:

Filer #

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

* Name: Status:

Type in The Florida Bar number of the person you are adding to the E-service recipient list and click on **Search**.

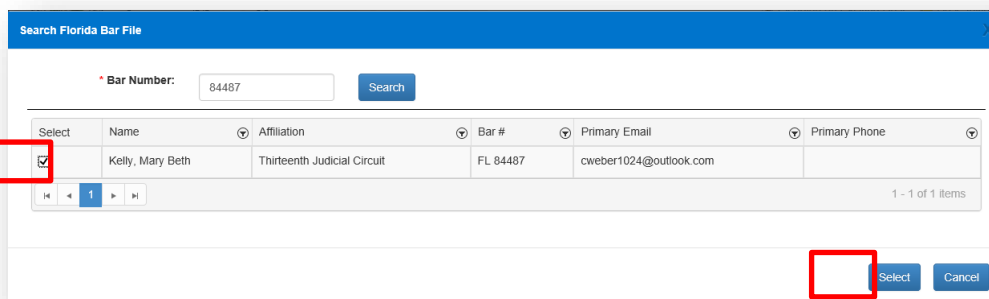


Search Florida Bar File

* Bar Number:

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

That will pull up the attorney with that Florida Bar number. Place a check in the **Select** box and then click on **Select**.



Search Florida Bar File

* Bar Number:

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

1 - 1 of 1 items

Florida Courts E-Filing Portal

Portal Filer User Manual

That will add this person as an Other Attorney/Interested Party to this E-service list. If you want to add them to your E-service favorites list place a check in the appropriate box. Be sure to select the **Case Role** of this E-service recipient and then click on **Save**.

Other Attorneys/Interested Party

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

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

-or-

Enter Information:

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

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

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

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

Alternate Email 2:

* **Case Role:** Co-Counsel for Plaintiff **Other:**

☐ Save and Add Another Other Attorney/Interested Party

Save **Cancel**

This Florida Bar Attorney has now been added to the E-service list for this case as well as to your E-service favorites list.

Free Text the Information

Type in the information into the appropriate required fields. Then click on **Save** to add this person to the E-service list for this case.

Florida Courts E-Filing Portal

Portal Filer User Manual

Other Attorneys/Interested Party

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

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

-or-

Enter Information:

Filer #

☐ Use Portal Filer Profile information for Service

☐ Add to E-service Favorites

* Name:

John Brown

Status:

* Primary Email Address:

jbrown@fakeemail.com

Alternate Email 1:

Alternate Email 2:

* Case Role:

Defendant

Other:

Save

Cancel

They are added to the Electronic Service recipients list for this case.

Add from E-service Favorites

From the **My Added Attorney/Interested Parties** tab click on **Add from E-service Favorites**. That will pull up your E-service favorites list that you have been creating as you add E-service participants to E-service lists in your cases. To manage this list (remove names) please see the **Portal Navigation** section of this User Manual.

Select the name of the person you wish to add to this E-service list from your E-service favorites list by placing a check in the **Favorite** column next to the name. Then click on **Add Selected**.

Add from E-service Favorites

| <input type="checkbox"/> Favorite | Name/ID | Recipient Status | Affiliation | Primary Email Address |
|-------------------------------------|----------------------------|------------------|--|--|
| <input type="checkbox"/> | Colin R Thacker mr FL71268 | Active | Reichert & Newberry Law Office Interested Party | colinthacker@rocketmail.com |
| <input type="checkbox"/> | Kyle Reichert FL106106 | Active | Attorneys at Law Co-Counsel for Plaintiff | kreichert@flclerks.com |
| <input type="checkbox"/> | Mary Beth Kelly FL84487 | Active | Thirteenth Judicial Circuit Co-Counsel for Plaintiff | cweber1024@outlook.com |
| <input checked="" type="checkbox"/> | Mary Jones | | Unaffiliated Users Co-Counsel for Plaintiff | mjones@lawfirm.com |

1

1 - 4 of 4 items

Add Selected

Cancel

The person you selected from your E-service favorites list will be added to the E-service list for this case.

My E-service Email Addresses for this Case

You may also designate E-service email addresses for this specific case if you wish to use email addresses that are different from your Profile email addresses. To do this, select the **My E-service Email Addresses for this Case** link.

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

Designate your email addresses for eService on this case.

☒ My profile eMail addresses should be used for eService on this case.

☐ The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

Back Next Save to Workbench

Then select the appropriate designation and if selecting new E-service email addresses to be used for this one case only, type in the new email addresses and then click on **Next**.

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

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

Designate your email addresses for eService on this case.

☐ My profile eMail addresses should be used for eService on this case.

☒ The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

service@mflawfirm.com paralegal@mylawfirm.com secy@mylawfirm.com









Back Next Save to Workbench

A valid E-service list will have a check in the box next to the name of the people you wish to serve as is shown below. By selecting the person you wish to serve, all email addresses linked to that person will receive service of the documents filed in this case.

NOTE: Do not serve an email address that has received a bounce back until the problem with that email address has been corrected.

Florida Courts E-Filing Portal

Portal Filer User Manual

| Electronic Service List | | | | | | |
|---|---|------------------|--|--|------------------------|-------------|
| Electronic Service Recipients | | | | | | |
| <input checked="" type="checkbox"/> Serve All? | Name/ID | Recipient Status | Affiliation/Role | Email Status | Email Address | Email Type |
|  <input checked="" type="checkbox"/> | Carolyn M Weber FL913073 | Active | Marquis Attorney – Florida Bar | | cweber1024@outl... | Primary |
| | | | | | jfishback@flclerks... | Alternate 1 |
| | | | | | cweber767881@a... | Alternate 2 |
| <input type="checkbox"/>  | Mary Beth Kelly | | Unaffiliated Users Interested Party |  Info | mbkelly@thompso... | Primary |
| <input checked="" type="checkbox"/>  | Bryan Hetrick | Active | Unaffiliated Users Self-Represented Litigant | | bhetrick@flclerks.c... | Primary |
| <input checked="" type="checkbox"/>  | Kris Godwin FL2305 | Active | Weber, Weber, and Weber Attorney – Florida Bar | | cweber1024@gmal... | Primary |
| | | | | | cweber1024@gmal... | Alternate 1 |
| | | | | | cweber1024@gmal... | Alternate 2 |
| <input checked="" type="checkbox"/>  | Sally Sample | | Unaffiliated Users Interested Party | | cweber@flclerks.com | Primary |
|  <input checked="" type="checkbox"/> | Christopher K Skambis Jr FL262358 | Active | Unaffiliated Users Attorney – Florida Bar | | cweber1024@outl... | Primary |
| | | | | | cweber767881@a... | Alternate 1 |
|  <input checked="" type="checkbox"/> | Carolyn M Weber | Active | Weber & Weber | | cweber1024@outl... | Primary |
| | | | | | cweber1024@gmal... | Alternate 1 |
| | | | | | qxjones@lawfirm.com | Alternate 2 |

Fees and Payments – Trial Court

The filer is directed to the **Fees and Payments** page. There are two payment options: pay with a credit card or a check or fee waiver. Enter **only** one form of payment.

Case Initiation

Help

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$410.00

Case #: New Case

Type: Other Negligence / Nursing Home Negligence

Status:

Case Title: Hubert J Smith VS Avila Nursing Home

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Filing Fee Summary

| # | Description | Amount |
|---|--|----------|
| 1 | Filing Fee | \$400.00 |
| 2 | Additional Fee | \$10.00 |
| 3 | Complaints and Statement of Claim Complaint | \$0.00 |
| 4 | Service Documents Proposed Summons to be Issued by Clerk | \$0.00 |
| 5 | Motions Motion for Case Management Conference | \$0.00 |
| | Total Filing Fees: | \$410.00 |
| | Statutory Convenience Fee: | \$0.00 |
| | Total: | \$410.00 |

There is a 3.5% 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 \$5.00.

Payments

Select One to Continue

☐ Option One: Provide Payment Information
 ☐ Option Two: Request Filing Fee Waiver

A breakdown of the filing fees are listed in the Filing Fee Summary portion of the page.

The filer may elect to use a credit card or e-check. Only one payment method is allowed per submission. Once the filer enters their payment information, the payment information may be stored for future use by checking the **Save Payment Information for Reuse** box. Complete all required information. The required information is marked with a red asterisk (*).

If you have already saved a payment method, select the Saved Credit Cards/Saved Accounts drop down and select one from the list. The information should auto-populate the required fields.

