



FLORIDA COURTS
E-FILING PORTAL



E-SERVICE USER GUIDE

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E-service User Guide

Overview

The Florida Courts E-Filing Portal (Portal) will provide an E-service component for attorneys of record beginning with the first document they file electronically through the Portal.

E-service Features

E-service will provide:

- Pre-populated E-service List on first day of E-service on the portal
- Email service of documents filed electronically through the Portal to all counsel of record and interested parties to the case
- Up to three email addresses per case, per attorney to receive the electronic notification [NEF]
- A PDF of the document[s] filed electronically attached to the NEF
- The ability for an attorney to change/edit their email addresses linked to a specific case
- The ability for an attorney to remove himself from receiving NEF of documents filed for a case
- Notification of bounce-back email when E-service could not be provided due to a bad email address
- Alert on E-service page when a bounce-back email is received
- When a person is added to the E-service List, an email goes to that person advising them that they have been added to the E-service List for the case and allows them to Request Removal from the E-service List
- If removal is requested from an E-service List, an alert is added to the E-service List so the filer knows that the person added is requesting to be removed from the E-service List

Pre-Populated E-service Lists

Every case in which an attorney has e-filed at least one document will appear on the My Cases page, a page found under the Filing Options tab on the Menu Bar. The attorney will be added to the E-service list for every case in which they have e-filed at least one document. By default, the attorney's profile email addresses will be listed as their E-service addresses for each case. An attorney may update their E-service email list at any time.

If it is the first time an attorney has e-filed a document in a case, it is possible that the E-service page will not have anyone listed. It will automatically add the filing attorney and then as other attorneys file to the case, they will be added to the E-service Recipient List as well.

Incorporating E-service to the Filing Process

The E-service list for a filing is incorporated into the filing process after documents are attached.

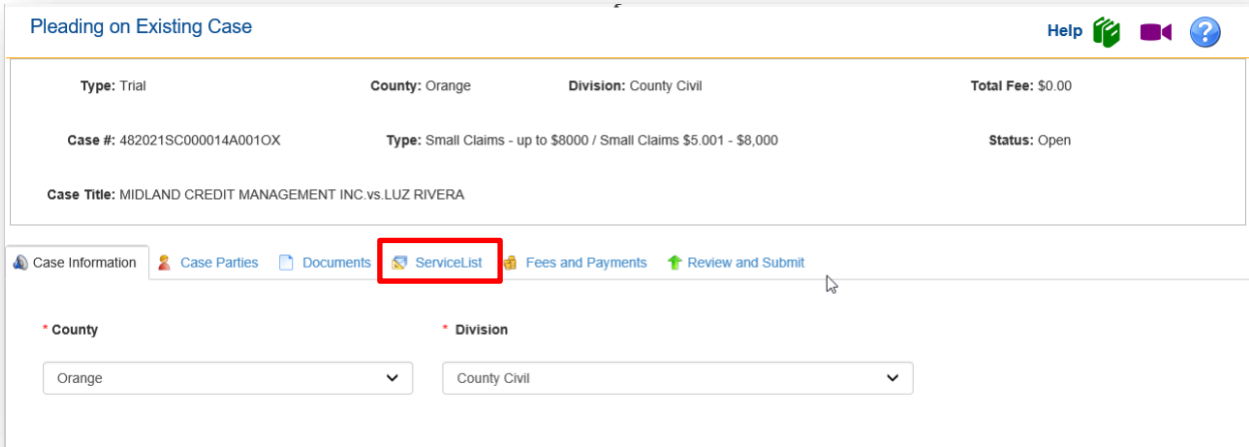
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Screen Location for Service List

E-File Service List Page

Service List is a tab on the menu in the middle of the page.



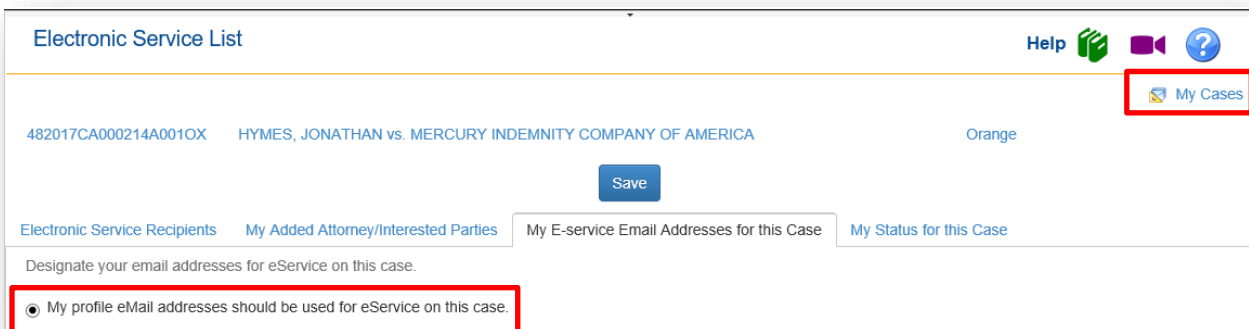
Creating the E-service List

Filers may create the E-service list for a case using:

- The filer's profile email addresses
- Case specific email addresses (for those who should receive E-service for this case only)

Use Profile Email Addresses

Select the 'my profile' radio button if the email addresses to be used for E-service are those from the filer's profile email addresses.



