



FLORIDA COURTS
E-FILING PORTAL



**Providing Protective Injunctions to
Law Enforcement**

February 2023

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Overview

Within 24 hours after the court issues an injunction for protection against domestic violence, the clerk of the court shall electronically transmit a copy of the petition, financial affidavit, Uniform Child Custody Jurisdiction and Enforcement Act affidavit, if any, notice of hearing, and temporary injunction, if any, to the sheriff or a law enforcement agency in the county where the respondent resides or can be found, who shall serve it upon the respondent as soon thereafter as possible on any day of the week and at any time of the day or night. HB905

The Portal was asked to provide a secure filing path for clerks to accomplish the directive of the Legislature stated above. This filing path is available for all clerks to use however it is not mandatory.

Configuration/Setup

Security Roles

The following security roles have been created in the Portal.

1. Can Send Injunction Packets to Law Enforcement
 - a. Assigned to clerks who can send Injunction Packets to Law Enforcement
2. Can Receive Injunction Packets
 - a. Assigned to users of the virtual organization "Injunction Packets (docs) to Law Enforcement for Service" that can receive Injunction Packets from the Clerks.
 - b. These are Law Enforcement officers that Clerks are searching for and selecting from the "Law Enforcement" page.
3. Receive Injunction Packet Not Downloaded Alert(s)
 - a. Assigned to users of the virtual organization "Injunction Packets (docs) to Law Enforcement for Service" that can receive email alerts when an Injunction Packet is not downloaded with a specified period of time.

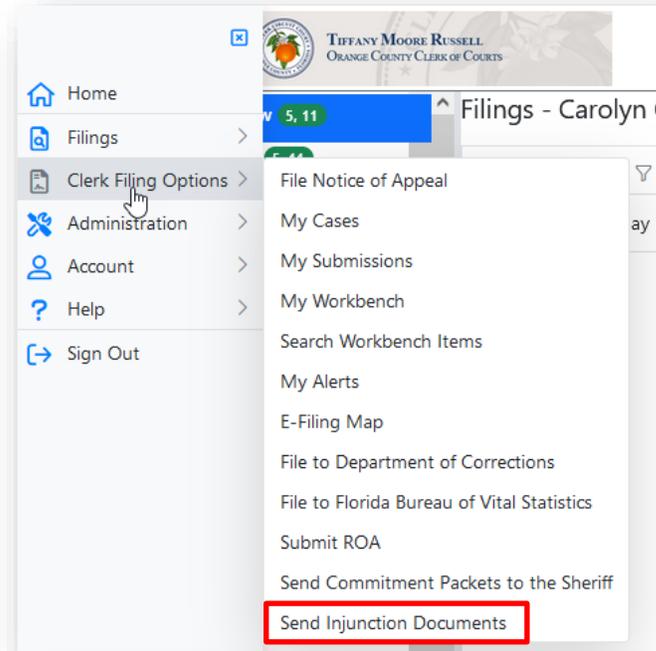
Docket Codes

- 01 – Petition
- 02 – Financial Affidavit, if any
- 03 – UCCJEA
- 04 – Notice of Hearing
- 05 – Temporary Injunction, if any
- 06 – Certified copy of the Injunction (which is served upon the respondent)
- 99 – Injunction Packet (all the above documents where appropriate)