Payments

Select One to Continue

☒ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

[Previously Saved Payments](#)

You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV

Saved Credit Cards

Credit Card Type

Credit Card Number

CVV

Payment Zip

Expiration Date Month

Year

Memo

Saved Accounts

Check Routing Number

Checking Account Number

Name on Account

Account Type

☒ Checking ☐ Savings

* Name Printed on Credit Card or Bank Account Name:

Payor

* Address

Payor Street Address 1

Payor Street Address 2

Associated with Name on Credit Card or Bank Account:

* City/State/Zip:

Select State

☐ Save Payment Information for Reuse

There is a 3.5% 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 \$5.00.

Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Back

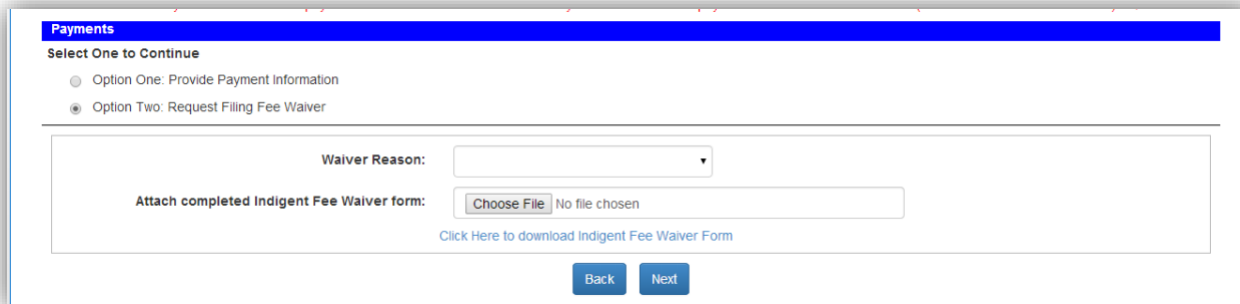
Next

Save to Workbench

The Portal accepts the following credit cards for payment:

- American Express
- Discover
- MasterCard
- Visa
- ACH Account

The filer may request a Waiver of the fees by selecting option two and completing the **Waiver Reason** and attach the Fee Waiver form.



Note: An explanation of how the convenience fee is calculated and about Debit block services is provided 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.



The Payment Zip Code is the zip code for the billing address 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 page, the credit card or check routing information is validated by the appropriate institution. Successful validation will place a hold on the funds **until the clerk reviews and accepts the filing**. If the submission is returned to the Correction Queue, the hold is removed. Once the submission is corrected and resubmitted, another hold will be placed on the credit card.

Review and Submit – Trial Court

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

Florida Courts E-Filing Portal

Portal Filer User Manual

Case Initiation

Help

| | | | |
|--|--|-------------------------|---------------------|
| Type: Trial | County: Orange | Division: Circuit Civil | Total Fee: \$424.35 |
| Case #: New Case | Type: Other Negligence / Nursing Home Negligence | Status: | |
| Case Title: Hubert J Smith VS Avila Nursing Home | | | |

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Back

Submit

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

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

Request For Emergency Filing Status

☐ Do you wish to declare this filing an "Emergency Filing"?

Service List

Documents will be electronically mailed to:

| Name | Email Address | Status |
|--|---------------|--------|
| ****No E-service Recipients have been selected! **** | | |

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

If no one has been selected for E-service on the **ServiceList** page, you will see an alert in the **ServiceList** section of the **Review and Submit** page. To correct, click on the **ServiceList** tab and make your service selections.

Next you see the **Documents** uploaded, **Fees, Payments, Parties** [if any are added], **Filer** and **Request for Emergency Filing Status** information as shown below.

Florida Courts E-Filing Portal

Portal Filer User Manual

Documents

| # | Document | File |
|---|----------|------|
| 1 | | |

Fees

| # | Description | Amount |
|---|--|----------|
| 1 | Filing Fee | \$400.00 |
| 2 | Additional Fee | \$10.00 |
| 3 | Complaints and Statement of Claim Complaint | \$0.00 |
| 4 | Service Documents Proposed Summons to be Issued by Clerk | \$0.00 |
| 5 | Motions Motion for Case Management Conference | \$0.00 |
| | Total Filing Fees: | \$410.00 |
| | Statutory Convenience Fee: | \$14.35 |
| | Total: | \$424.35 |

There is a 3.5% 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 \$5.00.

Payments

Payment Option:

Pay with Saved Credit Card

Credit Card/Account Number:

55***4444

Expiration Date:

07/2023

Memo:

Parties

Parties

| # | Type | Name | Contact Information |
|---|-----------|--------------------|---|
| 1 | Plaintiff | Hubert J Smith | 1 Liberty Lane Oviedo FL 32435 UNITED STATES |
| 2 | Defendant | Avila Nursing Home | 245 Independence Way Orlando FL 32804 UNITED STATES |

Filer

Name:

Carolyn M Weber

Address:

1 Liberty Lane P. O. Box 2300 Longwood, FL

Email Address:

cweber@flclerks.com cweber1024@outlook.com cweber1024@gmail.com

Phone Number:

407-461-2313


Back



Submit

If the filer has failed to enter required information, they will receive a pop up message notifying which information is missing.

Review and Submit – Appellate Court

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 **Revise** to go back to the page and make any corrections necessary.

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






[View NEF](#) [My Cases](#) [My Submissions](#) [Sign Out](#)
[Pleading on Existing Case](#) [Case Initiation](#)
[Case Number Pending](#)
[Workbench](#) [5](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

Case Initiation

[Help](#)   

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

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

Service List

Documents will be electronically mailed to:

| Name | Email Address | Status |
|-----------------|------------------------|------------------|
| Carolyn M Weber | cweber@flclerks.com | On eService List |
| Carolyn M Weber | cweber1024@outlook.com | On eService List |
| Carolyn M Weber | cweber1024@gmail.com | On eService List |

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

| Name | Email Address | Status |
|------|---------------|--------|
|------|---------------|--------|

Revise

Case Filing Path Summary

| # | Description | Data |
|---|--------------------|--|
| 1 | Reviewing Tribunal | The Florida Supreme Court |
| 2 | Filing Type | Initial Filing |
| 3 | Case Type | REGARDING MEDIATOR'S FINAL DETERMINATION |
| 4 | Case Category | CIVIL |
| 5 | Case Nature | FINAL |
| 6 | Proceeding | OTHER ORIGINAL PROCEEDING |

Revise

Uploaded Documents Summary

| # | Document | File |
|---|---|------------------------------------|
| 1 | BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) Volume Vol 1 of 2 | A_Plain_PDF_Coversheet08132020.pdf |

Revise

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

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

| Filing Fee Summary | | |
|--------------------|--|--|
| # | Description | Amount |
| | OTHER ORIGINAL PROCEEDING REGARDING MEDIATOR'S FINAL DETERMINATION CIVIL | \$300.00 |
| 1 | BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL) | \$0.00 |
| | | Filing Fees: \$300.00 |
| | | Statutory Convenience Fee: \$0.00 |
| | | Total \$300.00 |

There is a 3.5% 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 \$5.00.

Payments

Select One to Continue

☐ Option One: Provide Payment Information
☐ Option Two: Request Filing Fee Waiver
☐ Option Three: Exempt from Fee

Request For Emergency Filing Status

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

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

If yes, please select a reason justifying this declaration

Since there is a statutory fee due, the filer must select a payment method. Select one of the Options in the **Payments** section of the above page and provide the payment information.

Option One: Provide Payment Information

Payments

Select One to Continue

☒ Option One: Provide Payment Information
☐ Option Two: Request Filing Fee Waiver
☐ Option Three: Exempt from Fee

You may pay using either a Credit Card or a Debit Card. Complete the information requested based on your method of payment. If you wish to **Save Payment Information for Reuse** be sure to place a check in the box next to that statement right above the **Clear** button.

Florida Courts E-Filing Portal

Portal Filer User Manual

Saved Credit Card Information

Saved Bank Account Information

Saved Credit Cards:

Card 37***0005 Expiring 08/2023

Re-enter CVV

Card 37***0005 Expiring 08/2023

Card 55***4444 Expiring 07/2023

Saved Accounts:

Saved Account type:

☐ Checking ☐ Saving

New Credit Card Information

New Bank Account Information

Credit Card Type:

Credit Card Number:

CVV / Payment Zip:

Expiration Month, Year:

Account type:

Routing Number:

Account Number:

Name on Account:

☐ Save Payment Information for Reuse

Clear

Option Two: Request Filing Fee Waiver

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☒ Option Two: Request Filing Fee Waiver

☐ Option Three: Exempt from Fee

Click here to download Fee Waiver Form

Attach completed Fee Waiver form

Browse... No file selected.