Designate Other Email Addresses

The filer should select the second radio button when designating new email addresses for E-service on this case only. Type the email addresses to use for this case.

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Electronic Service List

482017CA000214A001OX HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA Orange

Save

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

Designate your email addresses for eService on this case.

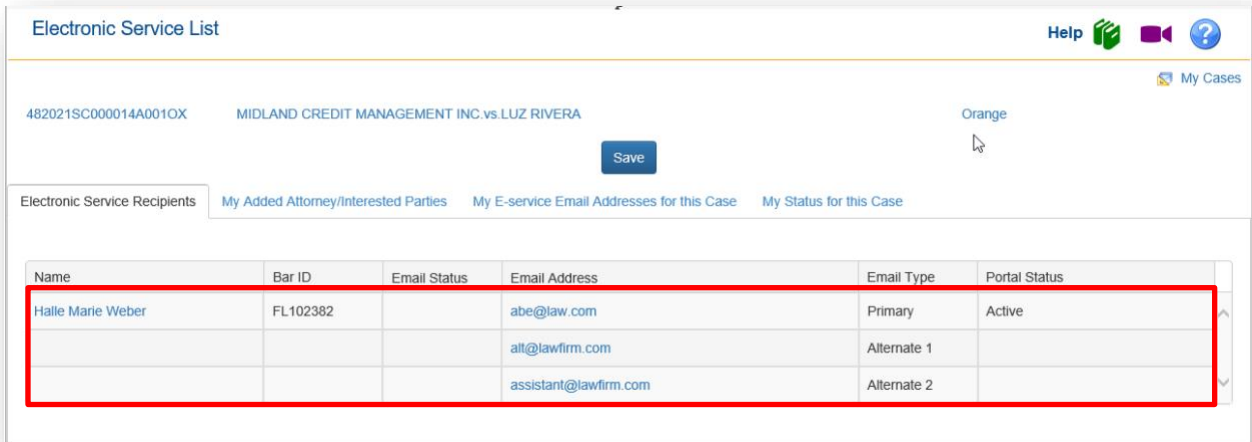
My profile eMail addresses should be used for eService on this case.

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

Primary	Alternate Email 1	Alternate Email 2
<input type="text" value="cweber1044@fake.com"/>	<input type="text" value="alt@lawfirm.com"/>	<input type="text" value="alt2@lawfirm.com"/>

Populate E-service List

When you click on Next, the email addresses you selected will appear in the Electronic Service List at the top of the E-service page, as shown below.



Electronic Service List

482021SC000014A001OX MIDLAND CREDIT MANAGEMENT INC vs. LUZ RIVERA Orange

Save

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

Name	Bar ID	Email Status	Email Address	Email Type	Portal Status
Halle Marie Weber	FL102382		abe@law.com	Primary	Active
			alt@lawfirm.com	Alternate 1	
			assistant@lawfirm.com	Alternate 2	

Select Attorney to Receive Service

As new attorneys electronically file to this case, they will be added to the Electronic Service List. By default however, no one will be automatically selected for service on the E-service List.

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Electronic Service List

Electronic Service Recipients

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	
<input type="checkbox"/>	Carolyn M Weber FL800234	Active	Weber & Weber Attorney – Florida Bar		cweber1024@outlook...	Primary	
						cweber1024@gmail.com	Alternate 1
					Info	qxjones@lawfirm.com	Alternate 2
<input type="checkbox"/>	Krys Godwin		Unaffiliated Users Interested Party		cweber1024@gmail.com	Primary	
						cweber1024@outlook...	Alternate 1
						cweber767881@aol.com	Alternate 2
<input type="checkbox"/>	Martin Green		Unaffiliated Users Interested Party		cweber1024@gmail.com	Primary	
<input type="checkbox"/>	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outlook...	Primary	
						jfishback@fliclerks.com	Alternate 1
						cweber767881@aol.com	Alternate 2

The filer is responsible to select from the E-service List those that they wish to serve. To select everyone on the E-service List, place a check in the box next to 'Serve All?' at the top of the column and every person on the list will be selected. If the filer does not wish to serve a particular attorney, remove the check mark in the appropriate box in the service column and the Notification of Electronic Filing (NEF) will not be sent to that attorney.

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 FL800234	Active	Weber & Weber Attorney – Florida Bar		cweber1024@outlook...	Primary	
						cweber1024@gmail.com	Alternate 1
					Info	qxjones@lawfirm.com	Alternate 2
<input checked="" type="checkbox"/>	Krys Godwin		Unaffiliated Users Interested Party		cweber1024@gmail.com	Primary	
						cweber1024@outlook...	Alternate 1
						cweber767881@aol.com	Alternate 2
<input type="checkbox"/>	Martin Green		Unaffiliated Users Interested Party		cweber1024@gmail.com	Primary	
<input checked="" type="checkbox"/>	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outlook...	Primary	
						jfishback@fliclerks.com	Alternate 1
						cweber767881@aol.com	Alternate 2

The deselected attorney's name will appear in the NEF that is served on all other recipients in a section noting which attorneys were not served through the Portal.