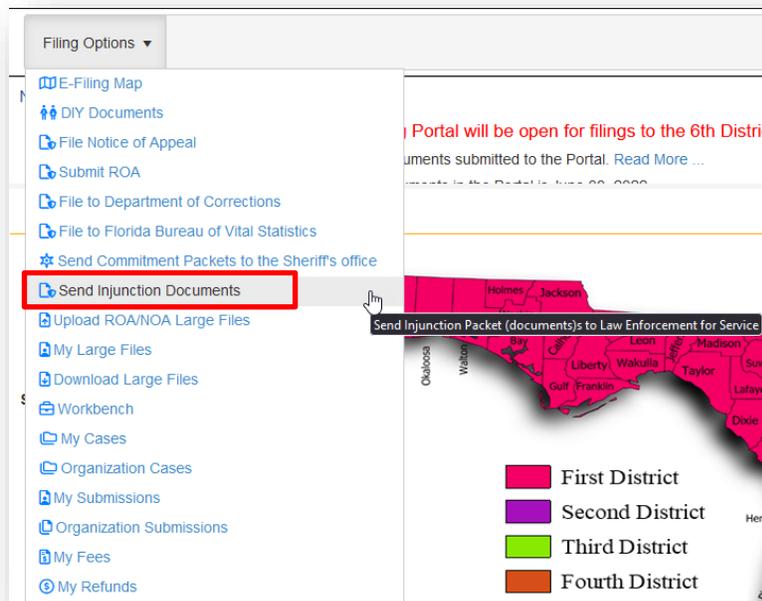
Injunction Packet Filing Path

Created a new filing path "Send Injunction Packet (docs) to Law Enforcement for Service." This filing path is only accessible to clerk users who are assigned a security role of "Can Send Injunction Packets to Law Enforcement." This filing path is like other agency filing paths in that the documents are sent to the agency (example Department of Corrections).

Clerks can access this page as an authorized Clerk Filer from the RAC Client by going to the Main Menu → Clerk Filing Options → Send Injunction Documents.



You can access this page as an authorized clerk filer from the filer's interface (Single Session Web Site" by going to Main Menu → Filing Options → Send Injunction Documents.



Case Information Tab

This is like the case information tab in the Pleading on Existing Case filing path with the “Emergency Filing” option removed.

Documents Tab

This is like the documents tab in the Pleading on Existing Case filing path. Filers can add/remove/update documents.

Law Enforcement Tab

This page allows the clerk filer to select the Law Enforcement officer(s) that will receive the Injunction Packet for service upon the respondent.

Review and Submit Tab

This tab is like the Review and Submit tab for the Pleading on Existing Case filing path with areas that are not applicable removed.

Email Log Changes

Added following Mail Notification codes (AKA Types of Email)

- 204 Injunction Documents Awaiting Download
- 205 Injunction Documents Not Downloaded

The screenshot shows the 'Email Log' interface. At the top, there are search options for 'From (mm/dd/yyyy): 02/01/2023' and 'To (mm/dd/yyyy): 02/08/2023'. Below this is a 'Type of Email' dropdown menu with a list of options: Corrected Filing Received, eService, eService Email Delivery Failure, Abandoned Filing Queue, Filing Moved to Correction Queue, Filing Received, Injunction Documents Awaiting Download, Injunction Documents Not Downloaded, Processing Completed, and Removal from Service List. A table below the dropdown shows email notifications with columns for '@', 'From', and 'Su'. The table has two rows: one for Carolyn Clerk Weber with 'Inju' status and 'Submitted: 02/07/2023', and another for Carolyn Clerk Weber with 'Inju' status. The table also shows case names like 'Y, MELISSA vs. YQUIERDO, JAMES' and 'RDEEN, MELANIE vs. ISHWARDEEN, CHRISTOPHER'.

RAC Client Changes

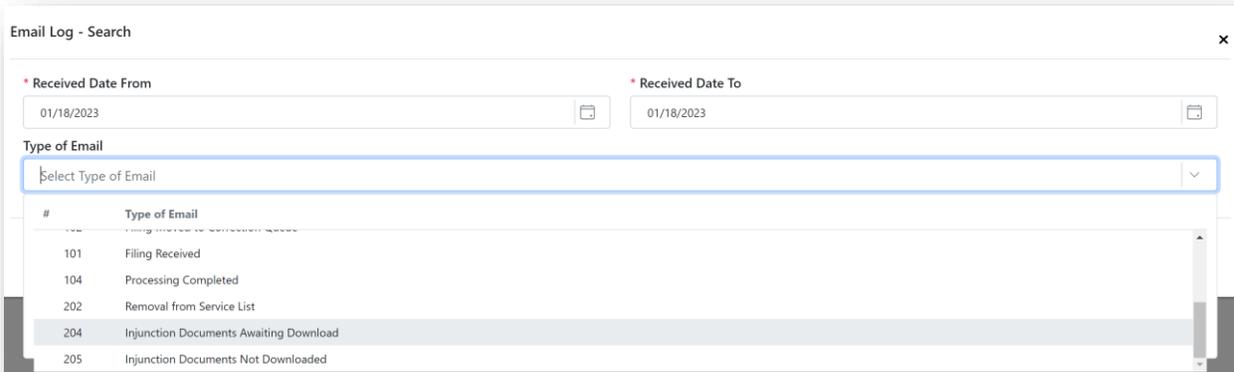
Injunction Packet Page

Added the Injunction Packet filing path for Clerk filers that have the proper security code enabled.