OR

Attach Lower Tribunal Clerk's Certification of Insolvency

Browse... No file selected.

If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)

Option Three: Exempt from Fee

Payments

Select One to Continue

☐ Option One: Provide Payment Information

☐ Option Two: Request Filing Fee Waiver

☒ Option Three: Exempt from Fee

By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.

Florida Courts E-Filing Portal

Portal Filer User Manual

Once you have submitted your Payment Method, **Request for Emergency Filing Status** is available if necessary. Complete the required information. Then **Save All and Submit Later** which places this submission on the Workbench for submission at a later time or **Confirm and Submit all Now** to file your new case immediately.

Request For Emergency Filing Status

Is this filing time sensitive? ☒ Yes ☐ No

Critical date:

Format: MM/DD/YYYY

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

If yes, please select a reason justifying this declaration

Back

Save All and Submit Later

Confirm and Submit all Now

After the filing has been submitted, the filer will be at the Filing Received Confirmation page.

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

View NEF My Cases My Submissions Sign Out

Pleading on Existing Case Case Initiation

Case Number Pending

Workbench 4 My Alerts E-Filing Map

My Account Filing Options

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

Filing Received Confirmation [Help](#)

1 document is successfully submitted for filing to The Florida Supreme Court
Court Case # you have provided is NEW CASE
Reference # for this filing is 100195626

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

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


Recent Filings [Refresh](#)

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|----------------|---|------------------|----------------|---------------------------|------------------------|-------------------------|
| ▶ | | | 100195626 | | NEW CASE | Received | The Florida Supreme Court | 09/02/2020 04:05:47 PM | |
| ▶ | Submit | Submit | 100195604 | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 09/02/2020 11:16:48 AM | |



1

1 - 2 of 2 items

Click **Refresh** to watch the Status of your submission change to Pending Filing.



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

[View NEF](#)
[My Cases](#)
[My Submissions](#)
[Sign Out](#)

[Pleading on Existing Case](#)
[Case Initiation](#)




[Case Number Pending](#)

[Workbench](#)
4
 [My Alerts](#)
[E-Filing Map](#)

My Account ▾
 Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 09/02/2020 10:35:19 AM

Filing Received Confirmation


Help






1 document is successfully submitted for filing to The Florida Supreme Court
 Court Case # you have provided is NEW CASE
 Reference # for this filing is 100195626

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

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

Recent Filings


Refresh

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|---|---|------------------|----------------|---------------------------|------------------------|-------------------------|
| ▶ | | | 100195626  | | NEW CASE | Pending Filing | The Florida Supreme Court | 09/02/2020 04:05:47 PM | |
| ▶ | Submit | Submit | 100195604  | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 09/02/2020 11:16:48 AM | |

1

1 - 2 of 2 items

Confirmations of Filing

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

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

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 in the Portal.

Filing received by the Portal:

Florida Courts E-Filing Portal

Portal Filer User Manual

From: Florida E-Portal

To: cweber@flclerks.com; cweber1024@outlook.com; cweber1024@gmail.com

Subject: Filing Received

Date: 09/02/2020 11:16:48 AM

Dear Carolyn M Weber:

This email verifies the receipt of 1 document submitted by you to Orange Circuit Civil on 09/02/2020 11:16:48 AM.

| | |
|---------------------------------|---|
| UCN: | 482020CA000012A0010X |
| Clerk Case #: | 2020-CA-000012-O |
| Case Style: | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC |
| Document Title: | Affidavit |
| Matter #: | |
| Memo: | |
| Filing Fee: | \$0.00 |
| Affidavits and Oaths Affidavit: | \$0.00 |
| Statutory Convenience Fee: | \$0.00 |
| Total Fee: | \$0.00 |
| Fee Status: | Assessed |
| Paid By: | No Payment Required |
| MFC Order #: | |

The E-Portal reference number of this filing is: 100195604. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk.

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtseFilingPortal>

View the Training Manuals <https://www.mylcourtagency.com/authority/trainingmanuals.html>

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

Thank you,
The Florida Courts E-Filing Portal

From the Florida Supreme Court:

From: Florida E-Portal

To: cweber@flclerks.com; cweber1024@outlook.com; cweber1024@gmail.com

Subject: Filing Received - Florida Supreme Court

Date: 09/02/2020 04:05:47 PM

Dear Carolyn M Weber:

This email verifies the receipt of *BRIEFS, PETITIONER'S JURISDICTIONAL BRIEF (INITIAL)* submitted to the Florida Supreme Court on 09/02/2020 04:05:47 PM.

Case Number: NEW CASE

We will notify you when processing is accomplished.

This is a non-monitored email. Do not reply directly to it. If you have any technical issues with this filing, please contact the Florida Courts E-Filing Portal technical staff at [Portal Technical Support](#).

If you have non-technical questions about this filing, please contact the Office of the Clerk, Florida Supreme Court, at [Support](#) or 850 488 0125.

The Florida Courts E-Filing Portal Reference number for this filing is: 100195626. Please include this Reference Number in any correspondence.

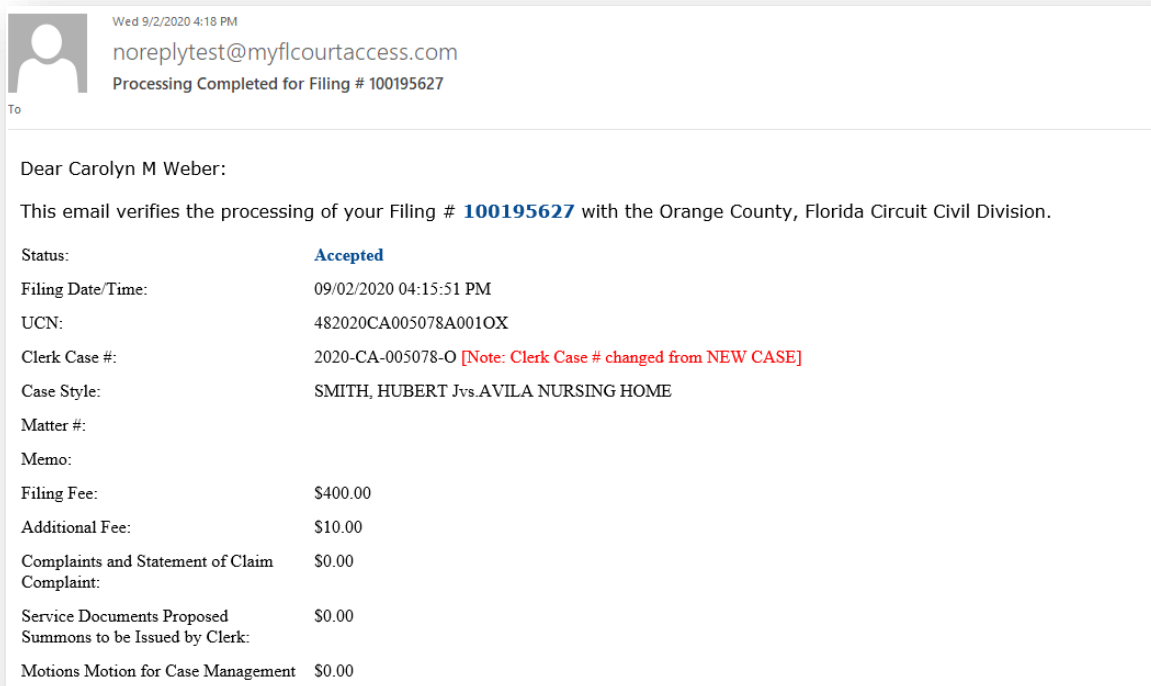
Thank you,
Office of the Clerk
Florida Supreme Court

3. The document displays in **My Submissions** (notice there is no **Completion Date** at this time.) When the filer returns to the **My Submissions** listing the new filing is displayed in the list.