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Date: 10/03/2017 09:28:41 AM

Notice of Service of Proposed Documents

Filing Information

Filing #: 446480
Filing Time: 10/03/2017 09:28:36 AM ET
Filer: Allison M Weber 407-461-2313
Court: Ninth Judicial Circuit
Case #: 482017CA000214A001OX
Court Case #: 2017-CA-000214-O
Case Style: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

Documents

Title	File
Cover Letter Cover Letter	ACoverLetterReal.pdf
Judiciary Proposed Order	An Unsigned Order.docx

E-service recipients selected for service:

Name	Email Address
Allison M Weber	cweber@flclerks.com
Mary Beth Kelly	cweber1024@outlook.com
	cweber1024@gmail.com




E-service recipients deselected for service:

Name	Email Address
Christopher M Skambis	cweber1024@outlook.com
Kyle Reichert	kreichert@flclerks.com
Colin R Thacker mnr	colinthacker@rocketmail.com
	plowery@flclerks.com

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

Other Attorney/Interested Party

A filer may add Other Attorneys or Interested Parties to receive E-service of documents filed to this case. To add an attorney or interested party, click on the My Added Attorney/Interested Party link in the ServiceList section of the E-service page as shown below.

Pleading on Existing Case Help   

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

Case #: 482017CA000214A001OX Type: Other Negligence / Auto Negligence Status: **Closed**

Case Title: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

[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

Locating Attorneys to add to E-service List

To locate an attorney's email address:

- Search registered users of the E-Filing Portal
- Search the Florida Bar database
- Enter the name and email address manually

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- Select from your 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.

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:

Save Cancel

Search Registered Users

The Search Registered Users page will allow you to search the list of active registered users in the Portal. You may then select that user and the profile email addresses listed in the Portal for that user will be added to the E-service list. Be sure that you are selecting the correct person to add to the list as you will be providing a copy of the documents filed.

Search Registered Filers

* Last Name: * First Name:

* Bar Number:

Search

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Skambis, Christopher M	Attorney - Florida Bar	Marquis 2	FL 262358	cweber1024@outlook.com	407-461-2231

1 - 1 of 1 items

Select Cancel

Once you have selected someone to add to the E-service List, they can also be added to your E-service Favorites List. To add someone you have selected to your E-service Favorites List, make sure you place a check in the 'Add to E-service Favorites' selection box. This will add this

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person to your E-service Favorites List so you do not have to do a search to locate them. This Add to E-service Favorites option is available with every search functionality when adding Other Attorney/Interested Parties to a Service 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.

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

-or-
Enter Information:

Filer #: 33479 Use Portal Filer Profile Information for Service Add to E-service Favorites

* Name: Chris Skambis Status: Active

* Primary Email Address: cweber@fliclerks.com Status: Ok

Alternate Email 1:

Alternate Email 2:

* Case Role: Other:

Save Cancel

Search Florida Bar

If you select Option 2, Search Florida Bar, you will be able to search The Florida Bar registry by Florida Bar Number and use the email address the attorney has listed with The Florida Bar to add to the E-service list for this case.

Search Florida Bar File

* Bar Number: 84486

Select	Name	Affiliation	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Genevieve Mendes Weaver		FL 84486	<input type="text"/>	8642338888

1 - 1 of 1 items

Select Cancel

Type Name and Email Address

Type the name and email address to add Other Attorneys or Interested Parties to the E-service list.

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Other Attorneys/Interested Party X

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

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

-OR-

Enter Information:

Filer # 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:**

The filer that entered the name is the only one who will be able to remove the attorney or interested party from the E-service List. So, be sure that you add only people that wish to receive E-service of documents electronically filed to the case.

Once the filer clicks on SAVE at the bottom of the page, the Other Attorney or Interested Party entered will be validated against a bounce-back email data base to make sure the entered email address has not received any bounced-bad emails. The status of that email address will be shown and they will be added to the table in the middle of the E-service List page.

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 View E-service List You Created

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 M Weber FL262358	Active	Marquis 2 Attorney – Florida Bar		cweber@anyemail.com	Primary
					alt1@lawfirm.com	Alternate 1
					alt2@lawfirm.com	Alternate 2
<input type="checkbox"/>	Christopher M Skambis FL262358	Active	Marquis 2 Mediator/Arbitrator		cweber1024@outlook.com	Primary
<input type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1
<input type="checkbox"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co- Counsel for Plaintiff		kreichert@flclerks.com	Primary
<input 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"/>	John M. Smith		Interested Party		JohnSmith@lawfirm.com	Primary

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

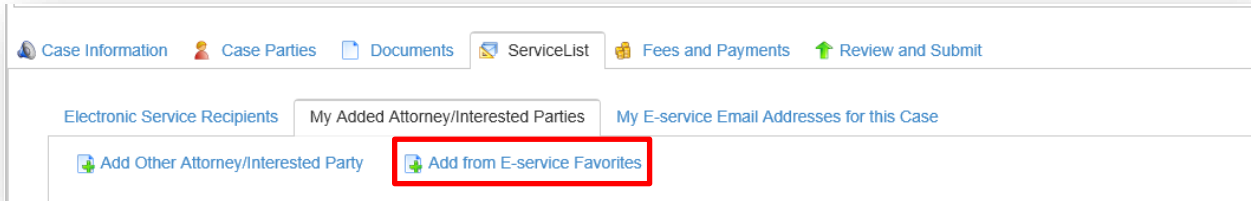
[Add Other Attorney/Interested Party](#) [Add from E-service Favorites](#)