Email Log Changes

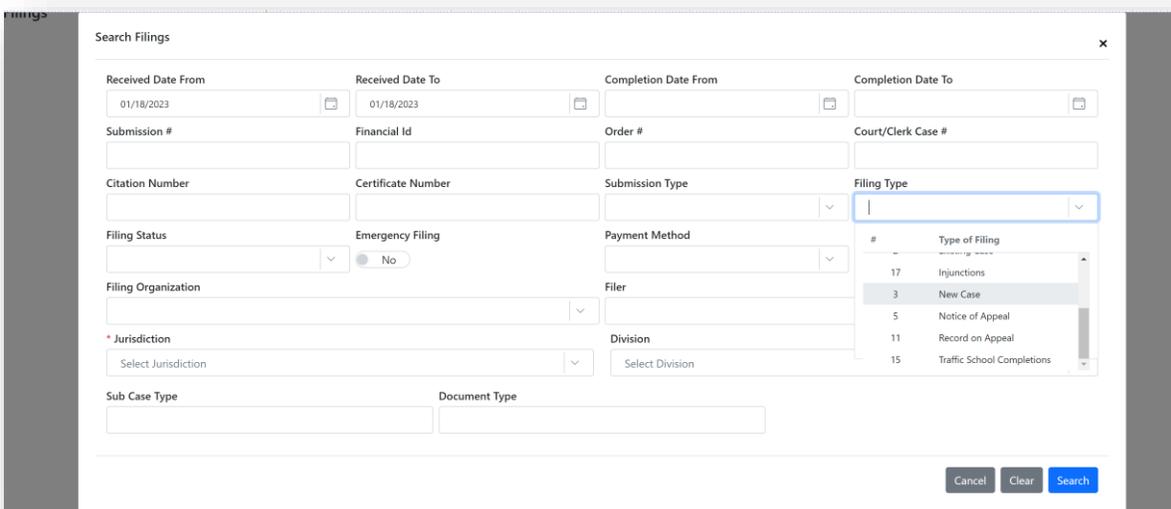
Added following Mail Notification codes (AKA Types of Email)

- 204 Injunction Documents Awaiting Download
- 205 Injunction Documents Not Downloaded

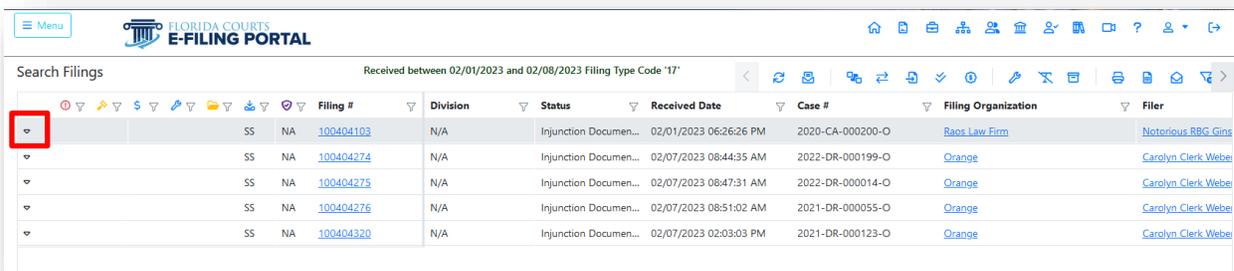


Search Filings Changes

Injunction filings are saved into the system under the filing type “Injunctions.” As an authorized user of RAC Client, you can search for all injunction submissions by selecting the filing type of Injunction.



You will see the results of your search. Click the carat at the beginning of the line item you wish to view more information on.



You will see the filing detail. Click on the tab you wish to view.