| My Submissions | | | | | | | | | |
|----------------|---------------------------------------|---------------------------------------|----------------|---|------------------|----------------|---------------------------|------------------------|-------------------------|
| Search Options | | | | | | | | | |
| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
| ▶ | | | 100195626 | | NEW CASE | Pending Filing | The Florida Supreme Court | 09/02/2020 04:05:47 PM | |
| ▶ | <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 100195604 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 09/02/2020 11:16:48 AM | |
| ▶ | <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 100195491 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 08/31/2020 02:16:54 PM | |
| ▶ | <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 100195272 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Filed | Orange | 08/26/2020 11:02:13 AM | 08/26/2020 11:02:52 AM |

Processing Completed for Filing

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



Florida Courts E-Filing Portal

Portal Filer User Manual

Statutory Convenience Fee: \$14.35
 Total Paid: \$424.35
 Fee Status: Processing
 Paid By: Pay By Credit/Debit Card
 MFC Order #: 350126

Documents

| # | Document Type | Status | Filing Date | Rejection Reason | Your Attachment |
|---|--|----------|-------------|------------------|------------------------------------|
| 1 | Other Civil Cover Sheet | Accepted | 09/02/2020 | | CivilCoverSheet.pdf |
| 2 | Complaints and Statement of Claim Complaint | Accepted | 09/02/2020 | | A_Plain_PDF_Coversheet08132020.pdf |
| 3 | Service Documents Proposed Summons to be Issued by Clerk | Accepted | 09/02/2020 | | Summons to be Issued.docx |
| 4 | Motions Motion for Case Management Conference | Accepted | 09/02/2020 | | Motion for Extension of Time.pdf |

Fees

Your filing has been docketed with the Clerk's office. The fee is in the process of [Processing](#). At that time, the fee settlement will be transmitted to your banking institution for payment. You, as the filer are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.




This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the Orange County, Florida Circuit Civil Division.

Thank you.









Many counties no longer require paper follow-up. To see a complete list, click on [this link](#).





The document now appears in **My Submissions** with the **Completion Date** displayed.

My Submissions

Help

Search Options

| Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|--|-------------------|---|---|----------------------|----------------|---------------------------|------------------------|-------------------------|
|  Submit | Submit | 100195627  | SMITH, HUBERT Jvs AVILA NURSING HOME | 2020-CA-005078-O | Filed | Orange | 09/02/2020 04:15:51 PM | 09/02/2020 04:18:09 PM |
|  | | 100195626  | | NEW CASE | Pending Filing | The Florida Supreme Court | 09/02/2020 04:05:47 PM | |
| Submit | Submit | 100195604  | LOPEZ SANTIAGO, LUISvs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 09/02/2020 11:16:48 AM | |
| Submit | Submit | 100195491  | LOPEZ SANTIAGO, LUISvs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Pending Review | Orange | 08/31/2020 02:16:54 PM | |
| Submit | Submit | 100195272  | LOPEZ SANTIAGO, LUISvs PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Filed | Orange | 08/26/2020 11:02:13 AM | 08/26/2020 11:02:52 AM |
| Submit | Submit | 100195265  | CAPITAL VS SHAWN RATKUS | 052020SC011563XXXXXX | Pending Review | Brevard | 08/26/2020 10:03:16 AM | |

  1  

1 - 6 of 6 items

File Documents to Multiple Cases

If you have prepared all the documents you need to file and wish to create each submission and then submit all at the same time, **File Documents to Multiple Cases** is the filing path you should select.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☐ Pleading on Existing Case
- ☒ **File Documents to Multiple Cases**
- ☐ File Same Document to Multiple Cases (No Fees)
- ☐ Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Appellate Court

- ☐ Case Number Pending
- ☐ Case Initiation
- ☐ Pleading on Existing Case




File Now

Go through the filing process for each case your are filing to. For Case Information, type in the Year and the Sequence # and select a Court Type then click on Search. You will see at the top of the screen the case information and the beginning of a table that will display the cases as you add them to this submission.

Florida Courts E-Filing Portal

Portal Filer User Manual

File Documents to Multiple Cases

Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|----------|--------|------------|-------------|
| LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Other Negligence Premises Liability - Residential Case #: 482020CA000012A001OX Court Case: # 2020-CA-000012-O Case Status: Open | | | | | |

Case Information Case Parties Documents ServiceList Review

* County * Division

Orange Circuit Civil




* Year * Sequence # * Court Type Party Identifier Branch Location

2020 12 Circuit Civil (CA)

Search Clear

Next go to the **Case Parties** tab and select who you are filing on behalf of, then to the **Documents** tab and add the documents you are submitting to the above case. Next select your E-service recipients on the **E0service** tab and when you get to the **Review** tab, if you have more documents to submit to other cases click on **Add Case**.

File Documents to Multiple Cases

Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|---------------|----------------------|---|-------------|
| 1 | Orange | Circuit Civil | 482020CA000012A001OX | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | Open |

LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A001OX Court Case: # 2020-CA-000012-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

Back Add Case Review all and Submit

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

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

Request For Emergency Filing Status




☐ Do you wish to declare this filing an "Emergency Filing"?


This will take you back to the **Case Information** tab where you can add another case to file document to. You can file to any county you need to in this submission. You do not have to file to the same county. When you enter the **Case Information** for the next case and click on **Search**, the Portal will populate the table at the top of the page with the first case you selected and display the case information of the next case you will be filing to as shown below.

Florida Courts E-Filing Portal





Portal Filer User Manual

File Documents to Multiple Cases

Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|---------------|----------------------|---|-------------|
| 1  | Orange | Circuit Civil | 482020CA000012A001OX | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | Open |

CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY Other Civil Other Civil - Insurance Claim Case #: 482019CA000025A001OX Court Case: # 2019-CA-000025-O Case Status: Closed

Case Information  Case Parties  Documents  ServiceList  Review

* County * Division

Orange Circuit Civil




* Year * Sequence # * Court Type Party Identifier Branch Location

2019 25 Circuit Civil (CA)

Search Clear

Now you go through the Menu tabs on the filing path to select whom you are filing on behalf of, add your document on the **Documents** tab, select your E-service recipients and when you get to the **Review** tab you can either **Add Case** or if you are ready to submit these documents click on **Review all and Submit**. When you are ready to submit these submissions the **Review** screen will display all the case information for each case you have entered in the table. If you wish to make a change to any of the submissions, there is a **Revise** button nest to the case information. Select that Revise button to take you back into that submission to make any revisions necessary.

File Documents to Multiple Cases

Help   

Save All and Submit Later Confirm and Submit all Now

Cases

County: Orange Division: Circuit Civil LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC Case #: 482020CA000012A001OX Court Case #: 2020-CA-000012-O Case Status: Open Revise

Request For Emergency Filing Status

☐ Do you wish to declare this filing an "Emergency Filing"?

Documents will be electronically mailed to:

| Name | Email Address | Status |
|-----------------|------------------------|----------------------------------|
| Mary Beth Kelly | cweber1024@outlook.com | On eService List |
| Mary Beth Kelly | cweber1024@gmail.com | User Account is On eService List |
| Carolyn M Weber | cweber@flclerks.com | On eService List |

Once your are ready to send theses submissions off, click on **Confirm and Submit all Now**. You can also save this entire submission to the Workbench by selecting **Save All and Submit Later**. The **Filing Received Confirmation** page will show all three submissions individually. If any corrections need to be made to documents submitted, only that submission will be returned to the **Correction Queue**. Each submission will be handled individually even though you sent them all in to the Portal in one submission. See below.

Filing Received Confirmation

Help

Your documents are successfully submitted
Reference # for the filings are 100195703 - 100195705

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

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

Recent Filings

Refresh

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|----------------|---|----------------------|-------------------|--------|---------------------------|-------------------------|
| ▶ | Submit | Submit | 100195705 | SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY | 2020-SC- 000013-O | Pending Review | Orange | 09/04/2020 09:37:14 AM | |
| ▶ | Submit | Submit | 100195704 | CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY | 2019-CA- 000025-O | Filed | Orange | 09/04/2020 09:37:14 AM | 09/04/2020 09:37:47 AM |
| ▶ | Submit | Submit | 100195703 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA- 000012-O | Pending Review | Orange | 09/04/2020 09:37:13 AM | |

1 - 3 of 3 items

They will also appear on your **My Submission** page as individual submissions so you can select to submit another pleading or proposed document from this page as well.