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email St...	Email Address	Email T...
	<input type="checkbox"/>	Christopher M Skambis FL262358	Active	Marquis 2 Mediator/Arbitrator		cweber1024@outlook.com	Primary
	<input 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"/>	Kyle Reichert FL106106	Active	Attorneys at Law Co- Counsel for Plaintiff		kreichert@flclerks.com	Primary
	<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 type="checkbox"/>	John M. Smith		Interested Party		JohnSmith@lawfirm.com	Primary

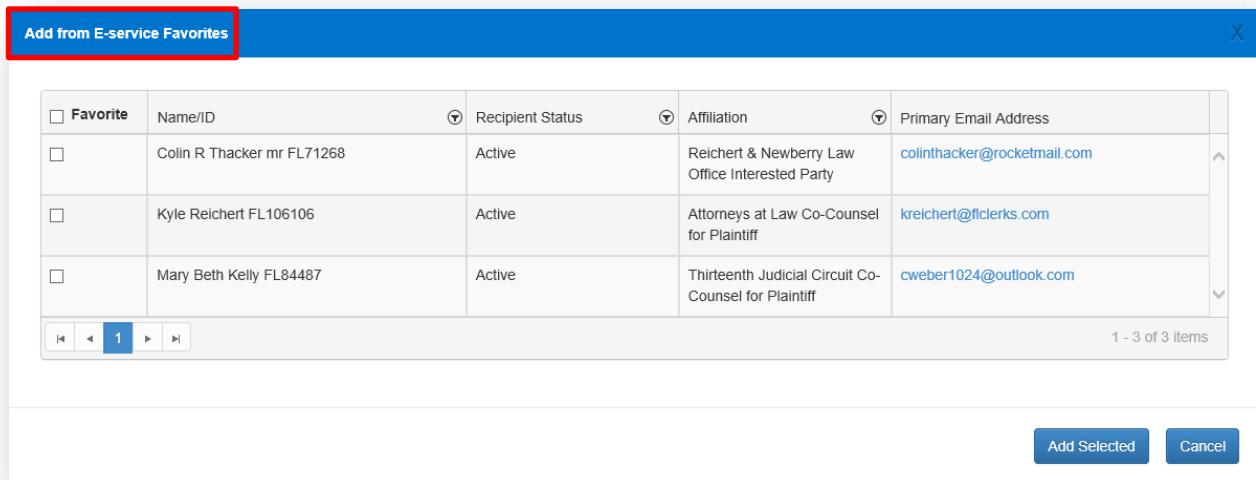
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Add from E-service Favorites

When you add Other Attorneys/Interested Parties to an E-service List using any of the above options, you are able to add the people to a personalized E-service Favorites List. Then rather than searching for a person that you add often to an E-service List, you will be able to select 'Add from E-service Favorites' to see your E-service Favorites List and add Other Attorneys/Interested Parties.



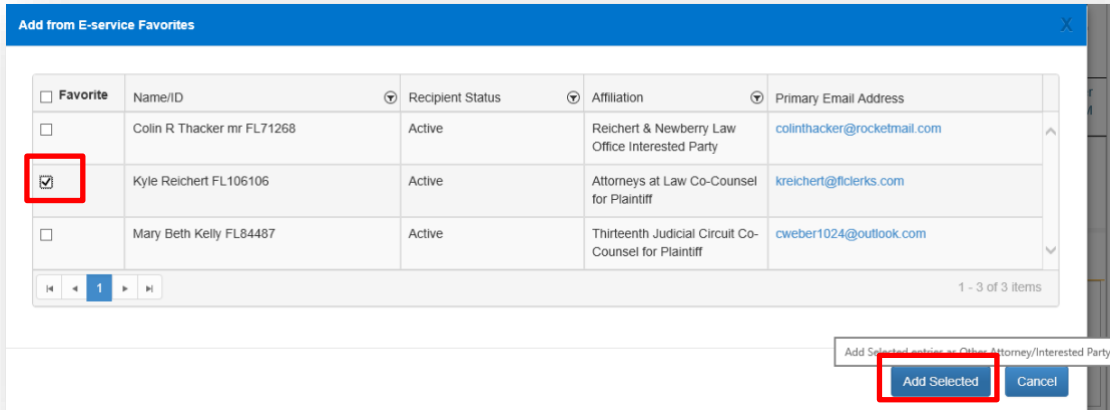
Click on 'Add from E-service Favorites' and your E-service Favorites List will pop up.



Then simply select from your E-service Favorites List the Attorney/Interested Party you wish to add to this cases E-service List. As you add attorneys to your E-service Favorites List, it will continue to grow.

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Once a person is added to the E-service List using the Other Attorneys/Interested Parties link, the person added will receive an email address advising them that they have been added to the E-service Recipient List for the case. They will also receive the Notification of Electronic Service for the case they were just added to.

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Notice of Inclusion on eService List Case # 2017-CA-000214-O

 eservicetest@myflcourtaccess.com ↩ ↶ → ∨
Tue 10/3/2017, 9:25 AM

You have received this email because you have been added to the Florida Courts E-Filing Portal eService List by

Filer Name: Allison M Weber **Bar ID:** 262358

Email Address: cweber@flclerks.com

Phone Number: 407-461-2313

Firm or Organization: Marquis 2

Regarding Case:

Court: Ninth Circuit Judicial Circuit in and for Orange County, Florida

Court Case Number: 2017-CA-000214-O

Case Style: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

Case Type : Other Negligence / Auto Negligence

If you are not associated with this case and wish to be removed, please click [here](#) to request to be removed from the eService list, or directly contact the filer listed above.

