



FLORIDA COURTS **E-FILING PORTAL**



PORTAL ORGANIZATION ADMINISTRATOR USER MANUAL

Updated November 2021

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Introduction

An organization administrator account is available on the Florida Courts E-Filing Portal to enable an organization to have staff administer Portal accounts and view submissions for the filers within their organization. An organization must be created by the county or the service desk. To request an organization account, contact your county and request an organization account. Let the county know the person you have designated to be your organization administrator who will be able to add users and manage the users' Portal accounts within your organization.

Obtaining an Administrator Account

An organization account and organization administrator is created by the county in which you reside or the service desk. Make your request to the county and include the following information:

- Organization name - required
- Primary email address you want listed for your organization - required
- Up to two alternate email addresses may be specified as well
- Organization address
- Organization phone number
- A Portal user name that you would like to use when logging in to the portal
- Administrator's name
 - First - required
 - Middle
 - Last - required
 - Suffix
- Administrator's primary email address – required
- Up to two additional alternate email addresses for the administrator
- Administrator's work address
- Administrator's work phone number

The organization administrator security allows the user to update the organization's profile, reset the organization's user password, inactivate user accounts and add user accounts to the organization. An organization may consider having more than one administrator to cover leave time, self-audit and manage workload.

Logging into the Portal

Administrators - You may contact the county or the service desk to request an organization administrator account. The new administrator must enter their user name and password and change the password after the initial login. Administrators can access the Portal login page by typing the following URL into their web browser: www.myflcourtaccess.com.



Florida Courts E-Filing Portal
www.myflcourtaccess.com

News & Information

- 10/25/2021 The Portal will be moving to a new payment processor November 20. For information on how this will affect you, [Read More ...](#)
- 06/24/2021 Effective July 1, 2021, pursuant to SC20-1765, filers in circuit civil, county civil and small claims cases will be solely responsible for ensuring any confidential information contained in filings is redacted or identified for redaction. [Read More ...](#)

Welcome to the Florida Courts E-Filing Portal [Help](#)  

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](#)

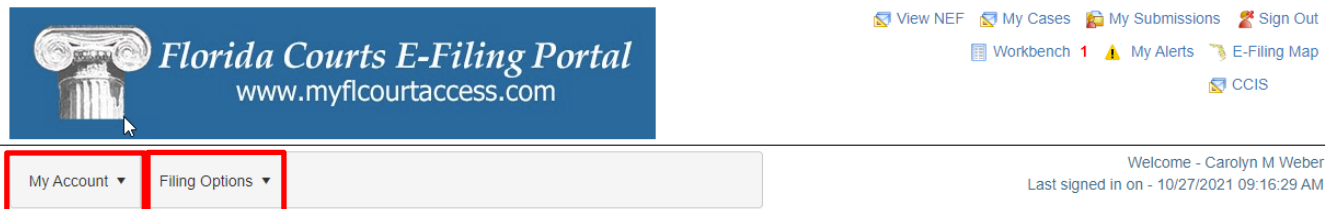
This website is best viewed in Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox, and Google Chrome.

#####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#####

Organization Administrator

When the administrator logs into the Portal, if there are not filer Alerts for anyone linked to the organization, they are presented with the E-Filing Map if that is what was selected to be their Home Page in the preferences. There are two tabs on the menu bar:

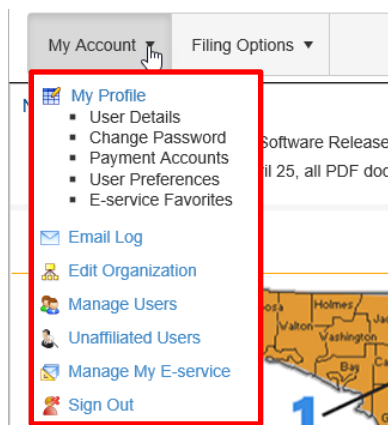
- My Account
- Filing Options



My Account

Selecting the **My Account** option provides the user with Account Options:

- My Profile
 - User Details
 - Change Password
 - Payment Accounts
 - User Preferences
 - E-Service Favorites
- Email Log
- Edit Organization
- Manage Users
- Unaffiliated Users
- Manage My E-service
- Sign Out






My Profile

My Profile gives the user the ability to update their organization information, change the password, manage their saved payment accounts and select their preferences.

User Details

User Details, under **My Profile**, users have the ability to update their organization information.

My Profile

Help   

User Details Change Password Payment Accounts Preferences E-service Favorites

User Details

Organization: Marquis 2

Role: Attorney – Florida Bar

* User Name:

* Security Question:

* Security Answer:

* First

Middle

* Last

Suffix

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* Country/City/State/ Zip Code:

Phone #:

Fax #:

Update

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

Change Password

Change Password, under **My Profile**, provides users with the ability to manage/change their password. Users input their new password and select Change to update their account password.

Portal Organization Administrator User Guide

Page 6 of 27

My Profile
Help

User Details
Change Password
Payment Accounts
Preferences
E-service Favorites

Change Password

* Current Password:

* New Password:

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

* Re-enter Password:

Change

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

Payment Accounts

Payment Accounts, under **My Profile**, gives the user the ability to manage their saved payment accounts. The user will be able to remove any saved credit card or bank accounts and add new credit card or ACH accounts.

My Profile
Help

User Details
Change Password
Payment Accounts
Preferences
E-service Favorites

Saved Payments

Add Credit Card/Bank Account

Saved Credit Cards

Delete All	Card	Payment Token
	visa ****0007 Expiring 3 /2030	c65b3c57-21fe-4838-be11-a5ff8d19fe7b
	visa ****0006 Expiring 3 /2030	f27779d5-62e0-46bd-ad74-108ae211bf03
	mc ****0002 Expiring 12/2029	cdfc4957-299f-45bb-898e-0d8097f7875f

1 - 3 of 3 items

Saved Accounts

Delete All	Account	Payment Token
	Account XXXXXX8027	faeae1dd-773b-469a-bda4-f43938d571a2
	Account XXXXXX8027	f49ef553-fdc7-452c-98c8-26961e3c5d4a

1 - 2 of 2 items

To delete simple click on the red x next to the credit card or ACH account you wish to delete. To add, click on the **Add Credit Card/Bank Account** link. Complete the information and **Confirm and Add**.

Add Credit Card/Bank Account
Help

New Payment

Card number

4000 0020 0000 0000

Invalid card number

Expiry date

03/30

CVC / CVV

737

Check Routing Number

Checking Account Number

Re-enter Checking Account Number

Account Type

☒ Checking
☐ Savings

Name Printed, Address Associated with Name on Credit Card or Bank Account

First Name

Horace

Last Name

Winston

Business Name

Winston Electronics

* Address1

2 Liberty Lane

Address2

Payor Street Address 2

* Country

United States of America

* City

Orlando

* State

Florida

* Zip/Postal Code

32801

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: "1900626822 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Confirm and Add

Cancel

Your new credit card or ACH account will be saved to the Payment Accounts tab.

Preferences

As the Administrator of your Organization, you can select User Preferences and Email Preferences. To do so, go to **My Profile** and select the Preferences tab.

My Profile
Help

User Details
Change Password
Payment Accounts
Preferences
E-service Favorites

User Preferences

Home Page:
E-Filing Map
Filing Path:
Case Initiation
Last Jurisdiction Filed To:
Alachua
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

User Preferences

You may select the following user preferences from the drop downs:

- Home Page [The My Alerts page will be the default if you have any Alerts pending. If there are no Alerts pending, the Portal will open to your designated Home Page.]
- Filing Path
- Last Jurisdiction Filed To [This will automatically show the last county you filed to.]
- #Rows per Page in the Document Select Grid [on the Add Document page]

Email Preferences

Deselect the check in the box next to the Email Notification you do **NOT** wish to receive. Then click on **Update** to save your changes. There will be a notation in the Audit Trail of the submission when an Email Notification was supposed to be sent to the filer but was not sent due to a change in the Email Preferences. This can be changed by you at any time.

E-service Favorites

Your list of E-service Favorites are found here. To remove a person from your favorites list, deselect the person from the E-service Favorites tab. That person will no longer appear in your list when you add to the E-service list using your favorites. They are not deleted from your E-service Favorites list in case you need to add them back into the list.

My Profile

Help

User Details

Change Password

Payment Accounts

Preferences

E-service Favorites

E-service Favorites

Favorite	Name/ID	Recipient Status	Affiliation	Email Address	EmailType
<input checked="" type="checkbox"/>	Bryan Neal Hetrick Jr FL556	Active	Marquis Counter Plaintiff	bhetrick@flclerks.com	Primary
<input checked="" type="checkbox"/>	Carolyn Case Manager		Unaffiliated Users Case Manager	cweber@flclerks.com	Primary
<input checked="" type="checkbox"/>	Colin R Thacker mr FL1007678	Active	Reichert & Newberry Law Office Interested Party	cthacker@flclerks.com	Primary
				colinthacker@rocketmail.com	Alternate 1
				jrandolph@flclerks.com	Alternate 2
<input checked="" type="checkbox"/>	John Smith FL10012	Active	Unaffiliated Users Law Enforcement Officer	facefile@gmail.com	Primary
<input checked="" type="checkbox"/>	Marvin Dogood		Unaffiliated Users Co-Counsel for Plaintiff	md@online.com	Primary
<input checked="" type="checkbox"/>	Mary Beth Kelly FL84487	Active	Thirteenth Judicial Circuit Co-Counsel for Plaintiff	cweber1024@outlook.com	Primary

Email Log

Email Log gives the user the ability to find all of the emails received from the Portal during the time specified. The Email Log also gives the users the ability to search for older emails and for the Type of Email. These emails will remain in the Email Log for **90 days**.

Email Log

Help

Search Options

From (mm/dd/yyyy):

10/03/2016

To (mm/dd/yyyy):

10/24/2016

Type of Email:

Corrected Filing Received

eService

eService Email Delivery Failure

Abandoned Filing Queue

Filing Moved to Correction Queue

Filing Received

Processing Completed


Removal from Service List

25

	From	Subject	Submitted
Submitted: 10/24/2016			
	FACC Admin	Filing # 324303 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue	10/24/2016 04:17:28 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A001OX	10/24/2016 04:16:02 PM
	Florida E-Portal	Filing Received	10/24/2016 04:15:54 PM
	Judge Lisa Taylor Munyon	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A001OX	10/24/2016 03:58:32 PM
	Florida E-Portal	Review Completed for Proposed Order Submission # # 324154	10/24/2016 03:58:26 PM
	Judge Lisa Taylor Munyon	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A001OX	10/24/2016 03:48:53 PM

Edit Organization




This option provides the administrators with the functionality to change/update the organization's address, email addresses and phone number.

**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 - 10/27/2021 09:37:12 AM

Marquis 2 Profile Help   

Organization Name: Marquis 2

* Primary Email: cweber@flclerks.com

Alternate Email1/Email2: Alternate Email 1 Alternate Email 2

Address1/2: 123 Main Address 2




City/State/ Zip Code: Tallahassee Florida 32398

Phone #: 850-999-9999






Update

Manage Users

This option allows the administrators to view list of users for the organization, add users, edit users, reset passwords, and disable user accounts.

Marquis 2 Users Help   

[Add User](#) [Refresh](#)




#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role
	Active	hetrickattny	Hetrick, Bryan	bhetrick@flclerks.com		Attorney – Florida Bar
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	piercekelley@att.net	352-543-9999	Attorney – Florida Bar
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar
	Active	skambis	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar
	Active	jasmith	Smith, Jason Ari	kreichert@flclerks.com	850-555-5555	Attorney – Florida Bar
	Active	jweber	Weber, Carolyn M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar

1 - 6 of 6 items

Add User

The Add User option allows the administrator to establish new user accounts for the organization. New user accounts or administrator accounts can be created by the organization administrator.

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

Add User Help   

* **Organization:**

* **Role:**

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

* **User Name:**

Name:

* **Primary Email:**

Alternate Email1/Email2:

* **Address 1/2:**

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

Phone #:

When the new user receives the email and selects the link in the email to activate the account they will receive an account activation screen to allow them to complete the security requirements for the account. Once the required fields are completed and the new user clicks 'Activate' they can log into the Portal.

* **Current Password:**

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

* **Re-enter Password:**

* **Security Question:**

* **Security Answer:**

Name:

* **Primary Email:**

Alternate Email1/Email2:

* **Address 1/2:**

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

Phone #:

Edit User

This option allows the administrator to update a user's account. To edit a user select the name and double click. Updates are allowed to the user name, address, email address and phone number. The account can also be set to act as an administrator or this functionality can be removed from a user by

checking or unchecking the **Can act as administrator?** Checkbox. Organization administrators will need to click on the blue highlighted name to edit the user information.

Marquis 2 Users							Help			
Add User							Refresh			
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role				
		JJones	John Michael Jones	cweber@flclerks.com		Attorney – Florida Bar				
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	piecerkelley@att.net	352-543-9999	Attorney – Florida Bar				
		mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar				
	Active	tvntestselfrep	Newberry, Todd	tnewberry@flclerks.com		Self - Represented Litigant				
	Active	L7N7q5m8K8	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar				
	Active	cskambis	Skambis, Christopher M	cweber1024@outlook.com	407-461-2231	Attorney – Florida Bar				
	Active	jasmith	Smith, Jason Ari	kreichert@flclerks.com	850-555-5555	Attorney – Florida Bar				
	Active	aweber	Weber, Carolyn M	cweber@flclerks.com	407-461-2313	Attorney – Florida Bar				
	Active	jweber	Weber, Julie M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar				
1							1 - 9 of 9 items			

User Details

Preferences

User Details

Organization:

Marquis 2

Status:

Active

Role:

Attorney – Florida Bar

* User Name:

jfatty

* First

Middle

* Last

Suffix

Name:

Jennifer

M.

Fishback

Esq

* Primary Email:

no_hame@gmail.com

Alternate Email1/Email2:

Alternate Email1

Alternate Email2

* Address 1/2:

100 Main St.

Address 2

* City/State/ Zip Code:

Tallahassee

Florida

32312

Phone #:

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






☐ Can act as administrator?

Update

Cancel

Reset Password

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

Marquis 2 Users							Help			
Add User							Refresh			
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role				
	Active	jfatty	Fishback Esq. Jennifer M.	jfishback@flclerks.com		Attorney – Florida Bar				
	Active	hetrickattny	Hetrick, Bryan	bhetrick@flclerks.com		Attorney – Florida Bar				
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	percekelley@att.net	352-543-9999	Attorney – Florida Bar				
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar				
	Active	skambis	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar				
	Active	jweber	Weber, Carolyn M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar				
1 - 6 of 6 items										






Reset Password

* Password:

Reset Cancel

Disable/Disassociate User

This option allows the administrator to disable or disassociate the user account. Organization administrators will select the red X beside the user they are choosing to disable or disassociate.

Marquis 2 Users							Help			
Add User							Refresh			
#	Status	User Name	Name	Primary Email	Primary Phone #	Filer Role				
	Active	jfatty	Fishback Esq. Jennifer M.	jfishback@flclerks.com		Attorney – Florida Bar				
	Active	hetrickattny	Hetrick, Bryan	bhetrick@flclerks.com		Attorney – Florida Bar				
	Active	RPIERCEKELLEY7	KELLEY JR, ROBERT PIERCE	percekelley@att.net	352-543-9999	Attorney – Florida Bar				
	Pending Verification	mbkelly	Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar				
	Active	skambis	Skambis, Chris	cweber@flclerks.com		Attorney – Florida Bar				
	Active	jweber	Weber, Carolyn M	cweber@flclerks.com	407-835-4392	Attorney – Florida Bar				
1 - 6 of 6 items										

Disable User



- ☐ Disable User
- ☐ Disassociate User from the Organization.

Ok

Cancel

- Disable User – Sets the user account to inactive. To reactivate the account call Florida Courts E-Filing Support Services at **850-577-4609** or email to **support@myflcourtaccess.com**
- Disassociate User from Organization – Removes the user from the Organization but allows the user to continue filing using the same credentials. Be sure the user updates their email addresses.

Unaffiliated Users

This option allows the organization administrator to attach users to their organization. An Unaffiliated User is one who has registered online and the organization affiliation has not been established. For instance, if a user registered online as an attorney and has now joined a law firm, the organization administrator can search for the user's name and affiliate them with the organization. The initial screen presented to the administrator when selecting this option is a search screen. Enter the name of the user and click on Search. A list of Unaffiliated Users matching the entered search criteria are returned in the grid below. Locate the user to be added to the organization. Check the radio button of the user you would like to add and select the **Associate** button.

Unaffiliated Users



* Last Name: First Name:

Filer Role:

Primary Email:

Status: ☐ Active ☐ InActive ☒ Both

Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input type="checkbox"/>	Kelly, Karen	Attorney – Florida Bar	FL 135828	karen.kelly@provest.us		Active
<input checked="" type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	FL 84487	cweber1024@outlook.com		Active
<input type="checkbox"/>	Kelly, Mary Beth	Attorney – Florida Bar	FL 84487			Pending Activation

1 - 3 of 3 items

Manage My E-service

This option allows you to search for cases associated with your organization and manage the E-service options. This was created to allow the organization administrator to manage a large number of cases at once. The Maintenance Actions you have available in this tab are:

- Remove me from the E-service list
- Update my designated email address
- Use My Profile email addresses for E-service
- Use these case-specific email address for E-service


Search Options

Using the Search Options fields, you can maximize or minimize the result set. Remember that as the organization administrator, you are searching all of the cases that the users in your organization are linked to. Select your Search Options and then click on **Search**.

The screenshot shows the 'Manage My E-service' interface with a 'Search Options' panel. The panel contains the following elements:

- Court:** A dropdown menu with 'Orange' selected.
- Case Style:** A text input field with 'Case Style' entered.
- Service lists containing case-specific email address:** A text input field.
- Service lists using my profile email addresses:** A checkbox that is checked.
- Service lists using case-specific email addresses:** A checkbox that is unchecked.
- I have removed myself from the Service List:** A checkbox that is unchecked.
- Bounce backs received on my email addresses:** A checkbox that is unchecked.
- Cases per page:** A dropdown menu with '100' selected.
- Include:** Radio buttons for 'Active', 'Inactive', and 'All' (selected).
- Search and Clear buttons:** Located at the bottom of the panel.

The results set will appear at the bottom of the page.

 Select	Court Case #	Court	Case Title	Removed	Profile	Case-Specific	Email Type	Address
<input type="checkbox"/>	NEW CASE	Orange	MARY JANE BROWN VS DAVID ALLEN BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	Harvey Smith VS Mary Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	The Villages of Florida VS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	VS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	NEW CASE	Orange	MARY JONES VS HENRY SMITH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CC-006494-O	Orange	JOHN M ANDERSON vs. HARRY SHORSTEIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CC-000001-O	Orange	ORLANDO NEIGHBORHOOD IMPROVEMENT CORPORATION vs. LUIS MALDONADO, ANNETTE DIAZ MALDONADO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000100-O	Orange	OVERTON, CHRISTINEvs.TENG DA ENTERPRISES INC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2016-CA-000066-O	Orange	FIFTH THIRD MORTGAGE COMPANY vs. DRAKE, VERONICA Jet al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

To limit your results set, limit your search. Then designate the Maintenance Action you wish to perform and select the cases you wish to perform this Maintenance Action on and click on **Update**.

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

cweber@fclerks.com

cweber1024@yahoo.com

cweber1024@gmail.com

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

Primary

Alternate Email 1

Alternate Email 2

<input checked="" type="checkbox"/>	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	2016-CA-000100-O	Orange	OVERTON, CHRISTINEvs.TENG DA ENTERPRISES INC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	2014-CA-000012-O	Orange	JONES, TYRONE vs. CITY OF ORLANDO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2012-CA-000123-O	Orange	OLYMPIA STATION LLC vs. VINA NAILS LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

1 - 24 of 24 items

Update

You will receive confirmation of the Maintenance Action.

You have been successfully removed from the selected service lists. Continue selecting service lists for more updates.


OK

Click on **OK** to continue.

Filings Options

The Filings option provides the administrator with the following options:

- My Cases
- My Submissions
- Organizational Submissions
- My Fees
- My Alerts
- Workbench
- E-Filing Map
- DIY Documents



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

My Cases

Organization Cases

My Submissions

Organization Submissions

My Fees

My Alerts

Workbench

E-Filing Map

DIY Documents

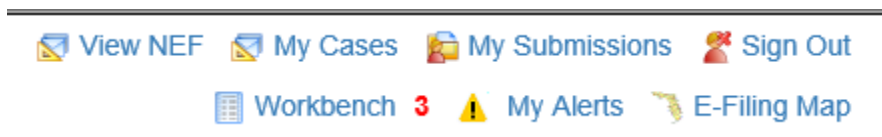
Marquis 2 User

Add User

Refresh

#	Status	Name	Primary Email	Primary Phone #	Filer Role
		John Michael Jones	cweber@flclerks.com		Attorney – Florida Bar
		KELLEY JR, ROBERT PIERCE	piercekelley@att.net	352-543-9999	Attorney – Florida Bar
		Mary Beth Kelly	cweber1024@gmail.com		Attorney – Florida Bar

These are also available in the Quick Links which is located in the upper right-hand corner of the screen.



My Cases

My Cases allows the user quick and easy access to all of the cases the organization has filed to electronically. There are Search Options to further define your search.

My Cases

[Help](#)

Search Options

Court:

Court Case #:

Court Case #

Case Style:

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

10

Include:

☐ Active

☐ Inactive

☒ All

Added as Other Attorney/Interested Party:

☐

Search

Clear

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit		SC2015-12	SC2015-12	The Florida Supreme Court	EDDY BALLESTER, JR. vs ORQUIDEA BALLESTER	Yes	Active
		NEW CASE_264542	NEW CASE	The Florida Supreme Court	Mary Jane Smith VS. State of Florida	Yes	Active
Submit		2D2012-200	2D2012-200	Second District Court of Appeal	LANGEN & LANGEN, P. A. vs OPTIMUMBANK, F/K A OPTIMUMBANK.COM, ET AL	Yes	Active
Submit	Submit	032016CA000033CAXXX	16000033CA	Bay	CARTER, JEREMY VS ROCHER, JAMES P	Yes	Active
Submit	Submit	032016CA000030CAXXX	16000030CA	Bay	GULF HIGHLANDS BEACH RESORT HO VS UNKNOWN TENANT # 2	Yes	Active

Removal from an E-service List

If you have been added to a case as an 'Other Attorney/Interested Party, you can select that Search Option and pull up the list of cases. From there, by selecting the Court Case # link you can remove yourself from the E-service List for that case if you do not wish to receive the Email Notifications.

My Cases

Help

Search Options

Court:

Court Case #:

Court Case #

Case Style:

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

10

Include:

☐ Active

☐ Inactive

☒ All

Added as Other Attorney/Interested Party:

☒

Search

Clear

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<div>Submit</div>	<div>Submit</div>	122013CA000014CAAXMX	13000014CAAXMX	Columbia	SUNTRUST BANK VS TEACHMAN, MATTHEW	Yes	Active

1

1 - 1 of 1 items

Organization Filings

The Organization Filings option allows the administrator to view a list of filings submitted by their organization using the Search Options. This page allows the filer to view the status of the submission and create a list for a date range. The administrator also has the ability to search for filings by a specific filer within their organization.

Marquis 2 Submissions

Help

Search Options

Submission #:

Submission #

Type:

Status:

UCN:

Uniform Case Number

Court Case #:

Court Case #

Court:

Division:

Submission Date From:

12/02/2019

To:

12/09/2019

Completion Date From:

Completion Date From

To:

Completion Date To

Case Style:

Case Style

Matter #:

Matter #

Filer:

John Michael Jones

KELLEY JR, ROBERT PIERCE

Mary Beth Kelly

Newberry, Todd

Skambis, Chris

Skambis, Christopher M

Smith, Jason Ari

Weber, Carolyn M

Weber, Julie M

Clear

Pleading	Proposed Order	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		NEW CASE	Pending Filing	Alachua	12/09/2019 08:28:50 AM	

The result set will pull up the list of submissions made by the specified filer. From that page you also have access to the official court file by clicking on the Case Style/Docket link.

Portal Organization Administrator User Guide

Page 20 of 27

Search Options

Submission #:

Submission #

Type:

Status:

UCN:

Uniform Case Number

Court Case #:

Court Case #

Court:

Division:

Submission Date From:

12/02/2019

To:

12/09/2019

Completion Date From:

Completion Date From

To:

Completion Date To

Case Style:

Case Style

Matter #:

Matter #

Filer:

Weber, Julie M

Search

Clear

Pleading	Proposed Order	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100012312	Weber, Julie M	Confidential vs. Confidential	15-CF-001231-A	Filed	Hillsborough	12/02/2019 04:38:35 PM	12/02/2019 04:39:26 PM
Submit	Submit	100012311	Weber, Julie M	STATE OF FLORIDA VS VIGIL, JULIAN CHARLES	17-CF-000244-A	Filed	Hillsborough	12/02/2019 04:38:34 PM	12/02/2019 04:39:23 PM
Submit	Submit	100012310	Weber, Julie M	STATE OF FLORIDA VS BYNUM, NICHOLAS GORDON	18-CF-000024-A	Filed	Hillsborough	12/02/2019 04:38:34 PM	12/02/2019 04:39:20 PM

My Submissions

The My Submissions option allows filers to view a list of filing submissions they have submitted using the Portal. This page allows the filer to view the status of the submission and create a list for a date range. Users also have the ability to search for specific submissions.

My Submissions

Help

Search Options

Submission #:

Submission #

Type:

Status:

UCN:

Uniform Case Number

Court Case #:

Court Case #

Court:

Division:

Submission Date From:

10/03/2016

To:

10/28/2016

Completion Date From:

Completion Date From

To:

Completion Date To

Case Style:

Case Style

Matter #:

Matter #

Search

Clear

Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		324370	David Brown VS Sally Fields	NEW CASE	Correction Queue	Marion	10/26/2016 08:39:08 AM	The document type selected from the Documents Tab resulted in an incorrect filing fee assessed. Please correct and resubmit the entire submission within 5 business days.
Submit	Submit	324303	LAURENT, NERILJA vs. ANDRE, PEDRO	2016-CA-000034-O	Abandoned Filing Queue	Orange	10/24/2016 04:15:54 PM	11/21/2016 01:36:19 PM
Submit		324279	Wells Fargo Bank Na vs Paul, Gaspard	2015-000123-CA-01	Pending Review	Miami-Dade	10/21/2016 02:23:24 PM	
Submit	Submit	324257	Vincent, Alan Plaintiff vs Pope, Jessica Defendant	16-CC-000012	Being Reviewed	Twentieth Judicial Circuit	10/20/2016 12:38:02 PM	

Organization Submissions

The Organization Submissions option allows Organization Administrator to view a list of filing submissions submitted by the members of their Organization. This page allows the filer to view the status of the submission and create a list for a date range. Users also have the ability to search for

specific submissions by specific members of your Organization. Simply select the Search Options and click on Search to see the results of your search.

Marquis 2 Submissions

[Help](#)

Search Options

Submission #:

UCN:

Court:

Submission Date From:

Completion Date From:

Case Style:

Filer:

John Michael Jones

KELLEY JR, ROBERT PIERCE

Mary Beth Kelly

Newberry, Todd

Skambis, Chris

Skambis, Christopher M

Smith, Jason Ari

Weber, Carolyn M

Weber, Julie M

Type:

Court Case #:

Division:

To:

To:

Matter #:

Clear

	Pleading	Proposed Doc		Court Case #	Status	Court	Submission Date	Completion Date/Remarks	
▶	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Submit</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Submit</div>	100290624	Weber, Carolyn M	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM
▶	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Submit</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Submit</div>	100290624	Weber, Carolyn	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 09:48:07 AM

You will have access to all the filing information from your Search Results screen.

Pleading	Proposed Document	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	100290625	Weber, Carolyn M	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 10:04:20 AM	

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

Memo:

Filing Fee	\$0.00
Additional Fee	\$2.50
Service Documents Proposed Summons to be Issued by Clerk	\$0.00
Statutory Convenience Fee:	\$5.00
Total Fee:	\$7.50
Fee Status:	Assessed
Paid By:	Pay by Check
Order #:	20594
Financial ID:	100195




Submit	Submit	100290624	Weber, Carolyn M	MCNAIR, ERICA vs. ANTHONY, TAMMY	2021-CA-000123-O	Pending Review	Orange	10/25/2021 09:48:07 AM	
Submit		100290603	Weber, Carolyn M	JOHNNY M. MC KINNON vs STATE OF FLORIDA	2D2016-12	Pending Filing	Second District Court of	10/22/2021 04:06:31 PM	

My Fees

The My Fees page will allow the organization administrator access to all of the submissions made by anyone in their organization. They will now be able to search for submissions that contain a fee by a specific payment method. Hopefully this will make reconciliation with their bank statement easier. This too is where you can use the Matter # assigned by your organization to a specific client to your benefit. If the filer uses that Matter # field in all of their submissions on behalf of that client, then you will be able to search by that Matter # and pull up all submissions made on behalf of that client.



Search Options:



- Filing Submitted From/To
- Filing Completed From/To
- Payment Method
- Saved Payment Account
- Memo
- Matter #
- Filing ID
- Court Case #
- Case Style
- Fee Status
- Filer [within the Organization]



My Fees Help   

Search Options

Enter Search Criteria


Filing Submitted From: 09/05/2016  **To:** 11/29/2016 


Filing Completed From: Filing Completed From  **To:** Filing Completed To 

Payment Method:  **Saved Payment Account:** 



Memo: Memo **Matter #:** Matter #

Filing ID: Filing # **Court Case #:** Court Case #





Case Style: Case Style **Fee Status:** 

Filer: 

Search **Clear**

 **Print**  **Save**

Submission Date	Completed Date	Fee Status	Amount	Account #	Filing #	Clerk Case #	MFC Order #	Matter #	Memo	Case Style
10/04/2016		Assessed	\$20.70	Card 55***4444 Expiring 07/2023	323594	2015-CA-000123-O	275683			US BANK NATIONAL ASSOCIATIONvs.CHISHOLM, LENWORTH et al
10/26/2016			\$310.50	Card - not saved	324370	NEW CASE	276053			David Brown VS Sally Fields
			\$331.20							

  **1**  

1 - 2 of 2 items

By clicking on the Filing ID number link, you will be taken to the My Submission page for that filing and you will have access to submit another pleading, proposed order, and the Notification of Electronic Filing for that submission.




Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
Submit	Submit	323594 	US BANK NATIONAL ASSOCIATIONvs.CHISHOLM, LENWORTH et al.	2015-CA-000123-O	Pending Review	Orange	10/04/2016 03:08:52 PM	

  **1**  

1 - 1 of 1 items



My Alerts

The My Alerts page will allow the organization administrator to see all of the Alerts for anyone linked to their organization. They will also be able separate out the Alerts by the filer linked to their organization. There are many Search Options to limit the result set that the organization administrator may use to refine their search.

My Alerts Help   


Search Options

Enter Search Criteria

Alert Date From:  To: 

Type of Alert:

Filing ID:

Filer: 




Alerts per page:

[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"/>	323699	US BANK NATIONAL ASSOCIATIONvs. CHISHOLM, LENWORTH et al.	2015-CA-000123-O	Ninth Judicial Circuit	11/15/2016 12:09:31 PM	Filing Moved to Correction Queue	need different trial date
<input type="checkbox"/>	324370	David Brown VS Sally Fields	NEW CASE	Marion	10/26/2016 08:46:46 AM	Filing Moved to Correction Queue	The document type selected from the Documents Tab resulted in an incorrect filing fee assessed. Please correct and resubmit the entire submission within 5 business days.

1 - 2 of 2 items

My Alerts Help   

Search Options

Enter Search Criteria

Alert Date From:  To: 

Type of Alert:

Filing ID:

Filer:

Alerts per page:

[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"/>	323699	US BANK NATIONAL ASSOCIATIONvs. CHISHOLM, LENWORTH et al.	2015-CA-000123-O	Ninth Judicial Circuit	11/15/2016 12:09:31 PM	Filing Moved to Correction Queue	need different trial date
<input type="checkbox"/>	324370	David Brown VS Sally Fields	NEW CASE	Marion	10/26/2016 08:46:46 AM	Filing Moved to Correction Queue	The document type selected from the Documents Tab resulted in an incorrect filing fee assessed. Please correct and resubmit the entire submission within 5 business days.

1 - 2 of 2 items

Workbench

The Workbench allows filers to go back and finish a filing they have saved to their Workbench. Users can resume filing or delete the filing. To resume click on the blue hyperlink submission number.

 Refresh

1

1 - 3 of 3 items

The E-Filing Map allows the user to pick a jurisdiction to file in, specify a county or a circuit, submit a proposed document, create a new case and file to an existing case.

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)
☒ Documents for Judicial Review

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

Hillsborough ▼

Appellate Court

☐ Case Number Pending
☐ Case Initiation
☐ Pleading on Existing Case

▼

File Now

Filing

For information on filing a new case or submitting a pleading on an existing case, please see the Portal E-Filer User Manual for detailed steps.