My Submissions

Help

Search Options

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|----------------|---|----------------------|-------------------|--------|---------------------------|-------------------------|
| ▶ | Submit | Submit | 100195705 | SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY | 2020-SC- 000013-O | Pending Review | Orange | 09/04/2020 09:37:14 AM | |
| ▶ | Submit | Submit | 100195704 | CHANDLER, ANN Mvs.TOWER HILL SELECT INSURANCE COMPANY | 2019-CA- 000025-O | Filed | Orange | 09/04/2020 09:37:14 AM | 09/04/2020 09:37:47 AM |
| ▶ | Submit | Submit | 100195703 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA- 000012-O | Pending Review | Orange | 09/04/2020 09:37:13 AM | |

File Same Document to Multiple Cases (No Fees)

If you have the same document that you wish to file to multiple cases, and there are no fees required to submit this document, select **File Same Document to Multiple Cases (No Fees)**. An example of this type of document would be Notice of Unavailability.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☐ Pleading on Existing Case
- ☐ File Documents to Multiple Cases
- ☒ **File Same Document to Multiple Cases (No Fees)**
- ☐ Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Orange ▼

Appellate Court

- ☐ Case Number Pending
- ☐ Case Initiation
- ☐ Pleading on Existing Case




▼

File Now






On the **Case Information** page select the **Division**, type in the **Year** and **Sequence #** and select the **Court Type** if necessary and click on **Search**. This will pull up the case information and display it at the top of the page along with creating the case table that you will create as you add more cases to this filing path.

Florida Courts E-Filing Portal

Portal Filer User Manual

File Same Document to Multiple Cases (No Fees) Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|----------|--------|------------|-------------|
| ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Other Negligence Auto Negligence Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O Case Status: Open | | | | | |

 Case Information  Case Parties  Documents  ServiceList  Review

* County * Division

Orange Circuit Civil






* Year * Sequence # * Court Type Party Identifier Branch Location

2020 22 Circuit Civil (CA)

Search Clear

Now go through the **Case Parties** tab to select who you are filing on behalf of, add your document(s) on the **Document** tab. As you can see below, you will only add your documents to this first case. As this filing path indicates, these documents will be added to each case you add. You will not be able to add or remove documents from the other cases you add. **Only from this first case.**

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1

 Case Information  Case Parties  Documents  ServiceList  Review

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases.**

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

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

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

Back Next Save to Workbench

A Notice of Unavailability was added to the **Document** tab.

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases**.

Your document, A_Plain_PDF_Coversheet08132020.pdf has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information [click here](#) .See the PDF/A Advisory below.

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|---------------------|---|---------------|----------|---|-------------|
| Remove | Replace Notices Notice of Unavailability | \$0.00 | 3 | View C:\fakepath\A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| Add | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 |

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

Next move on to the **Service List** tab and select your E-service recipients and then move to the **Review** tab. To add more cases to this submission, click **Add Case**.

ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A001OX Court Case: # 2020-CA-000022-O Case Status: Open 1 of 1

Case Information Case Parties Documents ServiceList Review

[Back](#) [Add Case](#) [Review all and Submit](#)



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


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

Now you are ready to enter another case that you will submit the Notice of Unavailability to. Select a **Division**, type in the **Year** and **Sequence #** and select a **Court Type** if necessary. Then click on **Search**. This will create the table and list the first case you entered at the top of the page and display the case information of the second case you will be adding to this submission.





Florida Courts E-Filing Portal

Portal Filer User Manual

File Same Document to Multiple Cases (No Fees) Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|---------------|----------------------|--|-------------|
| 1  | Orange | Circuit Civil | 482020CA000022A001OX | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | Open |


STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO Circuit Criminal Felony Case #: 482019CF000023000AOX Court Case: # 2019-CF-000023-A-O Case Status: Closed



Case Information  Case Parties  Documents  ServiceList  Review

* County * Division





Orange Circuit Criminal

Select the party you are filing on behalf of from the **Case Parties** tab and when you move to the **Document** tab you will see that this tab is grayed out. You will not be able to add documents to this submission from any subsequent case added. **You must add all the documents you wish to submit to the first case you create.** Those documents will be sent to each additional case you add to this submission.





File Same Document to Multiple Cases (No Fees) Help   

| # | County | Division | Case # | Case Title | Case Status |
|---|--------|------------------|----------------------|--|-------------|
| 1  | Orange | Circuit Civil | 482020CA000022A001OX | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | Open |
| 2  | Orange | Circuit Criminal | 482019CF000023000AOX | STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO | Closed |

STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO Case #: 482019CF000023000AOX Court Case: # 2019-CF-000023-A-O Case Status: Closed 2 of 2




Case Information  Case Parties  Documents  ServiceList  Review

Add all the documents that you intend to file in each case to the first case one time. You will **not be able to add/remove/replace documents to the subsequent cases.**

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|--|--|--------|-------|---|----------|
|  Remove | Replace  Notices Notice of Unavailability | \$0.00 | 3 | View  A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
|  | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 |

Move to the **Service List** tab and select your E-service recipients and finally to the **Review** tab where you can either add another case to this submission to receive the document(s) you have uploaded or review and submit. You can add as many cases to this table as you need to file to. Just remember that each case will receive the document(s) you add to the first case in the table.

We will select **Review all and Submit**. You can now review your submission and make any changes necessary by selecting **Revise** next to the case information in which you need to make a change.

File Same Document to Multiple Cases (No Fees) Help   

[Save All and Submit Later](#) [Confirm and Submit all Now](#)

Cases

County: Orange Division: Circuit Civil ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. Case #: 482020CA000022A001OX Court Case #: 2020-CA-000022-O Case Status: Open

[Revise](#)




Request For Emergency Filing Status

☐ Do you wish to declare this filing an "Emergency Filing"?

Documents will be electronically mailed to:

| Name | Email Address | Status |
|-----------------|------------------------|------------------|
| Carolyn M Weber | cweber@flclerks.com | On eService List |
| Carolyn M Weber | cweber1024@outlook.com | On eService List |

Once you have verified that all information is correct, you click on **Confirm and Submit all Now** and that will take you to the **Filing Received Confirmation** page. Each submission will be listed individually.



Filing Received Confirmation Help   

Your documents are successfully submitted
Reference # for the filings are 100195706 - 100195707





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


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



Recent Filings [Refresh](#)

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|---|--|--------------------|----------------|--------|------------------------|-------------------------|
| ▶ | Submit | Submit | 100195707  | STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO | 2019-CF-000023-A-O | Pending Review | Orange | 09/04/2020 10:18:40 AM | |
| ▶ | Submit | Submit | 100195706  | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | 2020-CA-000022-O | Pending Filing | Orange | 09/04/2020 10:18:40 AM | |

It will appear on your **My Submissions** page individually as well.

My Submissions  Help   

Search Options 

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|---|--|--------------------|----------------|--------|------------------------|-------------------------|
| ▶ | Submit | Submit | 100195707  | STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO | 2019-CF-000023-A-O | Pending Review | Orange | 09/04/2020 10:18:40 AM | |
| ▶ | Submit | Submit | 100195706  | ETIENNE, ROSE vs. MUENKS, RANDAL LOUISet al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM |

Documents for Judicial Review (f/k/a Proposed Orders)

We have expanded this filing path to include documents other than proposed orders. Proposed orders will still be submitted using this filing path but each circuit will now be able to add other documents they wish to receive using this filing path.

Documents for Judicial Review will bypass the Clerk and will go to the Judicial Circuit. They will not be filed into the official court file unless submitted to the Clerk.

To submit your proposed order, click on the **Documents for Judicial Review** filing path. **File Now**

E-Filing Map

Help [Icons]

Select a Filing Jurisdiction

Trial Court

- ☐ Case Initiation
- ☐ Pleading on Existing Case
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☒ **Documents for Judicial Review**

[Read more about courts accepting documents for Judicial Review](#)

Orange [Dropdown Arrow]

Enter in the **Case Information** and then click on **Search**.

Documents for Judicial Review

Help [Icons]

Circuit: Ninth Judicial Circuit **County:** Orange **Division:** Circuit Civil

Case #: 482020CA000023A0010X **Type:** Other Negligence / Auto Negligence **Status:** Open

Case Title: BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN

Case Information | Documents | ServiceList | Review and Submit

*** County** [Orange] *** Division** [Circuit Civil]

*** Year** [2020] *** Sequence #** [23] *** Court Type** [Circuit Civil (CA)] **Party Identifier** [] **Branch Location** []

Search **Clear**

Florida Courts E-Filing Portal

Portal Filer User Manual

The Portal will pull up the case information and next you need to click on the **Judicial Officer/Division** drop down and select what is appropriate.