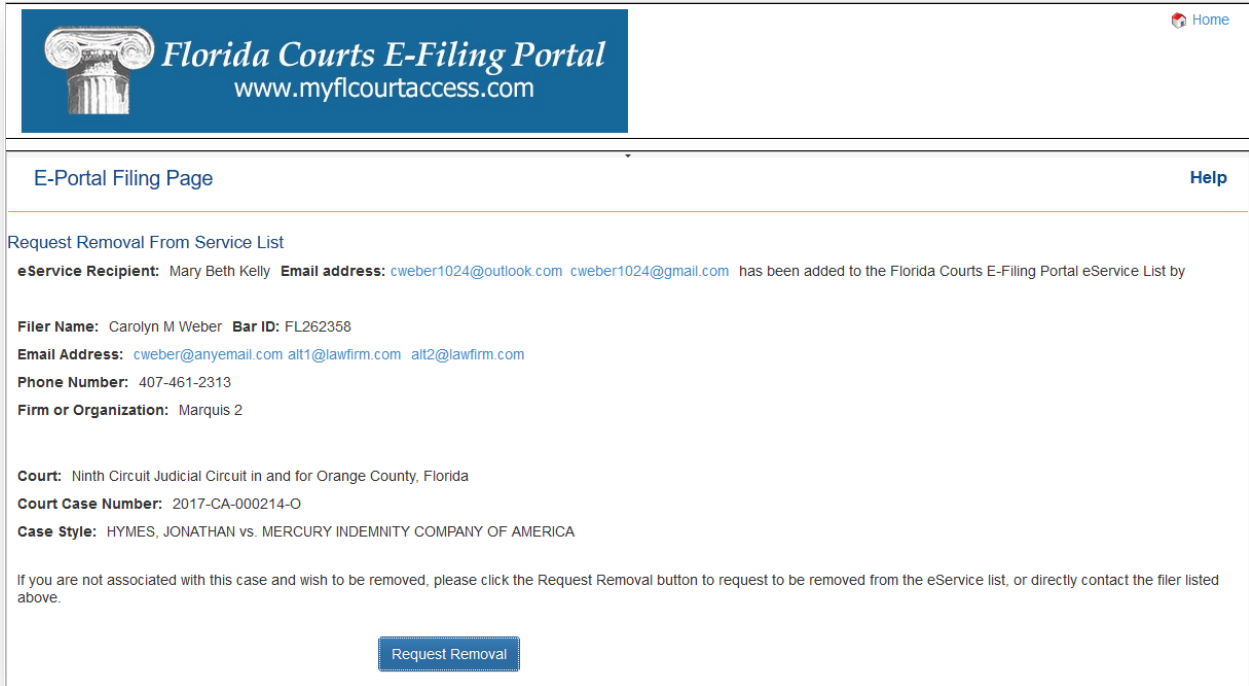
Do not reply. This is an unmonitored email box.

Thank You,
The Florida Courts E-Filing Portal

Toward the bottom of the above email, there is a link for them to use if they request to be removed from the E-service list for this case. Once that link has been invoked, the following page will appear.

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The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo with the text "Florida Courts E-Filing Portal" and the URL "www.myflcourtaccess.com". At the top right is a "Home" link. Below the header is a navigation bar with "E-Portal Filing Page" and a "Help" link. The main content area is titled "Request Removal From Service List" and contains the following information:

eService Recipient: Mary Beth Kelly **Email address:** cweber1024@outlook.com cweber1024@gmail.com has been added to the Florida Courts E-Filing Portal eService List by

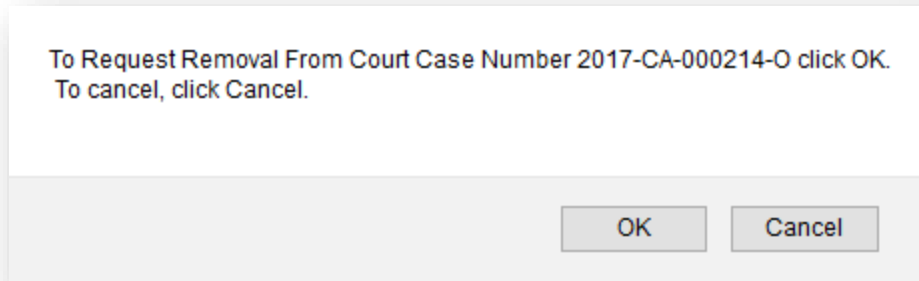
Filer Name: Carolyn M Weber **Bar ID:** FL262358
Email Address: cweber@anyemail.com alt1@lawfirm.com alt2@lawfirm.com
Phone Number: 407-461-2313
Firm or Organization: Marquis 2

Court: Ninth Circuit Judicial Circuit in and for Orange County, Florida
Court Case Number: 2017-CA-000214-O
Case Style: HYMES, JONATHAN vs. MERCURY INDEMNITY COMPANY OF AMERICA

If you are not associated with this case and wish to be removed, please click the Request Removal button to request to be removed from the eService list, or directly contact the filer listed above.

At the bottom of the notification is a blue button labeled "Request Removal".

If you do not wish to be added to the E-service List for this case, click on Request Removal. The following message box will appear.



Select OK if you wish to be removed from the E-service List for this case. That will automatically remove you from the E-service List for this case.

