

# Florida Courts E-Filing Portal

## Third Party Vendor Request for Certification

### Vendor Contact Information

<b>Vendor Name</b>	Landau and Associates	<b>Date</b>	11/09/2023
<b>Contact Name</b>	Vineela Nalla	<b>Contact Phone #</b>	470-884-8381
<b>Contact Fax #</b>		<b>Contact Email</b>	vnalla@pip-lawyers.com

### Certification Forms

The following documents have been received by CiviTek.

- √ Application and Fee
- √ Amended Application
- √ License Agreement
- √ TPV Test Case Documentation

### Certification Request

The Third Party Vendor has requested Certification in the following filing path(s) and division(s). They have completed the listed Test Scenarios which are required to obtain certification. To obtain certification in an additional filing path or division, a new Application would be required

Case Type	CCIS Court Type (Division)	Existing Case	New Case	Test Scenarios Completed	Restrictions
Citation	Traffic Infractions (TR)		N/A		
	Criminal Traffic (CT)				
Civil	Circuit Civil (CA)				
	County Civil (CC, SC)	√	√	TS001-TS009	None
	Probate (CP)				
	Guardianship (GA)				
	Mental Health (MH)				
Criminal	Felony (CF)		N/A		
	County Ordinance (CO)				
	Misdemeanor (MM)				
	Municipal Ordinance (MO)				
	Non-Criminal Infraction (IN)				
Domestic	Domestic Relations/Family (DR)				
Juvenile	Delinquency (CJ)				
	Dependency (DP)				

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### XML Submission

Each Third Party Vendor must submit a sample of their XML to CiviTek for review. The Third Party Vendor is required to submit XML samples to each of the case types they wish to be certified in. The vendor is also required to submit XML in each filing path (New and/or Existing). Upon this review, vendors will receive notification that the XML submitted has been correctly developed. Have XML submissions for each case type and filing path been received and approved by CiviTek?

- Yes
- No

### User Credentials

Each Third Party Vendor must have active credentials to the Florida Courts E-Filing Portal QA or TEST environment. Have those credentials been provided by CiviTek?

- Yes
- No

Which environment?

- TEST
- QA
- Both

### Established Connectivity

Connection must be established between the vendor's application and Florida Courts E-Filing Portal. The connection will be between the vendor's software and the QA and TEST environments. Has connection been established between the vendor's software application and the Florida Courts E-Filing Portal?

- Yes
- No

Which environment?

- TEST
- QA
- Both

### Filing Status Retrieval

There are two methods of retrieving statuses from the Florida Courts E-Filing Portal. The Third Party Vendor can use the FilingReviewCompleteResult (polling service) to poll the portal for status updates. The other option would be to use the NotifyFilingReviewComplete (status returned by portal service) to receive the status from the portal. Which retrieval method will be utilized?

- FilingReviewCompleteResult (polling service)

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NotifyFilingReviewComplete (status returned by portal service)

If the vendor chooses to utilize the NotifyFilingReviewComplete service, please provide the following:

IP Address	Fully Qualified Domain Name	Web Service URL	HTTP or HTTPS

### End to End Processing

Test Scenario	Complete
TS001 - Existing Case - 1 lead document, no filing fee	Done
TS002 - Existing Case - 1 or more lead documents & 1 or more exhibit document and no filing fee	Done
TS003 - Existing Case - 1 or more lead documents & 0 or more exhibit documents with a filing fee	Done
TS004 - Existing Case – 1 or more lead documents & 0 or more exhibit documents and fee waiver	Done
TS005 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Correction Queue	Done
TS006 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Abandoned Filing Queue	Done
TS007 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee	Done
TS008 - New Case 1 or more documents & 0 or more exhibit documents using fee waiver	Done
TS009 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee – Correction Queue	Done

Each Third Party Vendor is required to file submissions into the QA and TEST Portal instance that have been accepted by the Florida Courts E-Filing Portal, County CMS, and received the status back to the vendor for each case type. Has the submitted XML for each case type been processed roundtrip?

- Yes  
 No

### Certification Approval

We hereby certify that the above referenced Third Party Vendor has completed the required Test Scenarios for Certification in the New and Existing Case Filing Paths in County Civil, and request that the E-Filing Authority Board certify Landau and Associates as an Official Florida Courts E-Filing Portal Third Party Vendor.

s/Kyle Reichert  
s/Carolyn Weber