A screenshot of a web form. On the left, there are labels: "* Judicial Officer/Division:" and "Matter #:". To the right of these labels is a dropdown menu. The dropdown menu is open, showing a list of names: "Baker, Judge David A", "Keet, Judge John", "Munyon, Judge Lisa Taylor", and "Stowbridge, Judge Patricia". The name "Munyon, Judge Lisa Taylor" is highlighted with a red rectangular box. Below the dropdown menu are two buttons: "Next" and "Save to Workbench".

Next on the **Documents** tab click **Add**. This will bring up the **Add/Edit Document** page and the list of documents shown may vary circuit by circuit. An example is shown below. Proposed Order is an option and will be selected to submit a proposed order to the Judge. **Please Note: No all circuits will allow the complete list of documents shown below. Each circuit may designate which proposed documents they wish to receive.**

A screenshot of the "Add/Edit Document" page. At the top is a blue header bar with the text "Add/Edit Document" and a close button (X). Below the header, there are fields for "Document #:" (containing "New Document") and "Filing Fee:" (containing "\$0.00"), with a "Clear" button to the right. Below these is a "Search:" field and a "WARNING:" message. The "WARNING:" message states: "Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document." Below the warning is a prompt: "Enter Search criteria and tab or hit enter to filter the list". Below this is a section titled "Judiciary" with a list of checkboxes: "Exhibits", "Proposed Defendant's evidence", "Proposed Deft. Witness List", "Proposed order" (checked and highlighted with a red box), "Proposed Plaintiff's evidence", "Proposed Pltff.. Witness List", and "Proposed Settlement Agreement". Below the checkboxes is a pagination bar showing "1" and "1 - 2 of 2 items". Below the pagination bar is a section titled "Unopposed/Opposed:" with two radio buttons: "The proposed document is unopposed, or a default has been entered against the defendant(s)." (selected and highlighted with a red box) and "The proposed document is opposed." Below this is an "Upload:" field with a text input containing "S:\COMMON\EPortal\Filing Test Docs\A_Plai" and a "Browse..." button. At the bottom is a "Document Title:" field, a "Save" button, and a "Cancel" button.

The **Document Title** field is a required field. Type in the name of the Order you are submitting as shown below. The click on **Save**.

A screenshot of the "Document Title:" field. The text "Order on Plaintiff's Motion for Continuance" is entered into the field. To the right of the field are two buttons: "Save" and "Cancel".

Next move on to the **Service List** tab and select your E-service recipients, if any. Then move to **Review and Submit** and click on **Submit** to send your proposed order to the Judicial Circuit for the judicial officer to review. The **Filing Received Confirmation** page will show this submission has been sent to the Court.

Filing Received Confirmation

Help   

1 document is successfully submitted to Ninth Judicial Circuit
Uniform Case # you have provided is 482020CA000023A001OX
Court Case # you have provided is 2020-CA-000023-O
Reference # for this filing is 100195709

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

You may want to print this page for your records.  Print

Recent Filings  Refresh

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|---------------------------------------|---------------------------------------|----------------|--|------------------|-------------------|------------------------|------------------------|-------------------------|
| ▶ | <input type="button" value="Submit"/> | <input type="button" value="Submit"/> | 100195709 | BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN | 2020-CA-000023-O | Validating Filing | Ninth Judicial Circuit | 09/04/2020 11:09:12 AM | |

Notifications

The **Email Log** 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 Portal include:

- Initial notification of registration
- Notification to activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review
- Notification that you have been added to an E-Service list

Florida Courts E-Filing Portal

Portal Filer User Manual

| Email Log | | | | Help | | | |
|-----------------------|------------------|---|------------------------|--------------------|--|--|--|
| Search Options | | | | | | | |
| 10 | | records per page | | | | | |
| @ | From | Subject | Submitted | | | | |
| Submitted: 09/02/2020 | | | | | | | |
| | Florida E-Portal | Processing Completed for Filing # 100195627 | 09/02/2020 04:18:10 PM | | | | |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER New Case Hubert J Smith VS Avila Nursing Home | 09/02/2020 04:16:00 PM | | | | |
| | Florida E-Portal | Filing Received | 09/02/2020 04:15:51 PM | | | | |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT CASE NUMBER NEW CASE | 09/02/2020 04:06:03 PM | | | | |
| | Florida E-Portal | Filing Received - Florida Supreme Court | 09/02/2020 04:05:47 PM | | | | |
| | Florida E-Portal | Filing Received | 09/02/2020 11:16:48 AM | | | | |
| Submitted: 09/01/2020 | | | | | | | |
| | Carolyn M Weber | SERVICE OF COURT DOCUMENT - CASE NUMBER 482020CA000012A001OX Email Delivery Failure | 09/01/2020 04:19:11 PM | | | | |
| | Carolyn M Weber | SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE | 09/01/2020 09:34:19 AM | | | | |
| | Carolyn M Weber | SERVICE OF PROPOSED DOCUMENT - CASE NUMBER 062019CA000012AXXXCE | 09/01/2020 09:33:38 AM | | | | |
| Submitted: 08/31/2020 | | | | | | | |
| | Florida E-Portal | Filing Received | 08/31/2020 02:16:54 PM | | | | |
| 1 2 | | | | 1 - 10 of 13 items | | | |
| Print | | | | | | | |

Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days but the PDF document filed is not available in the Email Log.

Working Filings in the Correction Queue

When filings require correction by the filer, they are moved to the **Correction Queue** by the Clerk's office. If a submission is returned to the Correction Queue, an Alert is automatically created in the Portal and when you log into the Portal it will take you immediately to the **My Alerts** page. You may access the Correction Queue filing path by clicking on the **Filing #** link as shown below.

My Alerts

Help

Search Options

Enter Search Criteria

Alert Date From:

Alert Created From

To:

Alert Created To

Type of Alert:

Filing ID:

Filing #

Filer:

Alerts per page:

10

Search

Clear Search Criteria

Clear Selected Alert(s)

| <input type="checkbox"/> Select | Filing # | Case Style | Court Case # | Court | Alert Date | Type of Alert | Remarks |
|---------------------------------|-----------|---|------------------|--------|------------------------|----------------------------------|--|
| <input type="checkbox"/> | 100195703 | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Orange | 09/08/2020 10:25:38 AM | Filing Moved to Correction Queue | Document was submitted to the incorrect case number. |

1

1 - 1 of 1 items

Remarks will be shown on **My Submissions** page and the filer is notified of the specific issue by email notification as well.

Email received:

Tue 9/8/2020 10:26 AM

noreplytest@myflcourtaccess.com

Filing # 100195703 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue

To

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 09/08/2020 10:25:38 AM

Dear Carolyn M Weber:

Your filing with the Orange County, Florida Circuit Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 100195703
 Status: **Correction Queue**
 Filing Date/Time: 09/04/2020 09:37:13 AM
 UCN: 482020CA000012A0010X
 Clerk Case #: 2020-CA-000012-O
 Case Style: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC
 Matter #:

Please be advised that Filing Reference Number 100195703 needs to be corrected and has been moved to the Correction Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, Section 3.1.13. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): Document was submitted to the incorrect case number.

Florida Courts E-Filing Portal

Portal Filer User Manual

To make these corrections, go to the My Submissions page in the Portal and search by Status: Correction Queue and then select the Filing ID link. Then correct the error by either making the advised changes or replacing the deficient document with the corrected document and resubmit the Filing. You must click the Save button on any screen to which changes were made. For further information on correcting filings sent to the Correction Queue, please consult the E-Filing User Manual on the Florida Courts E-Filing Portal web page under the Help Menu, Training Manuals or watch the YouTube video.

If you have questions concerning clarification on the corrections needed, **please contact the Orange County Clerk of Court, Circuit Civil Division Please contact Carolyn Weber at 407-234-3243 with any questions.**

Follow us on Twitter @FLCourtsEFiling


Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

View the Training Manuals <https://www.myflcourtaccess.com/authority/trainingmanuals.html>

Thank you.
Florida Courts E-Filing Portal

The Correction Queue email is also sent to all of the recipients on the E-service list.