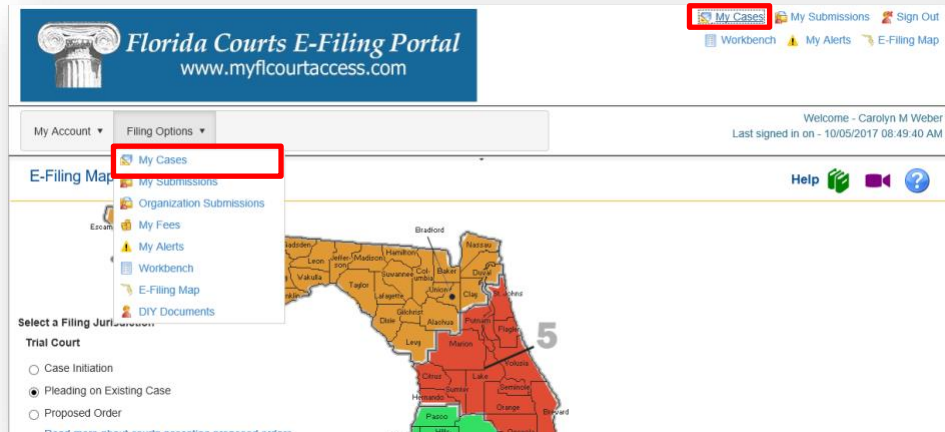
During the filing process, as indicated by the check in the box under the Serve column, the filers will be able to **uncheck** that box if they do not wish to serve a specific document on that party. Only the filer will have the option to **not** serve that party **or** to remove a party that the filer added using the Other Attorney/Interested Party link from the E-service list for this case.

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My Cases

The My Cases page is found in the Filing Options Menu on the Menu Bar and also up in the right hand corner of the page in the Quick Links. To get to this page, either go to the Filing Options menu on the Menu Bar and select My Cases from the drop down as shown below or select My Cases in the Quick Links.



My Cases will allow you to view case information by selecting the Case #, view the E-service List for the case by selecting the Court Case #, change your email addresses for E-service on a specific case, remove yourself from the E-service List for a case and mark a case inactive.

You will also be able to file directly to a case from the My Cases page by selecting the 'Submit' button on the left hand side of the page. If a Judicial Officer is accepting Proposed Orders through the Portal, there will be a 'Submit' button enabled under the Proposed Order column on the My Cases page that will take you directly to the Case Information page to submit a Proposed Order.

My Cases

Search Options

Court: Court Case #:

Case Style: Service lists containing case-specific email address:

Service lists using my profile email addresses: Service lists using case-specific email addresses:

I have removed myself from the Service List: Bounce backs received on my email addresses:

Cases per page: Include: Active Inactive All

Added as Other Attorney/Interested Party:

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	372015CA000123XXXXXX	2015 CA 000123	Leon	CAPITAL CITY BANK vs. RICHARDSONS FAMILY FUNERAL CARE INC	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	372014CF000123AXXXXX	2014 CF 000123 A	Leon	STATE OF FLORIDA vs. FANCHER, QUENNIE L	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	372014CA000123XXXXXX	2014 CA 000123	Leon	US BANK NATIONAL ASSOCIATION vs. STEWART, ROBERT J	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	372014CA000012XXXXXX	2014 CA 000012	Leon	MITCHELL, RAYMOND vs. FREEMAN, WARDEN	Yes	Active
		NEW CASE_324370	NEW CASE	Marion	David Brown VS Sally Fields	Yes	Active

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If you have a large list of My Cases, use the 'Search Options' available at the top of the page to further define your search to quickly access the case you are looking for.

Search Options

Court:

Case Style:

Service lists using my profile email addresses:

I have removed myself from the Service List:

Cases per page:

Added as Other Attorney/Interested Party:

Court Case #:

Service lists containing case-specific email address:

Service lists using case-specific email addresses:

Bounce backs received on my email addresses:

Include: Active Inactive All

Submit




By selecting the 'Submit' button, you will bypass selecting the County, Division and typing in the Case Number on the Case Information page. The Portal will pull this information based on your case selection and take you to the bottom of the Case Information page where you can mark you filing as an emergency or add a Matter Number for the submission. Then you click on Next and continue down the filing path.

My Cases							
Search Options							
Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>		1D2019-1	1D2019-1	First District Court of Appeal	Dolly Smith vs me	Yes	Active
<input type="button" value="Submit"/>		4D2019-98	4D2019-98	Fourth District Court of Appeal	TYRONE CHESTER HILLS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="Submit"/>		4D2016-12	4D2016-12	Fourth District Court of Appeal	ARMANDO PESTANA vs DEPT. OF REVENUE, CHILD SUPPORT ENF., et al.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	102020CA000012CAA000	2020CA000012	Clay	DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES	Yes	Active
<input style="border: 2px solid red;" type="button" value="Submit"/>	<input type="button" value="Submit"/>	122019CA000010CAAXMX	19000010CAAXMX	Columbia	RYAN, SHANNON VS BAYA URGENT CARE	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122018DP00001DPAXMX	18000001DPAXMX	Columbia	Not Available	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	162018CA000012XXXMA	16-2018-CA-000012-XXXX-MA	Duval	HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292020DR000013A001HC	20-DR-000013	Hillsborough	WADE, KIYANI VS CULPEPPER, ZELQUANED	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007618A001HC	19-DR-007618	Hillsborough	MYERS, WILLIAM M VS. WILLIAMSON, KATHERINE L	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007023A001HC	19-DR-007023	Hillsborough	DICKEY, MERNA VS DICKEY, GEORGE W.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR001742A001HC	19-DR-001742	Hillsborough	Bradford, Jeffery Scott vs Collins, Angelina	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021SC000014A001OX	2021-SC-000014-O	Orange	MIDLAND CREDIT MANAGEMENT INC vs LUZ RIVERA	Yes	Active

E-service User Guide

View Case Information

To view case information, the docket sheet and the documents, select the Case Number in the first column on the page.