The screenshot shows a web application window titled "Filing # 100404274 - Detail". At the top, there are five tabs: "Information" (selected), "Documents", "NEF Information", "Fees, Payments", and "Audit". Below the tabs, the text "Emergency Filing" is displayed. The main content area is a table with three columns: "Jurisdiction", "Division", "Status", and "Type". The table contains the following data:

Jurisdiction	Division	Status	Type
1802 - Injunction LEOs	110 - N/A	304 - Injunction Documents Awaiting Download	1 - Case Filings
Received Date 02/07/2023 08:44:35 AM	Completion Date	Work Queue 16 - Other	
Court Case # 2022-DR-000199-O	Uniform Case # 482022DR000199A001OX	Case Style BATISTA, AGNELLY CAROLINA vs. BATISTA, ANA LETICIA	
Filing Organization 48 - Orange	Filer 59823 - Carolyn Clerk Weber	Filer Role 7 - Clerk of Court User	
Citation Number	Certificate #	Client Matter	
Proposed Order Submitted To -		TPV -	

At the bottom right of the window, there are two buttons: "Close" and "Open Filing".

If you select the NEF Information tab, you will see the list of Law Enforcement officers sent/received the Injunction Packets. It says NEF Information, but these are the Law Enforcement officers that received the Injunction Packets.

The screenshot shows the same web application window, but with the "NEF Information" tab selected. The text "Documents were electronically mailed to:" is displayed above a table. The table has three columns: "Name", "Email Address", and "Status". The data in the table is:

Name	Email Address	Status
Carolyn M Weber - Orange	*****	Active

Below the table, there are navigation controls: a set of arrows and the number "1" indicating the current page, a dropdown menu set to "5" for "Items per page", and the text "1 of 1 pages (1 items)".

Below this, the text "Documents were not electronically mailed to:" is displayed above another table. This table has the same three columns: "Name", "Email Address", and "Status". The data in this table is:

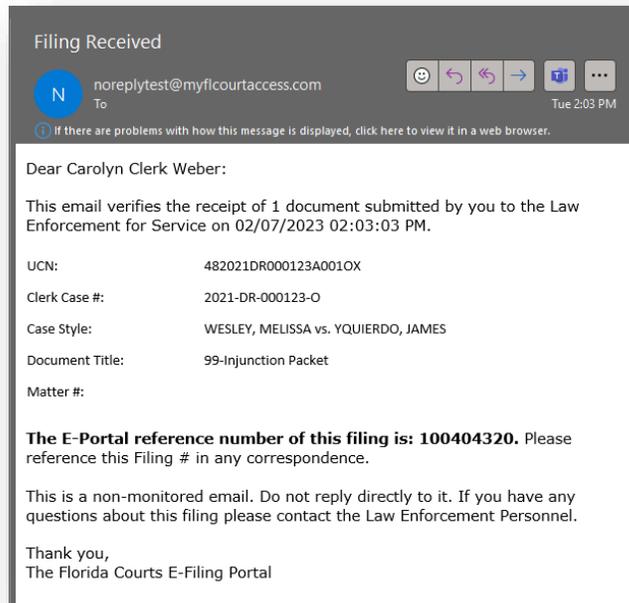
Name	Email Address	Status
No records to display		

Below this table, there are navigation controls: a set of arrows and the number "5" for "Items per page", and the text "0 of 0 pages (0 items)".

At the bottom right of the window, there are two buttons: "Close" and "Open Filing".

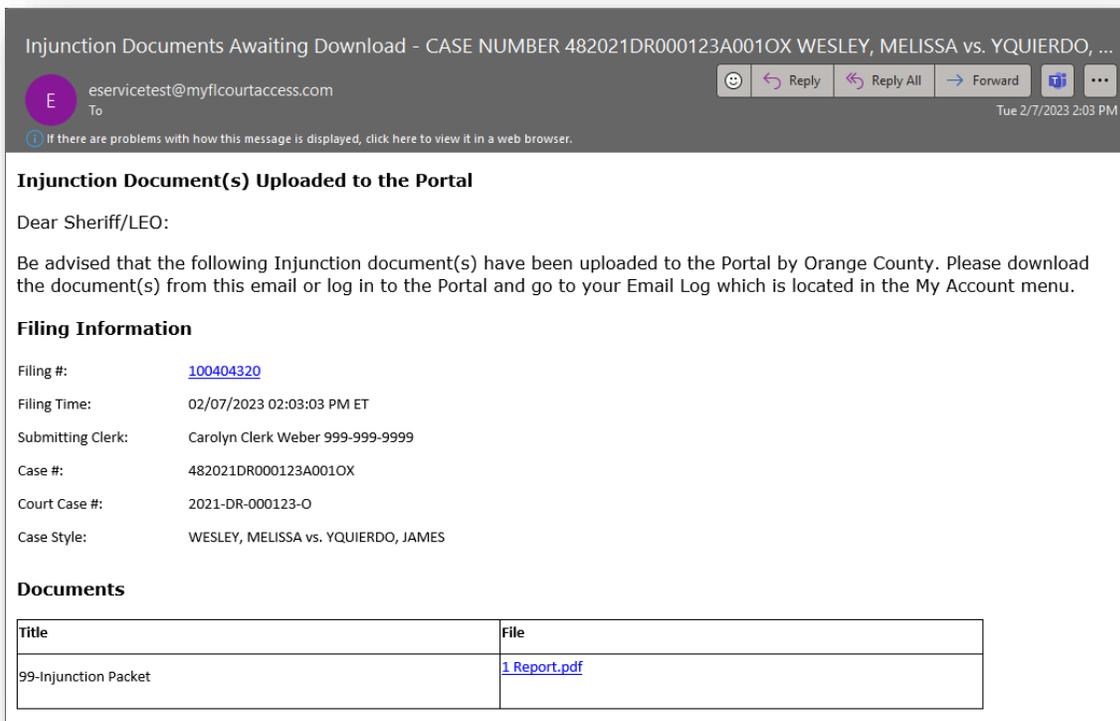
Notification Emails

This notification email is sent to the sending county clerk to acknowledge receipt of the injunction packet submission. Subject of this email is "Filing Received."



Injunction Document Awaiting Download

This notification email is sent to law enforcement personnel selected to receive the Injunction packet. This is like the Notice of Electronic Filing (NEF) in that it includes links to download the individual documents in the submission or all the documents as one zip file.



Injunction Documents Downloaded

This notification email is sent to the sending county clerk to inform them that the submission was downloaded by at least one of the selected law enforcement personnel. The subject of this email is "Injunction Documents Downloaded Submission #11112321321."

Injunction Documents Downloaded Submission # 100404320

 noreplytest@myflcourtaaccess.com
To



Tue 2:04 PM

Dear Carolyn Clerk Weber:

This email verifies the download of your Injunction Documents for Submission # **100404320**.

Status: **Injunction Documents Downloaded**

Submitted Date/Time: 02/07/2023 02:03:03 PM

UCN: 482021DR000123A0010X

Clerk Case #: 2021-DR-000123-O

Case Style: WESLEY, MELISSA vs. YQUIERDO, JAMES

Matter #:

Documents

Title	File
99-Injunction Packet	1 Report.pdf

This is a non-monitored email. Do not reply directly to it. If you have any questions about this submission contact the Service Desk at support@myflcourtaaccess.com.

Thank you.

Injunction Documents Not Downloaded

This notification email is sent to the sending county clerk, law enforcement personnel selected to receive the Injunction packet and any other Injunction law enforcement personnel assigned the security role "Receive Injunction Packet Not Downloaded Alert(s)" and is associated with the trial court division for the selected UCN. This email notification will be sent out 12 hours after the Injunction packet is submitted to the law enforcement agency and will be sent hourly until the documents have been downloaded.

Injunction Documents NOT Downloaded Submission # 100393536 Case Number 482022DR000123A001OX



noreplytest@myflcourtagency.com
To

☺ Reply Reply All Forward Tj ...

Wed 2/1/2023 6:00 PM

This message was sent with High importance.

Injunction Document(s) Not Downloaded

Dear E-Portal user:

Be advised that the following Injunction document(s) uploaded to the Portal by Orange County as Submission # **100393536** **are Not Downloaded.**

Status: **Injunction Documents Not Downloaded**
Submitted Date/Time: 01/20/2023 03:13:38 PM
UCN: 482022DR000123A001OX
Clerk Case #: 2022-DR-000123-O
Case Style: PERSAUD, GANGA vs. PERSAUD, DHANRAJEE
Matter #:

Documents

Title	File
99-Injunction Packet	1 Will 14 pages.pdf

This is a non-monitored email. Do not reply directly to it. If you have any questions about this submission contact the Service Desk at support@myflcourtagency.com.