Email to the E-service recipient list:



Tue 9/8/2020 10:26 AM

noreplytest@myflcourtaccess.com

Filing # 100195703 filed by Carolyn M Weber, FBN 1002747 is Not Filed – The filing is in the E-Filing Portal Correction Queue

To

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 09/08/2020 10:25:38 AM

Dear Florida Courts E-Filing Portal User:

Filing Reference Number 100195703 with the Orange County, Florida Circuit Civil Division needs to be corrected before it can be filed.

| | |
|----------------------------|---|
| Filing Reference Number #: | 100195703 |
| Filer: | Carolyn M Weber, FBN 1002747 |
| Status: | Correction Queue |
| Filing Date/Time: | 09/04/2020 09:37:13 AM |
| UCN: | 482020CA000012A0010X |
| Clerk Case #: | 2020-CA-000012-O |
| Case Style: | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC |
| Matter #: | |

Please be advised that Filing Reference Number 100195703 needs to be corrected and has been moved to the Correction Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, Section 3.1.13. Filer has five (5) business days to correct and resubmit this filing.

This action has been taken for the following reason: Document was submitted to the incorrect case number.

If you have questions concerning clarification on the corrections needed, **please contact the Orange County Clerk of Court, Circuit Civil Division.**

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel <https://www.youtube.com/user/FLCrtsEFilingPortal>

When you correct the submission and resubmit, another Notification of Electronic Filing goes out to the E-service recipient list with a PDF of the document filed.

The reason why the submission was returned to the **Correction Queue** will also be displayed on the **My Alerts** page and on the **My Submissions** page under the **Completion Date/Remarks** column. A submission can be returned to the **Correction Queue** for a variety of reasons: document is corrupt, document is unsigned, wrong case number was selected, for case initiation wrong case type was selected, reopen fee is required, etc. The Clerk will explain the problem so that you are aware of what needs to be corrected so that you can make those changes and resubmit the document.

My Alerts

Search Options

Clear Selected Alert(s)

| Select | Filing # | Case Style | Court Case # | Court | Alert Date | Type of Alert | Remarks |
|--------------------------|---------------------------|---|------------------|--------|------------------------|----------------------------------|--|
| <input type="checkbox"/> | 100195703 | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Orange | 09/08/2020 10:25:38 AM | Filing Moved to Correction Queue | Document was submitted to the incorrect case number. |

1 - 1 of 1 items

My Submissions

Search Options

| | Pleading | Proposed Document | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks |
|---|------------------------|------------------------|---------------------------|--|--------------------|-------------------|-----------------------------|------------------------|--|
| ▶ | Submit | Submit | 100195715 | STATE OF FLORIDA VS KENNEDY, GREGORY LAMAR | 17000023CFAXMX | Validating Filing | Fourteenth Judicial Circuit | 09/04/2020 03:08:34 PM | |
| ▶ | Submit | Submit | 100195709 | BEAUPLAN, GARRY et al. vs. WATTS, JEFFERY ALAN | 2020-CA-000023-O | Validating Filing | Ninth Judicial Circuit | 09/04/2020 11:09:12 AM | |
| ▶ | Submit | Submit | 100195707 | STATE OF FLORIDA - VS - ARMSTEAD, ALPHONSO | 2019-CF-000023-A-O | Pending Review | Orange | 09/04/2020 10:18:40 AM | |
| ▶ | Submit | Submit | 100195706 | ETIENNE, ROSE vs. MUENKS, RANDAL LOUI Set al. | 2020-CA-000022-O | Filed | Orange | 09/04/2020 10:18:40 AM | 09/04/2020 10:19:00 AM |
| ▶ | Submit | Submit | 100195705 | SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY | 2020-SC-000013-O | Pending Review | Orange | 09/04/2020 09:37:14 AM | |
| ▶ | Submit | Submit | 100195704 | CHANDLER, ANN Mvs. TOWER HILL SELECT INSURANCE COMPANY | 2019-CA-000025-O | Filed | Orange | 09/04/2020 09:37:14 AM | 09/04/2020 09:37:47 AM |
| ▶ | Submit | Submit | 100195703 | LOPEZ SANTIAGO, LUIS vs. PALMAS ALTAS CONDOMINIUM ASSOCIATION INC | 2020-CA-000012-O | Correction Queue | Orange | 09/04/2020 09:37:13 AM | Document was submitted to the incorrect case number. |

The filer will see the Filing # is hyperlinked as shown above. Click the Filing # link to open the filing and make corrections. All filings sent to the **Correction Queue** for correction must be corrected by the filer and resubmitted to the Clerk's office within five (5) business days as specified in AO-09-30. The **Note From Clerk** is also displayed advising of the document deficiency.

Filing # 100195703 - Correction Queue Case Information

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents Service List Review and Submit

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

Case #: 482020CA000012A0010X Type: Other Negligence / Premises Liability - Residential Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

* County * Division

Orange Circuit Civil

Portal Time Stamp on Resubmitted Documents

If there is an issue with the document and you **delete** or **add** documents to the submission, you will receive a new file stamp date and time for the filing.

If you **replace** the document, the official file stamp date and time will **remain the same as when originally submitted**.

Filing # 100195703 - Correction Queue Documents

Note From Clerk: Document was submitted to the incorrect case number.

Case Information Case Parties Documents Service List Review and Submit

Type: Trial County: Orange Division: Circuit Civil Total Fee: \$0.00

Case #: 482020CA000012A0010X Type: Other Negligence / Premises Liability - Residential Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|----------|--|--------|-------|--|----------|
| Delete | Replace Motions Motion for Case Management Conference | \$0.00 | 3 | View A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| Add | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 |




WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure

If you delete the document and add a new document, the official file stamp date and time will be the **current date**.

Florida Courts E-Filing Portal

Portal Filer User Manual

Filing # 100195703 - Correction Queue Documents

Help   

Note From Clerk: Document was submitted to the incorrect case number.

Case Information

Case Parties

Documents

Service List

Review and Submit

Type: Trial

County: Orange

Division: Circuit Civil




Total Fee: \$0.00

Case #: 482020CA000012A0010X

Type: Other Negligence / Premises Liability - Residential

Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

| Document | Document Group/Type | Fee | Pages | File | Size(MB) |
|--|---|--------|-------|---|----------|
|  Delete | Replace  Motions Motion for Case Management Conference | \$0.00 | 3 | View  A_Plain_PDF_Coversheet08132020.pdf | 0.04 |
| <div>Add</div> | | | | | |
| Total | | \$0.00 | 3 | 1 Documents | 0.04 |

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure

E-service Page

Next you come to the **ServiceList** page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service recipient list. To provide service of the documents you are filing, select the names from the E-service list. If you do not wish to serve a person listed in the Electronic Service recipient list, do not check that name. To select the entire list, place a check in the box next to 'Serve All?' in the column header.

Filing # 100195703 - Correction Queue Service List
Help

Note From Clerk: Document was submitted to the incorrect case number.

Case Information
Case Parties
Documents
Service List
Review and Submit

Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: \$0.00

Case #: 482020CA000012A001OX
Type: Other Negligence / Premises Liability - Residential
Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

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

| <input type="checkbox"/> Serve All? | Name/ID | Recipient Status | Affiliation/Role | Email Status | Email Address | Email Type |
|-------------------------------------|----------------------------|------------------|--|--------------|------------------------|-------------|
| <input type="checkbox"/> | Carolyn Clerk Weber | Active | Orange Clerk of Court User | | ***** | Primary |
| | | | | | ***** | Alternate 1 |
| <input checked="" type="checkbox"/> | Mary Beth Kelly FL84487 | Active | Thirteenth Judicial Circuit Co-Counsel for Defendant | | cweber1024@outlook.com | Primary |
| | | | | | cweber1024@gmail.co | Alternate 1 |

Review and Submit

After the **ServiceList** page you will come to the **Review and Submit** page. If your filing is a new case you will have to resubmit your payment. Your payment is not reconciled until the submission has been approved and accepted by the Clerk. The prior authorization will be removed when the submission is returned to the **Correction Queue** as well.

After the document has been updated and is ready to be resubmitted, check your filing on the review and submit page. To make any corrections, click on the **Revise** button which will take you to the corresponding page where you can make the necessary corrections.

Florida Courts E-Filing Portal

Portal Filer User Manual

Filing # 100195703 - Correction Queue Review and Submit

Help

Note From Clerk: Document was submitted to the incorrect case number.

Case Information

Case Parties

Documents

Service List

Review and Submit

Type: Trial

County: Orange

Division: Circuit Civil

Total Fee: \$0.00

Case #: 482020CA000012A001OX

Type: Other Negligence / Premises Liability - Residential

Status: Open

Case Title: LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC

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

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

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

Request For Emergency Filing Status

☐ Do you wish to declare this filing an "Emergency Filing"?