My Cases Help   

Search Options ▼




Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>		1D2019-1	1D2019-1	First District Court of Appeal	Dolly Smith vs.me	Yes	Active
<input type="button" value="Submit"/>		4D2019-98	4D2019-98	Fourth District Court of Appeal	TYRONE CHESTER HILLS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="Submit"/>		4D2016-12	4D2016-12	Fourth District Court of Appeal	ARMANDO PESTANA vs.DEPT. OF REVENUE, CHILD SUPPORT ENF., et al.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	102020CA000012CAAXXX	2020CA000012	Clay	DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122019CA000010CAAXMX	19000010CAAXMX	Columbia	RYAN, SHANNON VS BAYA URGENT CARE	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122018DP000001DPAXMX	18000001DPAXMX	Columbia	Not Available	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	162018CA000012XXXXMA	16-2018-CA-000012-XXXX-MA	Duval	HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292020DR000013A001HC	20-DR-000013	Hillsborough	WADE,KIYANI VS CULPEPPER,ZELQUANED	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007618A001HC	19-DR-007618	Hillsborough	MYERS,WILLIAM M VS WILLIAMSON,KATHERINE L	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007023A001HC	19-DR-007023	Hillsborough	DICKEY, MERNA vs DICKEY, GEORGE W.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR001742A001HC	19-DR-001742	Hillsborough	Bradford, Jeffery Scott vs Collins, Angelina	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021SC000014A001OX	2021-SC-000014-O	Orange	MIDLAND CREDIT MANAGEMENT INC.vs.LUZ RIVERA	Yes	Active

For most counties, this will open a new page and display the docket sheet and provide access to the documents in the case.

View E-service List

To view the E-service list for that case, select the Clerk Case #, as shown in the second column below.

Florida Courts E-Filing Portal E-service User Guide




My Cases Help   

Search Options ▼

Pleading	Proposed Document	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>		1D2019-1	1D2019-1	First District Court of Appeal	Dolly Smith vs.me	Yes	Active
<input type="button" value="Submit"/>		4D2019-98	4D2019-98	Fourth District Court of Appeal	TYRONE CHESTER HILLS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="Submit"/>		4D2016-12	4D2016-12	Fourth District Court of Appeal	ARMANDO PESTANA vs.DEPT. OF REVENUE, CHILD SUPPORT ENF., et al.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	102020CA000012CAAXXX	2020CA000012	Clay	DEUTSCHE BANK NATIONAL TRUST COMPANY vs. BEAVOR, AARON JAMES	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122019CA000010CAAXMX	19000010CAAXMX	Columbia	RYAN, SHANNON VS BAYA URGENT CARE	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122018DP000001DPAXMX	18000001DPAXMX	Columbia	Not Available	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	162018CA000012XXXXMA	16-2018-CA-000012-XXXX-MA	Duval	HERRERA FAMILY GROUP, LLC - WHITE PINE INSURANCE COMPANY	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292020DR000013A001HC	20-DR-000013	Hillsborough	WADE,KIYANI VS CULPEPPER,ZELQUANED	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007618A001HC	19-DR-007618	Hillsborough	MYERS,WILLIAM M VS. WILLIAMSON,KATHERINE L	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR007023A001HC	19-DR-007023	Hillsborough	DICKEY, MERNA vs DICKEY, GEORGE W.	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	292019DR001742A001HC	19-DR-001742	Hillsborough	Bradford, Jeffery Scott vs Collins, Angelina	Yes	Active
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	482021SC000014A001OX	2021-SC-000014-O	Orange	MIDLAND CREDIT MANAGEMENT INC.vs.LUZ RIVERA	Yes	Active

Edit E-service List

When selected, the Electronic Service List for that case will open and give the filer access to editing/changing any necessary information.

Electronic Service List Help   

482014CA000012A001OX JONES, TYRONEvs.CITY OF ORLANDO Orange

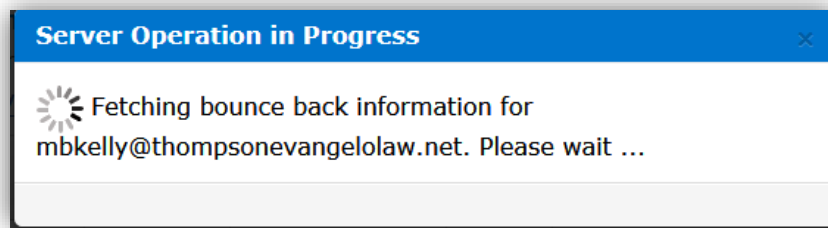
Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case My Status for this Case

Name	Bar ID	Email Status	Email Address	Email Type	Portal Status
Carolyn M Weber	FL913073		cweber@flclerks.com	Primary	Active
			cweber1024@outlook.com	Alternate 1	
Carolyn M Weber	FL913073		cweber1024@outlook.com	Primary	Active
			cweber@flclerks.com	Alternate 1	
			cweber767881@aol.com	Alternate 2	
Carolyn M Weber	FL262358		cweber@flclerks.com	Primary	Active
Firmsolutions Batch Admin			dfraser@FirmSolutions.com	Primary	Active
JJL Process Batch			andrew.stobbe@gmail.com	Primary	Active
Ruth McDonald	FL140266		dv.rao@granicus.com	Primary	Active
			dvrao.aus@gmail.com	Alternate 1	

E-service User Guide

Bounce Back Info

If you click on 'Info' in the Email Status Column, you will see the Bounced Email Address information.



The Portal will show you how many bounce back messages have been received from that email address and the latest date one was received.



You will also be able to Reset this email address if the reason for the bounce back has been resolved. When you select Reset it will remove that email address from the bounce back data base. However, if that email address bounces again, it will receive the bounce back alert icon once again.

Other Attorneys/Interested Parties

The filer may remove any Other Attorneys/Interested Parties listed in this section or add new Attorneys/Interested Parties to the E-service list. To remove a party, simply click the red "x" in the # column as shown below.

Florida Courts E-Filing Portal

E-service User Guide

Electronic Service List

482017CA000060A0010X SYLVAIN, GLADYSvs.LIBERTY MUTUAL FIRE INSURANCE COMPANY Orange

Save

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	John Hart		Unaffiliated Users Counter Plaintiff		cweber@flclerks.com	Primary

A message is generated to advise that the user wishes to remove the person from the Other Attorney/Interested Parties list for that case.

Message from webpage

Are you sure you want to remove 'Mary Beth Kelly' from Other Attorneys/Interested Parties?

OK Cancel

By clicking on OK, that name is removed from the list as shown below.

Electronic Service List

482017CA000060A0010X SYLVAIN, GLADYSvs.LIBERTY MUTUAL FIRE INSURANCE COMPANY Orange

Save

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

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

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Hart		Unaffiliated Users Counter Plaintiff		cweber@flclerks.com	Primary

Florida Courts E-Filing Portal

E-service User Guide

Other Attorneys/Interested Parties can be added from this page as well. Follow the steps shown above in the Other Attorneys/Interested Parties section.

Your Email Addresses for E-service on this case

Email addresses for E-service on this case can be updated by selecting to use the filer's Profile email addresses or by designating up to three new email addresses to be used for this case only. The filer may also select to be removed from receiving E-service on this case completely.

The screenshot shows the 'Electronic Service List' interface. At the top, there is a case identifier '482020SC000013A001OX' and the case name 'SPINE AND BRAIN NEUROSURGERY CENTER, INC. vs. PROGRESSIVE AMERICAN INSURANCE COMPANY'. A 'Save' button is visible. Below the case information, there are four tabs: 'Electronic Service Recipients', 'My Added Attorney/Interested Parties', 'My E-service Email Addresses for this Case' (which is highlighted with a red box), and 'My Status for this Case'. The main content area contains the instruction 'Designate your email addresses for eService on this case.' followed by two radio button options. The first option, 'My profile eMail addresses should be used for eService on this case.', is selected. Below this are three input fields labeled 'Primary', 'Alternate Email 1', and 'Alternate Email 2'. At the bottom, there is a radio button option 'Remove me from the eService list for this case.' which is also highlighted with a red box.

If a filer removes him or herself from E-service on a case, an email notification will go out to the E-service list recipients in the case advising that the filer has removed herself from E-service on that case.

If a filer removes herself in error, she may always select to receive E-service again by designating the appropriate email addresses to be used and then click on Save at the bottom of the page.

This screenshot is similar to the previous one, showing the 'Electronic Service List' page. The 'My E-service Email Addresses for this Case' tab is still selected. However, the radio button for 'My profile eMail addresses should be used for eService on this case.' is now selected and highlighted with a red box. The other options and input fields remain the same as in the previous screenshot.

Florida Courts E-Filing Portal

E-service User Guide

My Status for this Case

This allows you to set up your My Cases page the way you wish. If you mark a case as active and select to include on your 'Active' cases, then the cases marked 'Active' will appear on your My Cases list. If you select to show only the 'Inactive' cases, then only those cases marked 'Inactive' will appear on the list.

The ability to configure the way your My Cases page looks is part of the 'Search Options' available on the My Cases page.

Select whether you wish to view All, Active or only Inactive cases on your My Cases page as shown above.

Bounce-Back Email Notification

The Portal will send the filer an email notification of any bounce-back emails when the Portal is notified that an email did not go through. It may take almost a day for the email server to be notified that the email did not go through, depending on the reason for the failure. If sending to a valid domain but with an invalid address, it fails immediately. For example, if sending to cweb@flclerks.com, this will fail immediately as flclerks.com is a valid domain name but cweb is an invalid address. The same thing is true for an invalid domain name. For example, cweber@fakedomainname.com. In this example, fakedomainname.com is not a valid domain name so it will fail immediately.

Your email provider will receive the notification, as will the Email Log in the Portal.

E-service User Guide

The deficient email address is shown and it is the filer's responsibility to serve the documents filed in this submission by another method that is in compliance with Rule 2.516. **It is also the filer's responsibility to notify or correct the bad email address so that E-service does not continue to go to a bad email address. This person will also be deselected from the E-service Recipient List when going through the filing process until the bad email address is corrected.**