Service List

Documents will be electronically mailed to:

| Name | Email Address | Status |
|-----------------|------------------------|----------------------------------|
| Mary Beth Kelly | cweber1024@outlook.com | On eService List |
| Mary Beth Kelly | cweber1024@gmail.com | User Account is On eService List |
| Carolyn M Weber | cweber@flclerks.com | On eService List |

Revise

| | | |
|---------------------|------------------------|------------------|
| Carolyn M Weber | cweber1024@outlook.com | On eService List |
| Carolyn M Weber | cweber1024@gmail.com | On eService List |
| Kyle Reichert | kreichert@flclerks.com | On eService List |
| James Brown | jb@fakeemail.com | On eService List |
| Scott Iam MacDoNald | dv.rao@granicus.com | On eService List |

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

| Name | Email Address | Status |
|-------------------|------------------------|----------------------------------|
| Judge Lisa Munyon | fake@noemail.com | Not selected for eService |
| Mary Jones | mjones@lawfirm.com | Bounce backs received |
| Bryan Hetrick | bhet@bhet.com | Bounce backs received |
| Mary Beth Kelly | cweber1024@outlook.com | Not selected for eService |
| Mary Beth Kelly | cweber1024@gmail.com | User Account is On eService List |

Uploaded Documents Summary

| # | Document | File |
|---|---------------------------------------|------------------------------------|
| 1 | Motion for Case Management Conference | A_Plain_PDF_Coversheet08132020.pdf |

Revise

Florida Courts E-Filing Portal

Portal Filer User Manual

Uploaded Documents Summary

| # | Document | File |
|---|---------------------------------------|------------------------------------|
| 1 | Motion for Case Management Conference | A_Plain_PDF_Coversheet08132020.pdf |

Revise

Case Information

| # | Description | Data |
|---|--------------|---|
| 1 | Filing Court | Trial Court for Orange County, Florida Circuit Civil Division |
| 2 | Case # | 482020CA000012A0010X |
| 3 | Court Case # | 2020-CA-000012-O |
| 4 | Case Type | Other Negligence / Premises Liability - Residential |
| 5 | Case Title | LOPEZ SANTIAGO, LUISvs.PALMAS ALTAS CONDOMINIUM ASSOCIATION INC |
| 6 | Case Status | Open |

Revise

Case Parties Summary

| # | Type | Name | Contact Information |
|---|------|------|---------------------|
| No Parties associated with current filing | | | |

Revise

If

Filer Contact Information Summary

| # | Description | Data |
|---|-----------------|---|
| 1 | Name | Carolyn M Weber |
| 2 | Primary Email | cweber@flclerks.com |
| 3 | Primary Address | 1 Liberty Lane P. O. Box 2300 Longwood FL 32890 |
| 4 | Primary Phone # | 407-461-2313 |
| 5 | Bar Number | FL 1002747 |
| 6 | Firm | Marquis 2 |

Filing Fee And Payment Summary
Note A New authorization will be acquired for payment. Any existing authorizations on original filing and/or corrections will remain in effect. The length of time required for the authorization to expire is dictated by the terms and conditions of the your credit card issuer or financial institution.

Filing Fee Summary

| # | Description | Amount |
|----------------------------|---|--------|
| 1 | Filing Fee | \$0.00 |
| 2 | Motions Motion for Case Management Conference | \$0.00 |
| Total Filing Fees: | | \$0.00 |
| Statutory Convenience Fee: | | \$0.00 |
| Total: | | \$0.00 |

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Save All and Submit Later

Confirm and Submit all Now

If there is a payment of statutory fees required, select a **Payment Option** as shown below.

Payments

Select One to Continue

☐ Option One: Provide Payment Information
 ☐ Option Two: Request Filing Fee Waiver

Request For Emergency Filing Status

Is this filing time sensitive?
 ☐ Yes
 ☒ No
 Critical date:

 Format: MM/DD/YYYY

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

If yes, please select a reason justifying this declaration

Back

Save All and Submit Later

Confirm and Submit all Now

You may save your work on your corrected filing by selecting **Select All and Submit Later**. When you are ready to submit, go to your My Submissions page and select the filing ID. The status will remain **Correction Queue** until it is resubmitted or the Clerk moves it to the **Abandoned Filing Queue**.

Abandoned Filing Queue

If a document that has been moved to **Correction Queue** has not been corrected within five (5) business days, the county has the ability to move the filing to the **Abandoned Filing Queue**. Once a document has been moved to **Abandon Filing** status, no updates/corrections can be made to that submission on the Portal by the filer. It is deemed to have been abandoned and unable to be filed into the official court record.

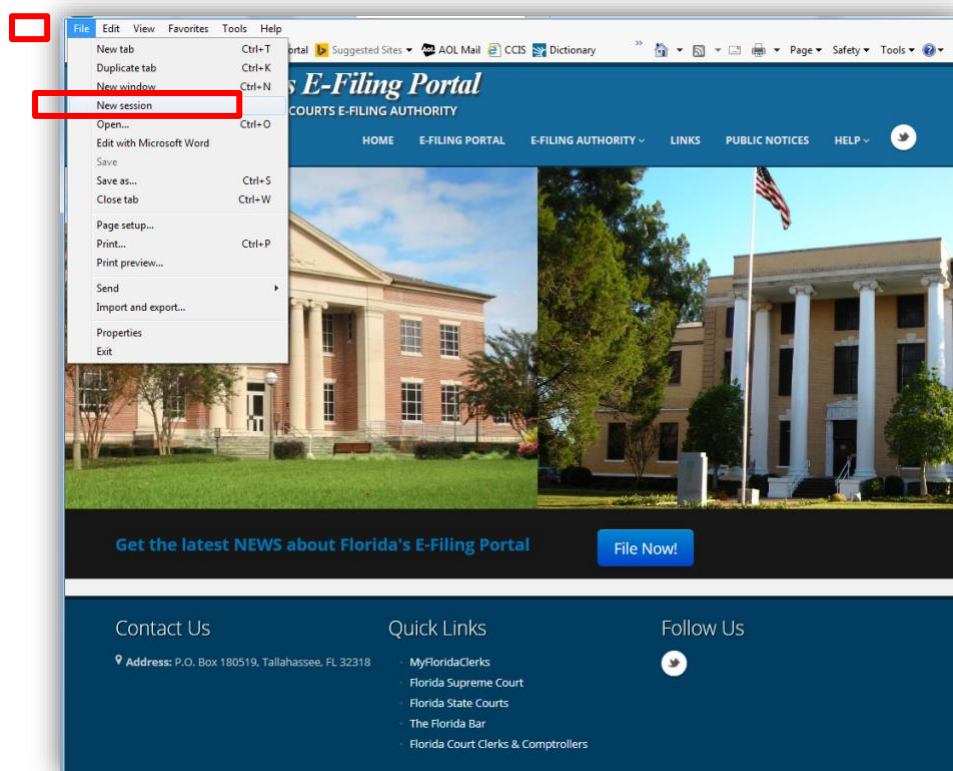
| My Submissions | | | | | | | | | |
|---|----------------|----------------|---|--------------------|------------------------|---------------------------|------------------------|-------------------------|--|
| <div> <div>Search Options</div> <div> <div>Submit</div> </div> </div> | | | | | | | | | |
| Pleading | Proposed Order | Submission/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks | |
| | | 324791 | STATE OF FLORIDA - VS - REYESRIVERA, JUAN ALBERTO | 2015-CF-000012-A-O | Abandoned Filing Queue | Department of Corrections | 11/08/2016 10:40:11 AM | 11/08/2016 03:13:50 PM | |
| <div> <div>1</div> <div>1 - 1 of 1 items</div> </div> | | | | | | | | | |

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **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



Documents Filed Through the Portal

The following guidelines as defined in Rules of Judicial Administration 2.520 should be followed in preparing documents that will be attached to Portal filings:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is **prohibited**
- Documents shall be filed in a format capable of being electronically searched and printed
- PDF/A is the official and required format for documents submitted to the Portal
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, **non-color** documents should be filed
- OCR scanned documents should be at a resolution of **300 DPI** as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process
- Deviation from these guidelines may result in the submitted filing being moved to the Correction Queue by the Clerk with the filer and the E-service list being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing