



Florida Courts E-Filing Portal
www.myflcourtaccess.com

Florida Courts E-Filing Portal

E-Filer Manual

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Introduction

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

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

Video Tutorials

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

E-Filing Videos

- [Benefits of Electronic Case Filing \(ECF\)](#)

Attorney E-Filing Instructional Videos - WebEx

- [Welcome to the Florida Courts E-Filing Portal](#) - 8 mins (3/17/14)
- [Florida Courts E-Filing Portal Documentation](#) - 4 mins (3/17/14)
- [Register for a Portal Account](#) - 7 mins (3/7/14)
- [My Profile in the Portal](#) - 5 mins (3/7/14)
- [My Filings in the Portal](#) - 5 mins (3/7/14)
- [Accessing My Cases in the Portal](#) - 5 mins (3/14/14)
- [E-Filing Map](#) - 4 mins (3/17/14)
- [E-Filing to a New Case](#)
- [E-Filing to an Existing Case](#) - 5 mins (3/14/14)
- [Payment Options and Fee Waivers](#) - 4 mins (3/14/14)
- [File to the Florida Supreme Court](#) - 11 mins (3/17/14)
- [File to the 2nd DCA](#) - 9 mins (3/17/14)
- [Creating the E-Service List](#) - 8 mins (3/17/14)
- [E-Filing and the Pending Queue](#) - 9 mins (3/17/14)

Suggested E-Filing How-To's

- [Document Generation and Uploading Documents to e-Portal](#) - 8 mins (3/14/14)
- [The Email Log](#) - 3 mins (3/14/14)
- [Portal News and Information](#) 3 mins (3/14/14)
- [Law Firm Account Administration](#)
- [Law Firm Admin – Disassociating e-Portal User from the Law Firm](#)
- [Existing Case Number Not Found](#)
- [Forgot Password](#)

Clerk E-Filing Videos

- [The Clerk as a Filer](#) - 7 mins (3/17/14)
- [The Clerk Filing a Notice of Appeal](#) - 9 mins (3/17/14)

Training Manuals & Materials

Also available on the Florida Courts E-Filing Portal webpage are Training Materials and Manuals.

Materials

- [E-Filing How To Handout](#)
- [E-Service/E-Filing Powerpoint](#) (Flabar.org)
- [Florida Bar letter to Clerks for pro hac vice process](#)
- [Florida Bar Process for Filing Pro Hac Vice](#) (Flabar.org)
- [Clerk Tasks to Complete Criminal E-filing Interface](#)
- [November Conference E-Filing powerpoint](#)
- [E-Service FAQs](#)
- [Quick Reference Guide to Appellate Drop-Down Options](#)

Manuals

- [e-Portal Document Submission Standards](#)
- [e-Portal Law Firm Administrator Documentation March 2013](#)
- [E-Filing User Manual, revised March 2014](#)
- [Document Binary File Name Standards](#)
- [AOSC 09-30 Electronic Filing Specifications](#)
- [Florida Supreme Court Standards for Electronic Access to Florida's Courts](#)
- [Appellate E-Filing Portal Manual](#)
- [E-Service User Guide](#)
- [E-Portal/Electronic Service List Web-Service Operations User Guide](#)
- [Replacing Attorneys on E-Service Lists](#)

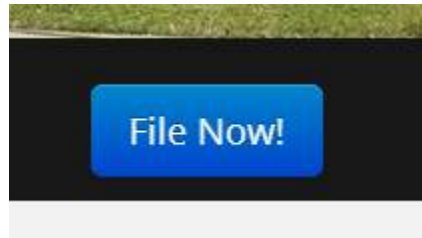
Account Registration

Prior to utilizing the Florida Courts E-Filing Portal filers must create an account. Filers can access the Portal's log-in page, by typing the following URL into their web browser: www.myflcourtagency.com. Filers will be directed to the Florida Courts E-Filing Portal page.

The screenshot shows the homepage of the Florida Courts E-Filing Portal. At the top, the header features the text "Florida Courts E-Filing Portal" and "GOVERNED BY THE FLORIDA COURTS E-FILING AUTHORITY". A navigation menu includes links for HOME, E-FILING PORTAL, E-FILING AUTHORITY, LINKS, PUBLIC NOTICES, and HELP. Below the header is a large banner image showing two views of a classical building with columns. Underneath the banner, there is a dark blue bar with the text "Get the latest NEWS about Florida's E-Filing Portal" and a "File Now!" button. The footer is divided into three sections: "Contact Us" with the address "P.O. Box 180519, Tallahassee, FL 32318"; "Quick Links" with a list of links including MyFloridaClerks, Florida Supreme Court, Florida State Courts, The Florida Bar, and Florida Court Clerks & Comptrollers; and "Follow Us" with a social media icon.

Create an Account

To begin the account creation process, click on **File Now!**




That will take you to the Welcome Page to the Florida Courts E-Filing Portal. Select the 'Register Now!' link.

Welcome to the Florida Courts E-Filing Portal

* User Name: * Password: [Sign In](#)

[Register Now!](#) [Forgot Password?](#)



[Terms Of Use](#) | [Privacy Statement](#) | [Accessibility](#) | [Request E-Filing Support](#) | [E-Filing Authority](#) | © 2010 [FACC Services Group](#)

The image shows a screenshot of the Florida Courts E-Filing Portal's welcome page. At the top, there is a header "Welcome to the Florida Courts E-Filing Portal". Below the header, there are two input fields: "* User Name:" and "* Password:". To the right of the password field is a blue "Sign In" button. Below the input fields, there are two links: "Register Now!" (which is highlighted with a red box) and "Forgot Password?". In the center of the page is a large photograph of a classical-style building with a dome and columns, likely a courthouse. At the bottom of the page, there is a footer with several links: "Terms Of Use", "Privacy Statement", "Accessibility", "Request E-Filing Support", "E-Filing Authority", and "© 2010 FACC Services Group".

Filers will be directed to the following page which provides information on the Florida Courts E-Filing Authority. Click on the "Continue to Florida Courts E-Filing Portal Registration" link to be taken to the Account Registration page.

Welcome to the Florida Courts E-Filing Portal



Florida Courts E-Filing Portal
www.myflcourtaccess.com

The Florida Courts E-Filing Authority, through agreement with the 67 Clerks of Court, has established the goal that on or before July 1, 2012 all clerks will be prepared to accept eFilings through the Florida Courts ePortal, in the civil divisions (defined as circuit civil, county civil, probate, family, and juvenile dependency) and by December 31, 2012 for criminal divisions (defined as circuit criminal, county criminal, criminal traffic, civil traffic, and juvenile delinquency).

[Continue to Florida Courts E-Filing Portal Registration](#)

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

Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (*) are required.

* Role:

ID State/Number:

* User Name:

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

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

	* First	Middle	* Last	Suffix
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Primary Email:	<input type="text"/>			
Alternate Email1	<input type="text"/>		<input type="text"/>	
/Email2:				
Address 1/2:	<input type="text"/>		<input type="text"/>	
City/State/ Zip Code:	<input type="text"/>	<input type="text" value="Select State"/>	<input type="text"/>	
Phone #:	<input type="text"/>	Format: ###-###-####		

1. From the **Role** drop down menu, select the Attorney-Florida Bar option and then click on Select. A Florida Bar Number is required.
2. Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to it.

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4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. To receive a quick automated approval, be sure that the name you register matches the name that you have listed with The Florida Bar. If the name does not match, manual approval will be necessary and a delay in registering may occur. All notifications to the filer are sent via email. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.
5. Click on **Register** once all information is entered.

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

News & Information

FAQ Information located on the Efiling Authority Website at http://www.flclerks.com/eFiling_authority.html

Registration Complete

Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

Click here to go back to [Home](#) page.

Email Notifications:

Filers will receive two (2) separate email notifications.

1. The first email notification provides the Filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process. If the registration requires review by Portal Support before approval the e-mail notification will indicate that the registration is pending approval. Once approved by Portal Support the filer will receive the emails regarding approval and activation.

Registration Information For Florida Courts E-Filing Portal Received



noreply@myflcourtagency.com 11:08 AM
To: cweber1024@outlook.com

Dear [REDACTED] :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@myflcourtagency.com>

This email is sent to you as a result of your registration for electronic filing with Florida Courts E-Filing Portal on 10/23/2013 03:08:16 PM

Account Details you have provided are as follows:


Name:	[REDACTED]
User Name:	kathleen
Role:	Attorney - Florida Bar
Email Address:	cweber1024@outlook.com
Phone #:	407-310-3592

A separate email with instructions to activate your account will be sent.

Thank You,
Florida Courts E-Filing Portal Staff

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

Your Account For Florida Courts E-Filing Portal is ready for Activation ↑ ↓ ↻



noreply@myflcourtaccess.com 11:08 AM ▶
To: cweber1024@outlook.com ▼

Dear [REDACTED] :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@myflcourtaccess.com>

Information provided at the time of registration for electronic filing with FACC ePortal is verified and your account is ready for activation. To Activate your account click on activation link below

<https://test.myflcourtaccess.com/Common/UIPages/ActivateUser.aspx?activationid=9b0cf0f0-9681-4e38-9053-0b5242df51b4>

Your Account Details are as follows:

Name:	[REDACTED]
User Name:	kathleen
Role:	Attorney - Florida Bar
Email Address:	cweber1024@outlook.com
Phone #:	407-310-3592

We encourage you to take advantage of the E-Filing training materials that are available in the Educational Videos section of the [Florida Courts E-Filing Authority Board Website](#). These videos and manuals will provide you step-by-step training for all common E-Filing tasks.

Thank You,
FACC ePortal Staff

Clicking the link provided in the email takes the filer to the **User Account Activation** page.

News & Information
• FAQ Information located on the Efiling Authority Website at http://www.flclerks.com/eFiling_authority.html

User Account Activation

Your security is important to us. Please verify your identity by answering the security question selected at time of registration.
Fields marked with asterisk (*) are required.

* Security Question:

* Security Answer:

Activate

Filers must verify their identity by answering the Security Question shown in the drop down menu that they selected during the registration process. Then click Activate to complete this step. The filer is then notified that their account has been successfully activated.

User Account Activation

Account has been successfully activated.

Fields marked with asterisk (*) are required.

* User Name:

* Password:

Sign In

[Don't Have A User Name?](#)

[Forgot Password?](#)

Type in the user name and password you selected and Sign In.

Portal Navigation

Once the account is activated, users can return to the Portal home / log-in page at www.myflcouraccess.com.

Filers will enter their **User Name** and **Password** and click “**Sign In**” to enter the portal.

Welcome to the Florida Courts E-Filing Portal

* User Name: * Password:

[Register Now!](#) [Forgot Password?](#)



[Terms Of Use](#) | [Privacy Statement](#) | [Accessibility](#) | [Request E-Filing Support](#) | [E-Filing Authority](#) | © 2010 FACC Services Group

Administrative Links

Once the filer is logged in they are immediately taken to the **Main** page. The Main page presents filers with two menus: (1) the **Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows filers to make changes to their profile / account and submit filings.

Florida Courts E-Filing Portal
www.myflcourtaccess.com

My Trial Court Filings Sign Out
My Appellate Court Filings E-Filing Map

Account ▾ Filing Options ▾ Welcome - Carolyn M Weber
Last signed in on - 10/28/2013 10:10:52 AM

News & Information
FAQ Information located on the E-filing Authority Website at http://www.flclerks.com/eFiling_authority.html

Select a Filing Jurisdiction

County Orange

Existing Case New Case

Appellate Court

Existing Case New Case Case Number Pending

File Now

Account Menu

My Profile

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

The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo and the text "Florida Courts E-Filing Portal" with the URL "www.myflcourtaaccess.com". To the right are links for "My Cases", "Appellate Workbench", "My Filings", and "E-Filing Map". Below these is a navigation bar with "My Account", "Filing Options", and "A2J Interviews" dropdown menus. On the right of the navigation bar, it says "Welcome - Carolyn M Weber" and "Last signed in on - 03/19/2014 10:07:53 AM". The "My Account" dropdown menu is open, showing "My Profile" (with sub-items: User Details, Change Password, Payment Accounts), "Email Log", and "Sign Out". Below the menu is a map of Florida with various counties labeled. A red box highlights the eastern part of the state, and a blue box highlights the western part. A large number "1" is placed over the western part, and a large number "5" is placed over the eastern part. Below the map is the text "Select a Filing Jurisdiction".

User Details

The User Details option provides filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.

My Profile

Fields marked with asterisk (*) are required.

User Details | [Change Password](#) | [Payment Accounts](#)

User Details

Organization: Rives Law Firm
Role: Attorney - Florida Bar

* User Name:

* Security Question:

* Security Answer:

* First Middle * Last Suffix

* Primary Email:

Alternate Email1

/Email2:

* Address 1/2:

* City/State/ Zip Code:

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

The Portal allows for the E-Filer to enter up to three [3] Email Addresses. Electronic Notifications are sent to all email addresses on the account.

Change Password

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

My Profile

Fields marked with asterisk (*) are required.

User Details **Change Password** Payment Accounts

Change Password

* Current Password:

* New Password:

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

* Re-enter New Password:

Change

New passwords must meet the criteria for password stated on the page under the New Password input box.

Payment Accounts

The **Payment Accounts** tab allows the filer to delete saved payment account information.

My Profile

Fields marked with asterisk (*) are required.

User Details Change Password **Payment Accounts**

Saved Payments

Saved Credit Cards

<input type="checkbox"/> Delete All	Card
Remove	Card 37***0005 Expiring 04/2018
Remove	Card 60***1117 Expiring 05/2021
Remove	Card 55***4444 Expiring 05/2020

Saved Accounts

<input type="checkbox"/> Delete All	Account
No Saved Accounts	

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You may remove all accounts by selecting **Delete All** or you may remove them individually by select the **Remove** next to the card you wish to delete.

My Profile

Fields marked with asterisk (*) are required.

[User Details](#) [Change Password](#) [Payment Accounts](#)

Saved Payments

Saved Credit Cards

<input type="checkbox"/> Delete All	Card
<input checked="" type="checkbox"/> Remove	Card 37***0005 Expiring 04/2018
<input checked="" type="checkbox"/> Remove	<small>Remove Saved Card Card 37***0005 Expiring 04/2018</small> 05/2021
<input checked="" type="checkbox"/> Remove	Card 55***4444 Expiring 05/2020

Saved Accounts

<input type="checkbox"/> Delete All	Account
No Saved Accounts	

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

Trial Court Filing – Save a Payment Method

Select ONE payment option, then click NEXT to continue

Previously Saved Payments

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

Saved Credit Cards			Saved Accounts		
<input type="text"/>			<input type="text"/>		
Credit Card Type			Check Routing Number		
<input type="text" value="MasterCard"/>			<input type="text"/>		
Credit Card Number	CVV	Payment Zip	Checking Account Number		
<input type="text" value="5431333213320000"/>	<input type="text" value="123"/>	<input type="text" value="32750"/>	<input type="text"/>		
Expiration Date Month	Year		Name on Account		
<input type="text" value="01"/>	<input type="text" value="2021"/>		<input type="text"/>		
Memo			Account Type		
<input type="text"/>			<input checked="" type="radio"/> Checking <input type="radio"/> Savings		
			<input checked="" type="checkbox"/> Save Payment Information for Reuse		

There is a 3% 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 \$3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Appellate Court Filing - Save a Payment Method

The Payment information is gathered on the Review and Submit screen

Filing Fee Summary

#	Description	Amount
	PETITION FOR WRIT OF MANDAMUS Criminal	\$300.00
1	ORIGINAL PETITIONS, PETITION FILED	\$0.00
	<i>Filing Fees:</i>	\$300.00
	<i>Statutory Convenience Fee:</i>	\$0.00
	<i>Total</i>	\$300.00

There is a 3% 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 \$3.00.

Payments

Select One to Continue

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

Saved Credit Card Information

Saved Credit Cards
 Re-enter CVV

Saved Bank Account Information

Saved Accounts
 Saved Account type Checking Saving

New Credit Card Information

Credit Card Type
 Credit Card Number
 CVV / Payment Zip
 Expiration Month, Year

New Bank Account Information

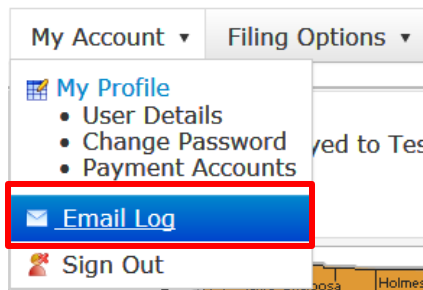
Account type Checking Saving
 Routing Number
 Account Number
 Name on Account

Save Payment Information for Reuse

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

Email Log

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



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

Email Log

Search Options

* From (mm/dd/yyyy): 03/12/2014 * To (mm/dd/yyyy): 03/19/2014

Type of Email: [dropdown]

Refresh

10 records per page Search All: [text box]

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

Search Options

* From (mm/dd/yyyy): 03/12/2014 * To (mm/dd/yyyy): 03/19/2014

Type of Email: [dropdown menu]

10 records per page Search All: [text box]

From Submitted

Set the number of records to show per page by selecting from the drop down and if you would like to do a text search of the Subject Line use the Search All field.

Search Options

* From (mm/dd/yyyy): 03/12/2014 * To (mm/dd/yyyy): 03/19/2014

Type of Email: [dropdown]

Refresh

10 records per page Search All: [text box]

From Subject Submitted

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To view the highlighted email, scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.* yahoo, gmail, outlook, etc.].

From: Carolyn Weber Attorney
To: cweber1024@outlook.com; cweber1024@gmail.com
Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER UNKNOWN
Date: 10/22/2013 03:35:45 PM

This is an automatic e-mail message generated by the ePortal system. Please DO NOT RESPOND to this e-mail as the mail box is unattended.

Notice of Electronic Filing

The following transaction was entered on 10/22/2013 03:35:23 PM ET.

Court: The Florida Supreme Court
 Case #: UNKNOWN
 Case Style: Jim Green
 Document Title: Notice Of Confidential Information Within Court Filing
 Filer: Carolyn Weber Attorney 407-310-3592

Notice has been electronically mailed to:

Name	Primary Email	Alternate Email 1	Alternate Email 2
Carolyn Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com	

Notice is not sent to:

Name	Primary Email	Alternate Email 1	Alternate Email 2
No Matching Entries			

Filing Options / Links

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



Each filing management link is discussed below:

My Cases

To go to the My Cases page, select **Filing Options** from the menu bar and then highlight and select **My Cases**.



This will take you to your **My Cases** page where you have access to the court file and the documents therein by selecting the hyperlinked case number in the **Case #** column and the E-service List by selecting the hyperlinked case number in the **Clerk Case #** column. You can update the E-service List from this page. You do not have to file a document to access the E-service page.

My Cases

Selecting the Case # allows you to view case information from the Clerk’s Case Maintenance System. Selecting the Court Case # allows you to access the E-service list for the case to view and update information as needed.

Display Active Inactive All

25 records per page Search All:

File	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="File Now"/>	2D2012-1355	2D2012-1355	Second District Court of Appeal	G T C R GOLDER RAUNER, L L C, ET AL vs THE ESTATE OF JUANITA AMELIA JACKSON, ET AL	Yes	Active
<input type="button" value="File Now"/>	2D2012-12	2D2012-12	Second District Court of Appeal	KEITH M. RAGANS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="File Now"/>	062014CF000001A88810	14-000001-CF10A	Broward	State vs LEWIS, TRAVIS N	Yes	Active

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

My Cases

Selecting the Case # allows you to view case information from the Clerk’s Case Maintenance System. Selecting the Court Case # allows you to access the E-service list for the case to view and update information as needed.

Display Active Inactive All

25 records per page Search All:

File	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="File Now"/>	2D2012-1355	2D2012-1355	Second District Court of Appeal	G T C R GOLDER RAUNER, L L C, ET AL vs THE ESTATE OF JUANITA AMELIA JACKSON, ET AL	Yes	Active
<input type="button" value="File Now"/>	2D2012-12	2D2012-12	Second District Court of Appeal	KEITH M. RAGANS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="File Now"/>	062014CF000001A88810	14-000001-CF10A	Broward	State vs LEWIS, TRAVIS N	Yes	Active
<input type="button" value="File Now"/>	112009MM003948AXXXX	112009MM003948AXXXX	Collier	STATE OF FLORIDA VS RODRIGUEZ, RAUL	Yes	Active
<input type="button" value="File Now"/>	122013CA000123CAAXMX	13000123CAAXMX	Columbia	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	Yes	Active
<input type="button" value="File Now"/>	132012CA041087000001	12041087CA01	Miami-Dade	ONEWEST BANK (FSB) vs CARCASSES, MERCEDES	Yes	Active
<input type="button" value="File Now"/>	132012CA000582000001	12000582CA01	Miami-Dade	NATIONSTAR MORTGAGE LLC vs FAJARDO, BARBARA	Yes	Active
<input type="button" value="File Now"/>	162013CA000123XXXXMA	162013CA000123XXXXMA	Duval	ASSET ACCEPTANCE, LLC, VS SIMMONS, JUANITA S	Yes	Active
<input type="button" value="File Now"/>	262013CA000012CAAXMX	13000012CAAXMX	Hendry	BANK OF AMERICA VS THOMPSON, JASON D	Yes	Active

Also available from the **My Cases** page is the “**File Now**” button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **File Now** button. That will eliminate you having to select the county, division, enter the sequence number and click on search. The Portal will retrieve that information based on the case you select and take you to the bottom of the **Case Information** page when you can finish the submission.

My Cases

Selecting the Case # allows you to view case information from the Clerk's Case Maintenance System. Selecting the Court Case # allows you to access the E-service list for the case to view and update information as needed.

Display Active Inactive All

25 records per page Search All:

File	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="File Now"/>	2D2012-1355	2D2012-1355	Second District Court of Appeal	G T C R. GOLDER RAUNER, L L C, ET AL vs THE ESTATE OF JUANITA AMELIA JACKSON, ET AL	Yes	Active

My Filings

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

- **Filing #/NEF:** The portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court Case #:** The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status:** The status will reflect one of the following: **Pending Review, Being Reviewed, Pending Filing, Filed, Pending Queue, or Filed for Judicial Review**
- **Court:** The name of the jurisdiction the case is filed in.
- **Submission Date:** Date the filer submitted the filing on the portal which is the official file stamp date and time.
- **Completion Date/Remarks:** Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.

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

My Filings

Search Options

Filing #:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Status:

Matter #:







Case Style:

Filing # / NEF	Case Style / Docket	Court Case #	Status	Court	Submission Date	Completion Date / Remarks
94417	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/18/2014 03:17:39 PM	
94406	STATE OF FLORIDA VS BENTZ, DEANNA	CRC1400001CFAWS	Pending Review	Pasco	03/18/2014 02:53:07 PM	
94401	STATE OF FLORIDA VS VLADEFF, JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco	03/18/2014 02:48:19 PM	
94300	STATE OF FLORIDA VS BARRETT, WHILDIN	CRC1400002CFAWS	Pending Review	Pasco	03/18/2014 10:48:03 AM	
94298	STATE OF FLORIDA VS VLADEFF, JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco	03/18/2014 10:43:46 AM	
94008	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/17/2014 11:22:39 AM	

- Filing #
- UCN
- Court Case #
- Court
- Submission Date
- Completion Date
- Status
- Matter #
- Case Style

E-Filer Manual

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









	93996 	G T C R GOLDR RAUNER, L L C, ET AL vs THE ESTATE OF JUANITA AMELIA JACKSON, ET AL	2D2012-1355	Pending Filing	Se Di Co Ap
	93983 	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pa
	93979 	YEE, MARGARET Ret al. vs. HARRIS, MITCHELLet al.	2014-CA-000001-O	Pending Review	Or

UCN: 482014CA000001A0010X Division: Circuit Civil Case Style: YEE, MARGARET Ret al. vs. HARRIS, MITCHELLet al. Matter: Fee Paid: \$395.00 Paid By: Pay By Credit/Debit Card MyFloridaCounty Receipt #: 250955				
#	Status	Document Group	Document Type	Docume
1	Received	Counter and Cross Claim Pet	Counter Claim/Petition	03/17

Change page: [◀](#) [Previous](#) [1](#) [2](#) [Next](#) [▶](#)

Notification of Electronic Filing

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

	Filing #/NEF	Case Style/Docket	Court C
	94417 	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	130001:
	94406 	STATE OF FLORIDA VS BENTZ,DEANNA	CRC140
	94401 	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC140
	94300 	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC140

The NEF will show you the E-service email as well as who was electronically notified and who was not electronically notified and the Status of the email of those not notified.

Notice of Electronic Filing - Filing # 94008

Notice of Service of Court Documents

Documents have been electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Carolyn M Weber	cweber767881@aol.com	On eService List
Christopher K Skambis Jr	cweber1024@outlook.com	On eService List
Christopher K Skambis Jr	cweber767881@aol.com	On eService List

Documents have **not** been electronically mailed to:

Name	Email Address	Status
Mary Beth Kelly	mbkelly@thompstoneangelolaw.net	Bounce backs received
Allison Weber	cweber@flclerks.com	Requested to be removed
Allison Weber	cweber767881@aol.com	Requested to be removed

Filing Information

Filing #: 94008
Filing Time: 03/17/2014 11:22:39 AM ET
Filer: Carolyn M Weber 407-310-3592
Court: Third Judicial Circuit in and for Columbia County, Florida
Case #: 122013CA000123CAAXMX
Case Style: WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS
Document Title: Motion

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

This NEF is also found in your Email Log.

The My Filings list defaults to filings within the last seven days. The filer may expand or narrow the list by using the 'From' and 'To' dates. These date ranges will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Appellate Workbench

This link will take you to your Appellate Workbench where any submissions you have begun but not completed will appear. To continue filing the submission, click on the **Resume Filing** link and complete your filing.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo and name 'Florida Courts E-Filing Portal' with the URL 'www.myflcourtaccess.com'. To the right are navigation links: 'My Cases', 'My Filings', 'Appellate Workbench' (highlighted with a red box), 'Sign Out', and 'E-Filing Map'. Below the header is a navigation bar with 'My Account', 'Filing Options', and 'A2J Interviews'. A welcome message reads 'Welcome - Carolyn M Weber' and 'Last signed in on - 03/20/2014 09:08:48 AM'. A 'News & Information' section contains a message: '2014.01 Has been deployed to Test with the following known issues [Read More ...](#)'. The main section is titled 'Appellate Workbench' and includes a 'Refresh' button. Below this is a search area with a dropdown set to '10 records per page' and a 'Search All:' input field. A table displays one entry:

Tribunal	Case Number	Case Detail	Emergency Filing	Resume Filing	Delete	Date Last Updated
Second District Court of Appeal	2D2013-23	Not Available Subsequent Filing Associated With Appellant		80559		03/17/2014 10:38:49 AM

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: '← Previous', '1', and 'Next →'.

E-Filing Map

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

Submitting a Filing

Filing to Create a New Case

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

Filing to a Case that Already Exists with the Clerk

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

Process

Trial Court: Select County or click on the county in the map

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

Then select either Existing Case if the case already exists or New Case if you are submitting a new case for filing. Since we are filing to an already created case, we will select Existing Case.

Case Information – Trial Court

To **File Subsequent Document(s) into an existing case**, the filer must know the case number. Select the Division from the dropdown list provided.

Enter the case number and click search. The Portal will search for the case record.

- If the county's case management system is not linked to the Portal the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located the Case Type and Title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
 - If entered incorrectly click the Cancel button on the message to reenter the case number.
 - If entered correctly click the OK button on the message to continue processing.
 - If the case privacy is confidential or higher, case information may not be returned from the county's Case Management System.

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

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Orange	Division: Probate
Case #: 482012GA000001A001OX	Case Type: Guardianship / Preneed Guardian	Total Fee: \$0.00

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

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court: Trial | * County: Orange | * Division: Probate

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less.No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

* Year: 2012 | * Sequence #: 1 | * Court Type: GA

Court Type Selection
Guardianship (GA)
Mental Health (MH)
Probate/Guardianship (CP)

Party Identifier: | Branch Location:

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

Case Type: Guardianship Preneed Guardian
 Case Title: Confidential vs. Confidential
 Case Status: **Closed**

#	Description	Amount
1	Filing fee	\$0.00

Emergency Filing

Matter #:

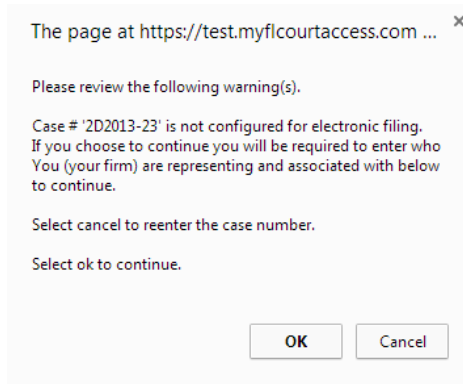
Next

Case Information – Appellate Court

Type in the Appellate court Case Year and Case Number and then select Search

The Portal will retrieve the Case Information from the 2nd District Court of Appeal.

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



Select OK to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below.

The screenshot shows the "Case Information" page with a navigation bar at the top containing "Case Information", "Documents", "Service List", and "Review and Submit". Below the navigation bar, there are instructions: "All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys). Please choose the Appellate court and enter Case Year and Case Number then click Search to locate your case. Case Year must be a valid 4 digit year (example: 2012). For Supreme Court cases filed on or before 12/03/1999, enter '1960' for Case Year. Case Number must be 5 digits or less. No leading zeros are necessary (example: 412)." The form fields include: "*Appellate court" (dropdown menu with "Second District Court of Appeal" selected), "*Case Year" (text input with "2013"), "*Case #" (text input with "23"), and a "Search" button. Other fields include "Case Title" (Not Available), "Proceeding Type", "Case Type", "Case Category", "Case Nature" (2D2013-23), "*You (your firm) are representing:" (radio buttons for "Other" and "Yourself", with "Other" selected), and "*You (your firm) are associated with:" (dropdown menu with "Appellant" selected). At the bottom, there are "Next" and "Save to Workbench" buttons.

Case Parties

When adding a party you have 2 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. This is used when the attorney is adding him or herself to the case as counsel on behalf of a party. The attorney would not be a Primary Party.
2. Then enter specific party information directly into the available fields.

Party #: New Party

Role: Select Primary Party Filed On Behalf of

ID State/License #: Select State

[Copy From Current Filer](#)

You must enter either person or organization name.

First Middle Last Suffix Gender Race

*Person Name:

OR Organization:

Email Address:

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

Address:

City/State/ Select State

Zip Code:

Primary Ext. Home Work Ext. Mobile Fax

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

Save Cancel

Click the Save button when entries are complete. The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case.

File Subsequent Document(s) into an existing Case

Court Type: Trial County: Orange Division: Circuit Civil
 Case #: 482013CA000022A001OX Case Type: Other Civil / Other Civil - Business Transactions Total Fee: \$0.00

- Case Information
- Case Parties
- Documents
- Service List
- Fees and Payments
- Review and Submit

Current Parties

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

- CONTEMPORARY CARS INC [Defendant]
- GUILTERMO LORENTI [Plaintiff]
- TEE PERSAD ESQ [Attorney]
- RICHARD ALAN IVERS ESQ [Attorney]

New Parties

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

[Add Party](#)

#	Type	Name	Contact Information
1	Counter Plaintiff	CONTEMPORARY CARS	CONTEMPORARY CARS
2	Counter Defendant	GUILTERMO VALENTI	GUILTERMO LORENTI

Back
Next

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

Documents – Trial Court

The Documents Page is next. Click Add Document to add a document to the case.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Hillsborough	Division: Circuit Civil
Case #: 292013CA008044A001HC	Case Type: Other Negligence / Auto Negligence	Total Fee: \$10.00

[Case Information](#) [Parties](#) [Documents](#) [Payments](#) [Review And Submit](#)

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. [Click Here to download Notice of Confidential Information Within Court Filing Form.](#)

You can download adobe reader from [here](#).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

[Add Document](#)

#	Document Group	Document Type	Filing Fee
No Documents			

Note: On existing cases, there may or may not be a file, based on the type of document and the codes the clerk has set up.

Select the **Document Group**, **Document Type**, type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF file and select the document you wish to submit.

You may search for a document by selecting the **Search for Document Group and Type** link found as shown below or you may select a **Document Group** and **Document Type** from the dropdown lists which are established by the county staff. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.

Add/Edit Document

Document #: New Document Filing Fee: \$0.00

[Search for Document Group and Type](#)
Or select from the drop down lists below.

* Document Group:

* Document Type:

* # Pages:

* Select Document:

Document may be Word 97 or higher, WordPerfect OR pdf only.

Searching for a Document

Type in a brief description of the document you are going to file and then enter.

Select Document

Search All:

Select	Document Group	Document Type
<input type="checkbox"/>	Affidavits and Oaths	Affidavit
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Opposition
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Opposition to Claim of Exemption
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Support
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Amount Due
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Attorney's Fees
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Claim
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Compliance
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Costs
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Counsel

1 - 10 of 494 items

The Portal will then pull up all of the documents linked to that division and that case type based on the search criteria you entered and allow you to select the document that most closely resembles the document you wish to file.

Select Document [X]

Search All:

Select	Document Group	Document Type
<input type="checkbox"/>	Appellate Pleadings	Motion to Supplement Record on Appeal
<input type="checkbox"/>	Appellate Pleadings	Motion to Transcribe
<input type="checkbox"/>	Motions	Joint Motion
<input type="checkbox"/>	Motions	Joint Motion for Substitution of Counsel
<input type="checkbox"/>	Motions	Motion
<input type="checkbox"/>	Motions	Motion /Petition to Reopen Case
<input type="checkbox"/>	Motions	Motion Appointment Guardian Ad Litem
<input type="checkbox"/>	Motions	Motion for Admission of Attorney Pro Hac Vice
<input type="checkbox"/>	Motions	Motion for Appointment Attorney Ad Litem
<input type="checkbox"/>	Motions	Motion for Appointment of Receiver

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 118 items

Place a check in the box under the Select column and then click on **Select**. Enter the number of pages in your document and then Browse out onto your computer where you have saved that PDF document and attach that document to this submission.

Add/Edit Document [X]

Document #: New Document Filing Fee: \$0.00

[Search for Document Group and Type](#)
Or select from the drop down lists below.

* Document Group:

* Document Type:

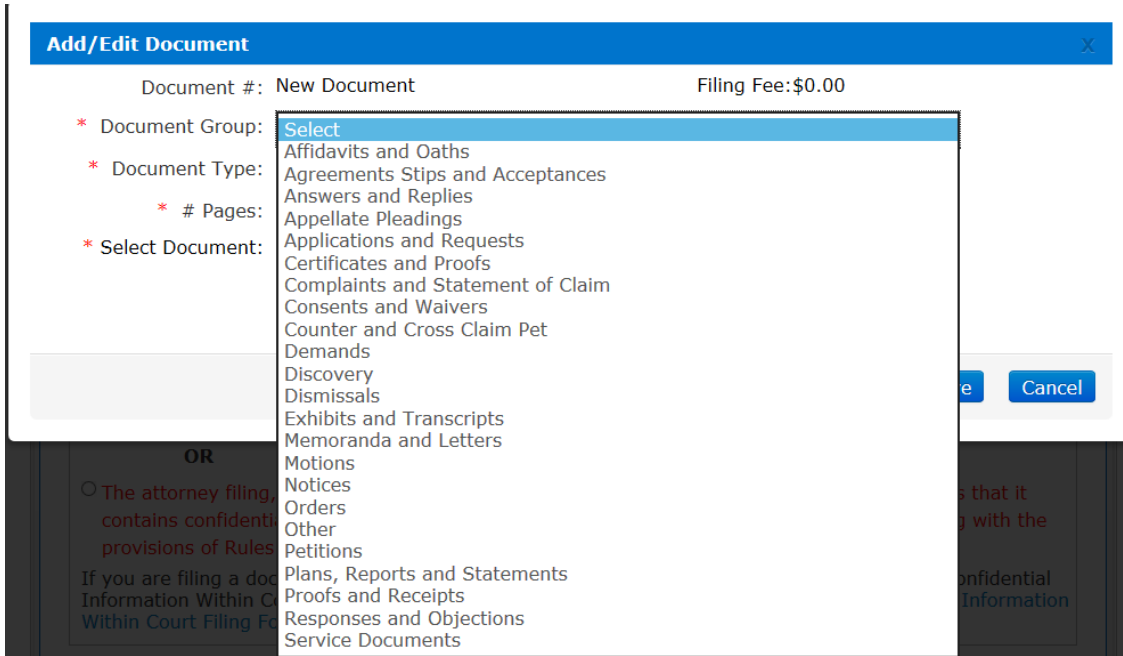
* # Pages:

* Select Document:

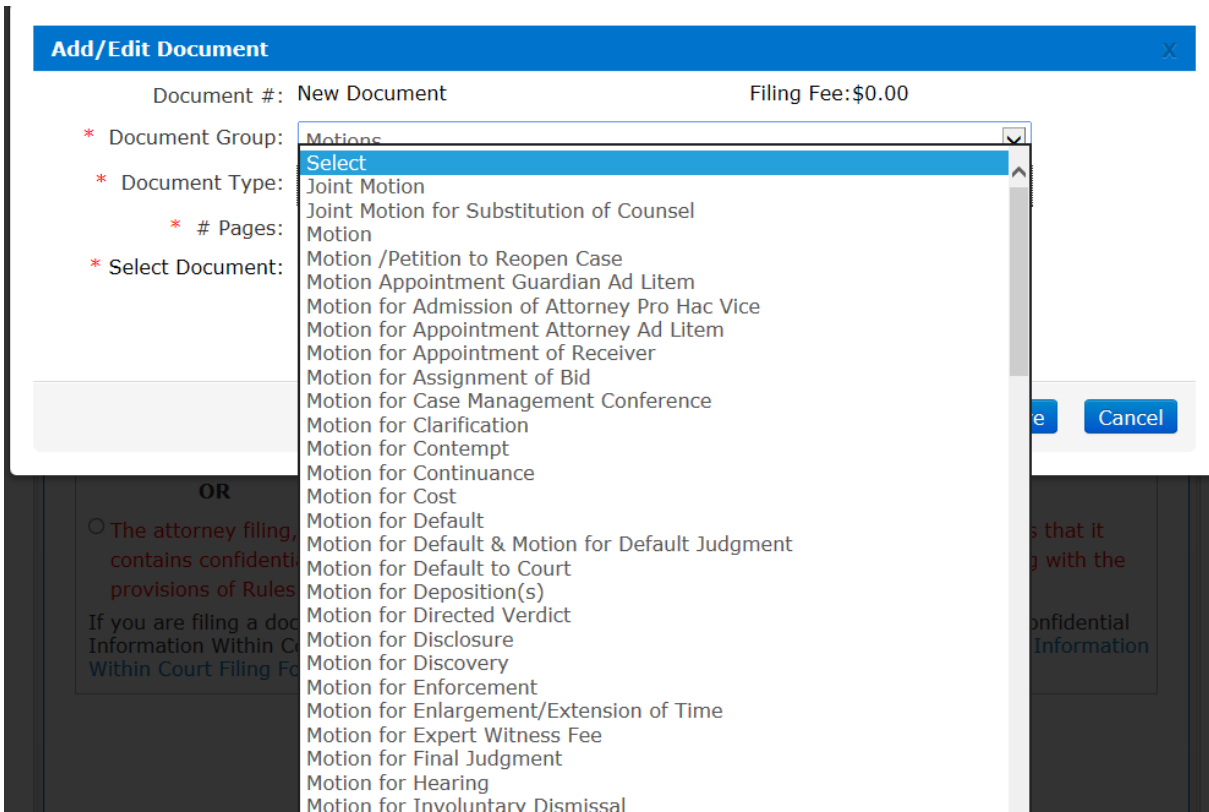
Document may be Word 97 or higher, WordPerfect OR pdf only.

Then click on Save and continue on through the remaining pages to submit your filings. If you do not use the Search feature, select your documents based on the Document Group and the Document Type explained below.

Document Group



Document Type



Type in length of document by typing in number of pages.

Add/Edit Document [X]

Document #: New Document Filing Fee:\$0.00

* Document Group:

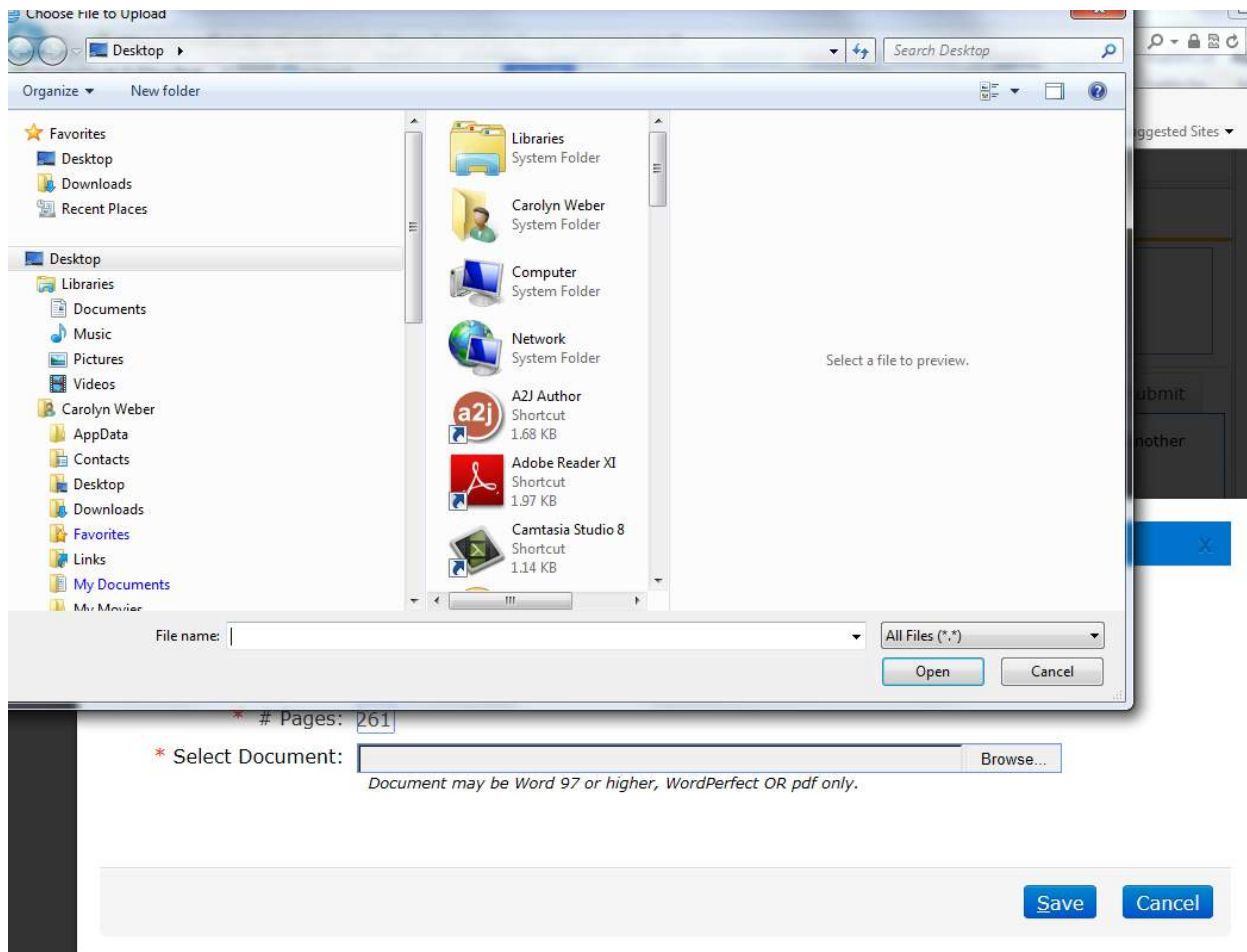
* Document Type:

* # Pages:

* Select Document:

Document may be Word 97 or higher, WordPerfect OR pdf only.

Browse out to your computer where you have saved the document and Select Document:



The documents will display in the list.

New Case

Court Type: Trial	County: Orange	Division: County Civil
Case #: New Case	Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Total Fee: \$310.00

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

To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).

Statement of Claim is required.

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

Add Document

			#	Document Group	Document Type	Filing Fee	Size (MB)
			1	Motions	Motion for Continuance	\$0.00	0.08
			2	Complaints and Statement of Claim	Statement of Claim	\$0.00	0.02

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
- OR**
- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
- OR**
- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

The document page also allows the filer to **View, Edit or Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.

File Subsequent Document(s) into an existing Case

Court Type: Trial County: Orange Division: Circuit Civil
Case #: 482013CA000022A0010X Case Type: Other Civil / Other Civil - Business Transactions Total Fee: \$0.00

Case Information Case Parties **Documents** Service List Fees and Payments Review and Submit

To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

[Add Document](#)

Total size of documents uploaded to the server (26.41 MB) exceeds maximum allowed size of 25 MB.

						Filing Fee	Size (MB)
			1	Discovery	Demand for Disclosure	\$0.00	21.60
			2	Discovery	Demand for Disclosure	\$0.00	2.40
			3	Discovery	Deposition	\$0.00	2.40

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

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: Pasco	Division: Circuit Civil
Case #: 512014CA000024CAAXE	Case Type: CA	Total Fee: \$0.00

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

To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. **Do not** use your browser's arrow keys (upper left screen corner).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

[Add Document](#)

			#	Document Group	Document Type	Filing Fee	Size (MB)
			1	Discovery	Filing	\$0.00	0.08

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

Documents – Appellate Court

For the Appellate Court, to add your documents to the submission you must select the Variety, Category and Document Type.

District Court of Appeal, 2nd District
E-Filing Portal

Existing Case | Case Number Pending | Appellate Workbench | New Case | E-Filing Map

My Account ▾ | Filing Options ▾ | A2J Interviews ▾ | Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM

Case Information | Documents | Service List | Review and Submit

File upload requirements:

- Documents exceeding 10MB in size must be uploaded as multiple volumes.
- The total size of all documents in a single filing is limited to 25 MB.
- Filings exceeding 25 MB must be submitted as multiple filings.
- These unsecured documents MUST be formatted:
 - in MS Word 97 or higher
 - in WordPerfect
 - as an Adobe PDF, version 1.6 (Acrobat 7.X) or higher with OCR applied.

For this type of appellate case, the following documents and an accompanying appendix / attachment may be uploaded on an optional basis.

Documents

Variety: [Dropdown] | Category: [Dropdown] | Document Type: [Dropdown]

Select Document: [Text Box] [Browse...](#)

Volume number and description: [Text Box] [Add Volume](#)

If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document

Appendix

Variety: [Dropdown] | Category: [Dropdown] | Document Type: [Dropdown]

Select Document: [Text Box] [Browse...](#)

Volume number and description: [Text Box] [Add Volume](#)

If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document

[Back](#) | [Next](#) | [Add Additional Documents](#) | [Save to Workbench](#)

The documents are filed using the top blue box and the Appendix is filed using the second blue box. To add additional documents, select Add Additional Documents at the bottom of the page. This will allow you to file multiple documents to the case at the same time. Once you have uploaded all your documents and appendices, you may save the submission to your Workbench to complete at a later time or you may continue on to file your documents.

Service List

Next you see the **ServiceList** page. Select from the Service Recipient List the parties you do not wish to serve. Add Other Attorney/Interested Parties that are not listed in the Service Recipient List on this page that you wish to provide E-service of the documents to as well as select or designate the email addresses to which you wish to receive E-service of documents filed in this case.

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

File Subsequent Document(s) into an existing Case

Court Type: Trial County: Columbia Division: Circuit Civil
 Case #: 122013CA000123CAAXMX Case Type: OTHER CIRCUIT CIVIL Total Fee: \$0.00

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

Electronic Service List
 122013CA000123CAAXMX WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS Columbia

Electronic Service Recipients
 Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2
<input type="checkbox"/>	Mary Beth Kelly		Unaffiliated Users	⚠	mbkelly@thompstoneangelolaw.net	Primary
<input type="checkbox"/>	Allison Weber	Removal Requested	Unaffiliated Users		cweber@flclerks.com	Primary
<input type="checkbox"/>					cweber767881@aol.com	Alternate 1
<input checked="" type="checkbox"/>	Christopher K Skambis Jr	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 1

Other Attorneys/Interested Parties
 Following table lists Other Attorneys/Interested Parties for this case associated with your profile:
[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	Mary Beth Kelly		Unaffiliated Users	⚠	mbkelly@thompstoneangelolaw.net	Primary
	Allison Weber	Removal Requested	Unaffiliated Users		cweber@flclerks.com	Primary
					cweber767881@aol.com	Alternate 1


Your Email Addresses for Service on this case
 Designate your email addresses for eService on this case.

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

#	Document	File
1	All NOTICE OF DROPPING PARTY	C:\fakepath\Complaint.pdf
<p style="color: red;">I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration</p>		
Service List ▲		
Documents will be electronically mailed to:		
Name	Email Address	Status
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Carolyn M Weber	cweber767881@aol.com	On eService List
Christopher K Skambis Jr	cweber1024@outlook.com	On eService List
Christopher K Skambis Jr	cweber767881@aol.com	On eService List
Documents will not be electronically mailed to:		
Name	Email Address	Status
Mary Beth Kelly	mbkelly@thompstonevangelolaw.net	Bounce backs received
Allison Weber	cweber@flclerks.com	Requested to be removed
Allison Weber	cweber767881@aol.com	Requested to be removed
Review Information shown above and select submit. <input type="button" value="Back"/> <input type="button" value="Submit"/>		

Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, they will appear in red and the Filer may use the Revise button to correct the error. Once any edits to information have been made, Click **Submit**.



[My Cases](#) [My Filings](#) [Sign Out](#)
[Existing Case](#) [New Case](#)
[Case Number Pending](#)
[Appellate Workbench](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾ A2J Interviews ▾

Welcome - Carolyn M Weber
 Last signed in on - 04/08/2014 03:48:22 PM

Case Information
Documents
Service List
Review and Submit

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

Case Filing Path Summary

#	Description	Data	Revise
1	Reviewing Tribunal	Second District Court of Appeal	
2	Filing Type	Subsequent Filing	
3	Case Number	2D2013-12	
4	Case Name	MARY SMITH vs DOLLAR GENERAL	
5	Case Type	FOR WRIT OF MANDAMUS	
6	Case Category	Civil	
7	Case Nature	NOT APPLICABLE	
8	Proceeding	PETITION	

Case Parties Added

#	Type	Name & Contact Information	Attorney	Revise
No Parties associated with current filing				

Uploaded Documents Summary

#	Document	File	Revise
1	ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE	Demand for Disclosure.pdf	

Filing Fee Summary

#	Description	Amount
	Subsequent Filing Fee - PETITION FOR WRIT OF MANDAMUS Civil	\$0.00
1	ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE	\$0.00
	<i>Filing Fees:</i>	\$0.00
	<i>Statutory Convenience Fee:</i>	\$0.00
	<i>Total</i>	\$0.00
No payment required		

Payments

No Payment Required.

Request For Emergency Filing Status

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

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

If yes, please select a reason justifying this declaration

Back
Save All and Submit Later
Confirm and Submit all Now

User is taken to the **Filing Received Confirmation** page and received a Filing Confirmation email upon successful filing.

Filing Received Confirmation

2 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Uniform Case # you have provided is 482013CA000022A001OX
Clerk Case # you have provided is 2013-CA-000022-O
Reference # for this filing is 86320

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

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

Recent Filings [Refresh](#)

Filing #	UCN	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
86320	482013CA000022A001OX	2013-CA-000022-O	Pending Review	Orange	Circuit Civil	12/19/2013 11:21:22 AM	
86212	482013CA000023A001OX	2013-CA-000023-O	Pending Review	Orange	Circuit Civil	12/19/2013 08:14:13 AM	

And a Filing Confirmation email is sent to the email addresses on the user's profile.

Filing Received ↑ ↓ ↻

noreplytest@myflcourtagency.com (noreplytest@myflcourtagency.com) [Add to contacts](#) 11:21 AM

Dear Kathleen Maloney Skambis:

This email verifies the receipt of 2 documents submitted by you to Orange Circuit Civil on 12/19/2013 11:21:22 AM.

UCN:	482013CA000022A001OX
Clerk Case #:	2013-CA-000022-O
Case Style:	LORENTI, GUILLERMOvs.CONTEMPORARY CARS INC
Document Title:	Demand for Disclosure Demand for Discovery
Matter #:	
Total Filing Fees:	\$0.00
Statutory Convenience Fee:	\$0.00
Total Paid:	\$0.00
Paid By:	No Payment Required
MyFloridaCounty Receipt #:	

The E-Portal reference number of this filing is: 86320. Please reference this Filing # in any correspondence.

We will notify you when processing is complete.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Orange Circuit Civil Clerk's Office.

Thank you,
 The Florida Courts E-Filing Portal

Filing to an Existing Case from the My Cases Page

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

My Cases

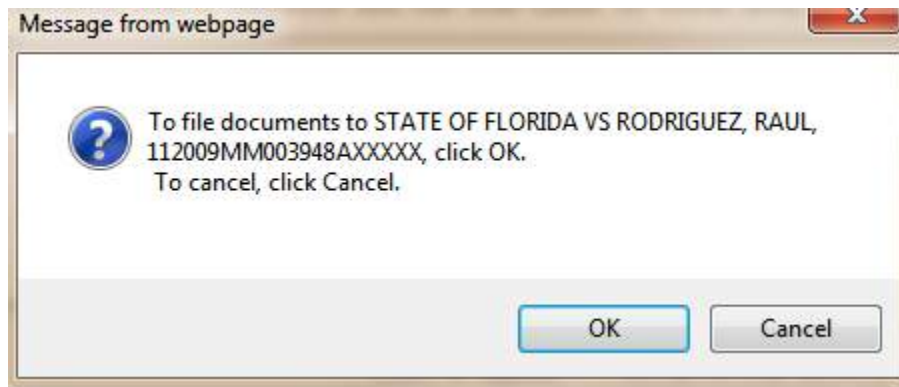
Selecting the Case # allows you to view case information from the Clerk's Case Maintenance System. Selecting the Court Case # allows you to access the E-service list for the case to view and update information as needed.

Display Active Inactive All

25 records per page Search All:

File	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="File Now"/>	2D2012-1355	2D2012-1355	Second District Court of Appeal	G T C R GOLDER RAUNER, L L C, ET AL vs THE ESTATE OF JUANITA AMELIA JACKSON, ET AL	Yes	Active
<input type="button" value="File Now"/>	2D2012-12	2D2012-12	Second District Court of Appeal	KEITH M. RAGANS vs STATE OF FLORIDA	Yes	Active
<input type="button" value="File Now"/>	062014CF000001A88810	14-000001-CF10A	Broward	State vs LEWIS, TRAVIS N	Yes	Active
<input type="button" value="File Now"/>	112009MM003948AXXXXX	112009MM003948A XXXXX	Collier	STATE OF FLORIDA VS RODRIGUEZ, RAUL	Yes	Active
<input type="button" value="File Now"/>	122013CA000123CAAXMX	13000123CAAXMX	Columbia	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	Yes	Active
<input type="button" value="File Now"/>	132012CA041087000001	12041087CA01	Miami-Dade	ONEWEST BANK (FSB) vs CARCASSES, MERCEDES	Yes	Active

You will receive a message to verify that you wish to file to the case. Click OK to continue.



The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the Case Information page in the Portal where you will continue on filing your submission.

New Case

Filing to Create a New Case

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

Process

Trial Court: Select County or click on the county in the map

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

Choose the **New Case** Link when filing a new case.

The screenshot displays the Florida Courts E-Filing Portal interface. At the top, there is a navigation bar with the portal logo and name, the website URL (www.myflcourtaaccess.com), and links for 'My Cases', 'Appellate Workbench', 'My Filings', and 'Sign Out E-Filing Map'. Below this is a user menu with 'My Account', 'Filing Options', and 'A2J Interviews' dropdowns, and a welcome message for Carolyn M Weber, signed in on 03/20/2014 at 09:08:48 AM.

The main content area features a 'News & Information' section with a link to 'Read More ...' regarding a deployment to test with known issues. Below this is the 'Jurisdictional Map' section, which includes a map of Florida divided into counties, each color-coded and labeled. A 'Select a Filing Jurisdiction' form is overlaid on the map. The form has the following elements:

- A radio button selected for 'County' with a dropdown menu showing 'Collier'.
- Radio buttons for 'Existing Case' and 'New Case'.
- A radio button selected for 'Appellate Court' with a dropdown menu.
- Radio buttons for 'Existing Case', 'New Case', and 'Case Number Pending'.
- A blue 'File Now' button.

Four numbered callouts (1, 2, 3, 4) point to specific areas on the map: 1 points to the panhandle region, 2 points to the central region, 3 points to the southern region, and 4 points to the southeastern region.

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

Adding Case Information – Trial Court

Filers can enter new case information. When the case information is reviewed by the county staff a case number will be assigned. The Filer will receive a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the My Filings list will be populated with the case number in place of the 'new case' text.

From the available drop down menus select the following:

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

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

Civil:

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court: Trial
* County: Orange
* Division: Circuit Civil

* Case Type: Select
* Sub Type: Select

Circuit Civil Information

* Proceeding Type Of Case: [Dropdown]
* Remedies Sought: Monetary Declaratory or injunctive relief
 Non-monetary Punitive
* Number Of Causes of Action: [Text Field]
* Class Action: [Dropdown]
* Related Cases Filed: [Dropdown]
Known Related Cases: [Text Field]
* Jury Trial Demanded: [Dropdown]

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

Emergency Filing
Matter #: [Text Field]
Next

Family:

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

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Orange Domestic Relations/Family

* Case Type: Select

* Sub Type: Select

Family Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

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

Emergency Filing

Matter #:

Next

Juvenile Dependency:

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

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Orange Juvenile Dependency

* Case Type: Select

* Sub Type: Select

Dependency Information

* Proceeding Type:

Proceeding Reopen Type:

* Proceeding Type of Case:

* Related Cases Filed:

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

Emergency Filing

Matter #:

[Next](#)

Probate

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

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Orange Probate

* Case Type: Select

* Sub Type: Select

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

Emergency Filing

Matter #:

Next

Note: Items in the drop down lists are dependent on what is available on the Portal and by the county. Not all divisions in a county may initially participate in E-Filing. As a county brings up a new division, it will be listed in the dropdown for the county.

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

New Case

Court Type: Trial Case #: New Case	County: Orange Case Type: Small Claim - Replevin \$101-\$500 / Other Civil - Replevin \$101-\$500	Division: County Civil Total Fee: \$175.00
---------------------------------------	------------------------------------------------------------------------------------------------------------	-----------------------------------------------

Case Information Parties Documents Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Orange County Civil

* Case Type: Small Claim - Replevin \$101-\$500

* Sub Type: Other Civil - Replevin \$101-\$500

Additional Fee Options

Summons to be issued. \$10 each. 1

#	Description	Amount
1	Filing fee	\$165.00
2	Additional Fee	\$10.00

Emergency Filing

Next

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

Note: Emergency Filing flag – Each county may handle emergency filing differently. Please contact the county for information regarding the emergency filing processing procedure.

Case Information – Appellate Court

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

My Account ▾ Filing Options ▾ A2J Interviews ▾

Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM

Case Information Case Parties Documents Service List Review and Submit

All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).

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

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

* Intended reviewing appellate court: Second District Court of Appeal ▾

* You want to file a NEW ▾

Case Type ▾

Case Category ▾

Case Nature ▾

Lower tribunal information is not applicable for filing path selected above

Confirm reviewing appellate court: ▾

Next Save to Workbench

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

My Account ▾ Filing Options ▾ A2J Interviews ▾

Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM

Case Information Case Parties Documents Service List Review and Submit

All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).

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

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

* Intended reviewing appellate court: Second District Court of Appeal ▾

* You want to file a NEW

PETITION ▾

Case Type: FOR WRIT OF MANDAMUS ▾

Case Category: Criminal ▾

Case Nature: NOT APPLICABLE ▾

Please provide the following lower tribunal information specially associated with this appellate case as required by Fla. R. App. P. 9.110(d):
[Add Associated Lower Tribunal Case](#)

#	Lower Tribunal	Case #	Case Title
No lower tribunal cases associated with current filing			

Confirm reviewing appellate court: Second District Court of Appeal ▾

Next Save to Workbench

Then click on Next to get to the Case Parties screen.

Adding / Editing Party Information – Trial Court

The filer is directed to the Parties page. Click Add Party to add a party to the case.

Account ▾ Filing Options ▾ Welcome - Carolyn M Weber
Last signed in on - 11/01/2013 10:38:40 AM

News & Information
The ePortal will be unavailable for Orange County filer's beginning Friday, May 31st thru Sunday, June 2nd. [Read More ...](#)

New Case

Court Type: Trial	County: Orange	Division: Circuit Civil
Case #: New Case	Case Type: Business Court / Auto Negligence	Total Fee: \$400.00

Case Information | **Case Parties** | Documents | Service List | Fees and Payments | Review and Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

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

[Add Party](#)

#	Type	Name	Contact Information
No Parties associated with current filing			

[Next](#)

Select **Role** and select either **Primary Party** and/or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party's involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is an actual party to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

Add/Edit Party x

Party #: **New Party**

Role: Select Primary Party Filed On Behalf of

ID State/License #: Select State

[Copy From Current Filer](#)

You must enter either person or organization name.

	First	Middle	Last	Suffix	Gender	Race
*Person Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR Organization:

Person Alias(AKA):

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

* Address:

*Country/ City/ State/Zip: UNITED STATES Select State

	Primary	Ext.	Home	Work	Ext.	Mobile	Fax
Phone # (Format: ###-###-####):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the Save button when entries are complete.

The party page refreshes and the party that was just added will be displayed in the list.

New Case

Court Type: Trial Case #: New Case	County: Orange Case Type: Other Negligence / Nursing Home Negligence	Division: Circuit Civil Total Fee: \$400.00
---------------------------------------	-------------------------------------------------------------------------------	------------------------------------------------

Case Information | Case Parties | Documents | Service List | Fees and Payments | Review and Submit

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

[Add Party](#)


	#	Type	Name	Contact Information
Edit Remove	1	Plaintiff Attorney	Carolyn M Weber	245 North Orange Ave Orlando FL 32750
Edit Remove	2	Plaintiff	Martha Washington	1 Liberty Lane Orlando FL 32801
Edit Remove	3	Defendant	American Automobile Association	234 Holly Way Oviedo FL 32776

Back Next

The party page also allows the filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case. When the filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar.

Adding / Editing Party Information – Appellate Court

The filer is directed to the Parties page. Click Add Party to add a party to the case.



My Cases | My Filings | Sign Out
Existing Case | New Case
Case Number Pending
Appellate Workbench | E-Filing Map

My Account ▾ | Filing Options ▾ | A2J Interviews ▾

Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM

News & Information

Case Information | Case Parties | Documents | Service List | Review and Submit

All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).

Please identify each known party (and any associated legal representation) with this *FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.*

[Add Party](#) [Refresh](#)

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

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

Select the Role from the drop down. I would suggest adding the attorney that is initiating the case first. Then add the Petitioner/Appellate and Respondent/Appellee parties next.

When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is an adding himself to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

District Court of Appeal, 2nd District
E-Filing Portal

My Account ▾ Filing Options ▾ A2J Interviews ▾

Welcome - Carolyn M Weber
 Last signed in on - 04/08/2014 03:48:22 PM

Case Information | Case Parties | Documents | Service List | Review and Submit

All required fields on this screen are marked with an asterisk (*).
 When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).

Add/Edit a party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.

Capacity

*Role: Florida Attorney ▾

Copy From Current Filer | Search Registered Users | Search Florida Bar
 Search Available Lower Tribunal Electronic Data for your party information

Name and Contact Information

You must enter either person or firm name. You can enter Organization names (Example State of Florida) into Firm Name text box. Address, Phone # , Email address is required for attorneys and is optional for others.

*Bar Member State: Florida ▾ *Bar Member State Identifier: 913073

Name: First: Carolyn Middle: M Last: Weber Suffix:

Firm Name: Unaffiliated Users Firm FEIN:

*Primary Address/ City: 365 Bahia Court Longwood Address/ City:

* State / Zip: Florida ▾ 32750 State / Zip:

*Primary Email: cweber1024@outlook.com

Alternate Email 1: cweber1024@gmail.com Alternate Email 2: cweber767881@aol.com

Primary Phone: 407-310-3592 Alternate Phone: Format: ###-###-####

I am representing myself (PRO SE)

Law Firm Association

Select Law Firm(s) this case participant is associated with.

Save to Workbench and Add Another Party | Reset | Save to Workbench and Show Parties | Close Without Saving

Then click on Save to Workbench and Add Another Party. Go through the above screen to add in all of your parties.

By adding the attorney first, you are able to link the attorney the party he/she is representing. See the screen shot below.

Add/Edit a party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.

Capacity

*Role:

[Copy From Current Filer](#) [Search Registered Users](#) [Search Florida Bar](#)
[Search Available Lower Tribunal Electronic Data for your party information](#)

Name and Contact Information

You must enter either person or firm name. You can enter Organization names (Example State of Florida) into Firm Name text box. Address, Phone # , Email address is required for attorneys and is optional for others.

Bar Member State Bar Member State Identifier

Name: First Middle Last Suffix

Firm Name Firm FEIN

Primary Address/ City Address/ City

State / Zip State / Zip

Primary Email

Alternate Email 1 Alternate Email 2

Primary Phone Alternate Phone Format: ###-###-####

I am representing myself (PRO SE)


Attorney Association

Select attorney(s) representing/associated with this case participant.

<input type="checkbox"/>	Associated Attorney
<input checked="" type="checkbox"/>	Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL

Continue adding all your parties to the case and when you have finished, select Save to Workbench and Show Parties.

The parties you entered will be displayed. To make any changes to the party information, click on the number in the '#' column to get back to the party screen and make any changes necessary. Once you have made any necessary changes, click on Next or Save to Workbench.



District Court of Appeal, 2nd District

E-Filing Portal

[My Cases](#) [My Filings](#) [Sign Out](#)
[Existing Case](#) [New Case](#)
[Case Number Pending](#)
[Appellate Workbench](#) [E-Filing Map](#)

[My Account](#) ▾ [Filing Options](#) ▾ [A2J Interviews](#) ▾

Welcome - Carolyn M Weber
 Last signed in on - 04/08/2014 03:48:22 PM

Case Information
Case Parties
Documents
Service List
Review and Submit

All required fields on this screen are marked with an asterisk (*).

When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).

Please identify each known party (and any associated legal representation) with this *FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.*

[Add Party](#)
[Refresh](#)

10 records per page
Search All:

	#	Type	Name & Contact Information	Attorney
✘	1	Florida Attorney	Carolyn M Weber 365 Bahia Court Longwood FL 32750	
✘	2	Petitioner	MARTHA WASHINGTON 123 LIBERTY LANE FL 32301	Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
✘	3	Respondent	STATE OF FLORIDA 150 Duval Street FL 32301	

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Back

Next

Save to Workbench

Adding Documents – Trial Court

The filer is directed to the documents page. Click Add Document to add a document to the case.

New Case

Court Type: Trial	County: Orange	Division: County Civil
Case #: New Case	Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Total Fee: \$310.00

- Case Information
- Case Parties
- Documents**
- Service List
- Fees and Payments
- Review and Submit

To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).

Statement of Claim is required.

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

[Add Document](#)

#	Document Group	Document Type	Filing Fee	Size (MB)
No Documents				

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

You may search for a document by selecting **Search for Document Group and Type** or select the **Document Group, Document Type**, type in the **# Pages** and select the document. To attach your document click **Browse**, select the document and attach document. Click **Save**.

Add/Edit Document X

Document #: New Document Filing Fee:\$0.00

[Search for Document Group and Type](#)
Or select from the drop down lists below.

* Document Group: ▼

* Document Type: ▼

* # Pages:

* Select Document:

Document may be Word 97 or higher, WordPerfect OR pdf only.

Searching for a Document

Type in a brief description of the document you are going to file and then enter.

Select Document X

Search All: X

Select	Document Group	Document Type
<input type="checkbox"/>	Affidavits and Oaths	Affidavit
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Opposition
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Opposition to Claim of Exemption
<input type="checkbox"/>	Affidavits and Oaths	Affidavit in Support
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Amount Due
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Attorney's Fees
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Claim
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Compliance
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Costs
<input type="checkbox"/>	Affidavits and Oaths	Affidavit of Counsel

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 494 items

The Portal will then pull up all of the documents linked to that division and that case type based on the search criteria you entered and allow you to select the document that most closely resembles the document you wish to file.

Select Document ✕

Search All:

Select	Document Group	Document Type
<input type="checkbox"/>	Appellate Pleadings	Motion to Supplement Record on Appeal
<input type="checkbox"/>	Appellate Pleadings	Motion to Transcribe
<input type="checkbox"/>	Motions	Joint Motion
<input type="checkbox"/>	Motions	Joint Motion for Substitution of Counsel
<input type="checkbox"/>	Motions	Motion
<input type="checkbox"/>	Motions	Motion /Petition to Reopen Case
<input type="checkbox"/>	Motions	Motion Appointment Guardian Ad Litem
<input type="checkbox"/>	Motions	Motion for Admission of Attorney Pro Hac Vice
<input type="checkbox"/>	Motions	Motion for Appointment Attorney Ad Litem
<input type="checkbox"/>	Motions	Motion for Appointment of Receiver

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 118 items

Select Cancel Clear

Place a check in the box under the **Select** column and then click on **Select**. Enter the number of pages in your document and then **Browse** out onto your computer where you have saved that PDF document and attach that document to this submission.

Add/Edit Document ✕

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

🔍 Search for Document Group and Type
Or select from the drop down lists below.

* Document Group: ▼

* Document Type: ▼

* # Pages:

* Select Document: Browse...

Document may be Word 97 or higher, WordPerfect OR pdf only.

Save Cancel

Then click on **Save** and continue on through the remaining pages to submit your filings. If you do not use the **Search** feature, select your documents based on the **Document Group** and the **Document Type** explained below.

Add/Edit Document X

Document #: New Document Filing Fee:\$0.00

* Document Group: **Select**

* Document Type: Affidavits and Oaths

* # Pages: Agreements Stips and Acceptances

* Select Document: Answers and Replies

Applications and Requests

Certificates and Proofs

Complaints and Statement of Claim

Consents and Waivers

Counter and Cross Claim Pet

Demands

Discovery

Dismissals

Exhibits and Transcripts

Memoranda and Letters

Motions

Notices

Orders

Other

Petitions

Plans, Reports and Statements

Proofs and Receipts

Responses and Objections

Service Documents

OR

The attorney filing, contains confidential provisions of Rules

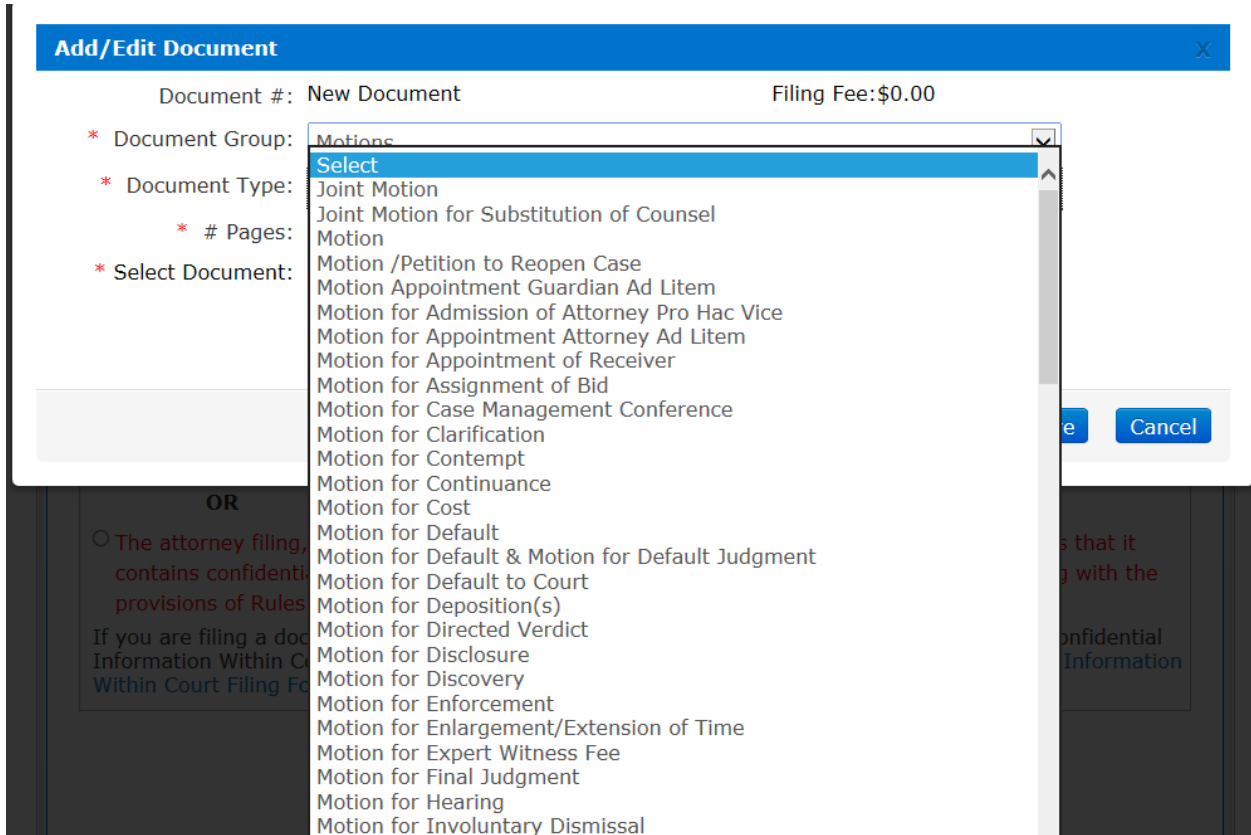
If you are filing a doc Information Within C Within Court Filing Fo

e **Cancel**

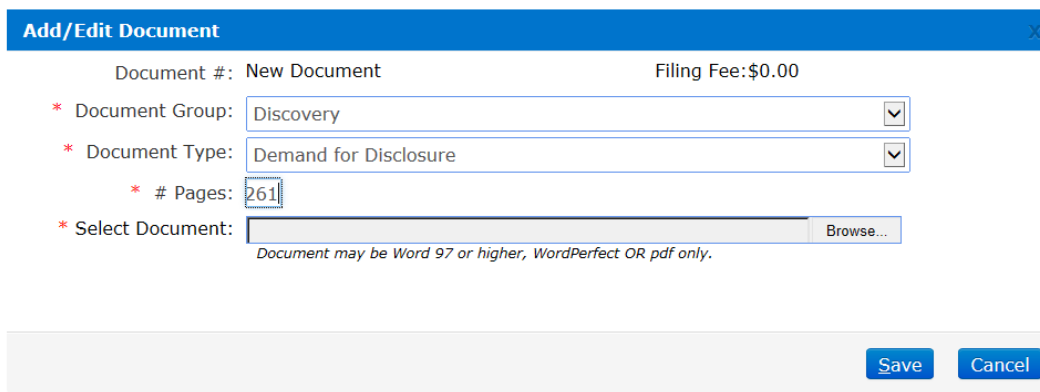
s that it g with the

onfidential Information

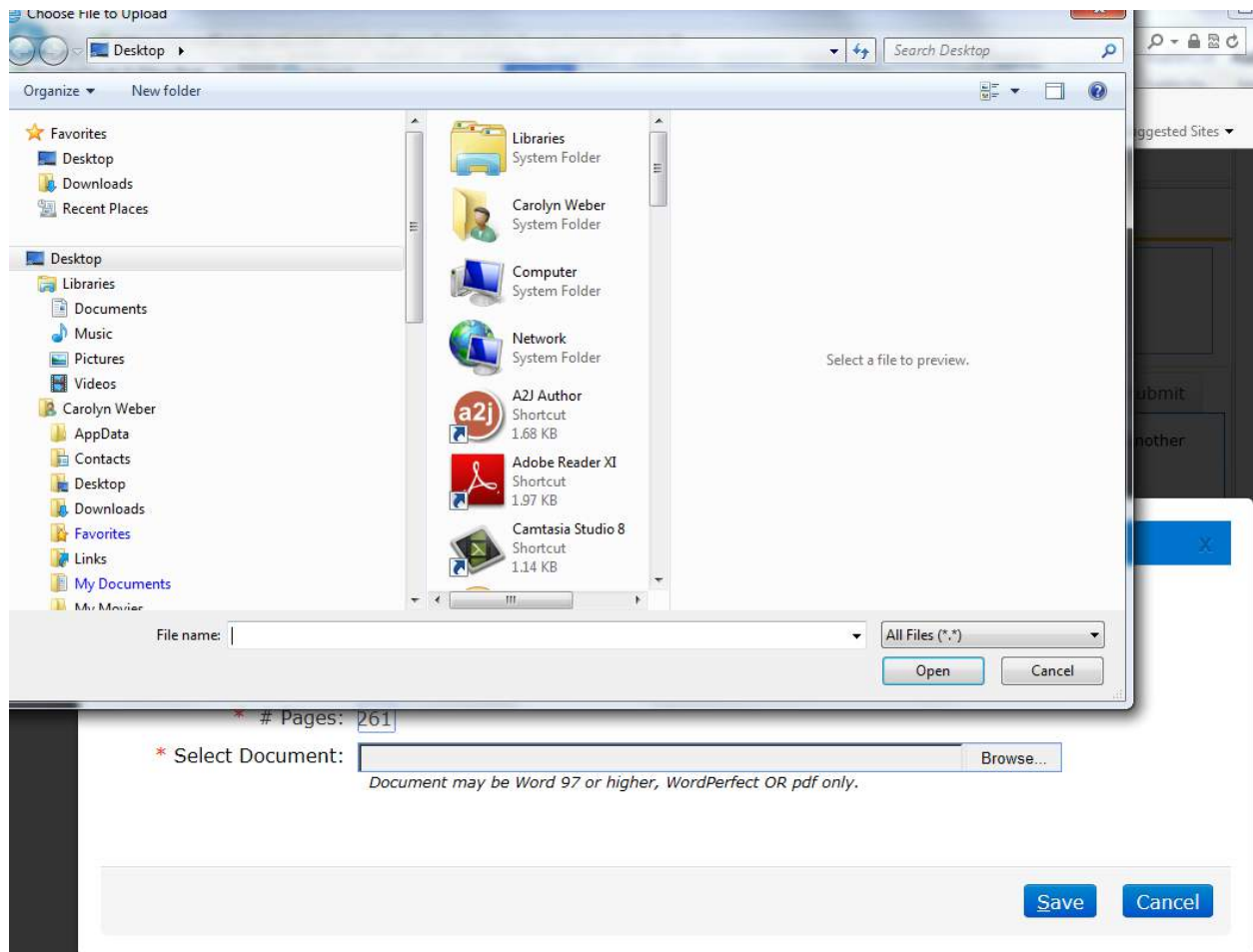
Document Type



Type in length of document by typing in number of pages.



Select Document:



The documents will display in the list.

New Case

Court Type: Trial	County: Orange	Division: County Civil
Case #: New Case	Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Total Fee: \$310.00

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

To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).

Statement of Claim is required.

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

[Add Document](#)

			#	Document Group	Document Type	Filing Fee	Size (MB)
			1	Motions	Motion for Continuance	\$0.00	0.08
			2	Complaints and Statement of Claim	Statement of Claim	\$0.00	0.02

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

The document page also allows the filer to **View**, **Edit** or **Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

If your documents go over the maximum submission file size of 25MB, you will see a message advising you that you have exceeded the maximum submission file size limit of 25MB and advise you to remove documents so that you can submit your filings.

screen.

[Add Document](#)

Total size of documents uploaded to the server (26.41 MB) exceeds maximum allowed size of 25 MB.

			#	Document Group	Document Type	Filing Fee	Size (MB)
			1	Discovery	Demand for Disclosure	\$0.00	21.60
			2	Other	Addendum to	\$0.00	2.40
			3	Other	Brief	\$0.00	2.40

When the filer has completed adding or editing all necessary document information, they must designate whether their documents contain confidential information or do not contain confidential information.

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

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

Back

Next

After making that designation, click the **Next** button to move on or the **Back** button to return to the **Case Parties** screen.

Adding Documents – Appellate Court

The filer is directed to the documents page. Any mandatory documents will appear in the top selection box. You will also be able to file specific Optional Documents using the second box.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a header with the Florida State Seal and the text 'District Court of Appeal, 2nd District' and 'E-Filing Portal'. Navigation links include 'Appellate Workbench' and 'E-Filing Map'. A user menu shows 'My Account', 'Filing Options', and 'A2J Interviews'. A welcome message reads 'Welcome - Carolyn M Weber' and 'Last signed in on - 04/08/2014 03:48:22 PM'. Below this is a navigation bar with 'Case Information', 'Case Parties', 'Documents', 'Service List', and 'Review and Submit'. The 'Documents' section is active, displaying 'File upload requirements:' which state that documents exceeding 10MB must be uploaded as multiple volumes, with a total size limit of 25 MB. It lists required formats: MS Word 97 or higher, WordPerfect, and Adobe PDF (version 1.6 or higher with OCR). Below this is a red header for 'Mandatory Documents'. The text indicates that for this case type, certain documents are required. A 'Document Variety' dropdown is set to 'ORIGINAL', and the document type is 'PETITIONS PETITION FILED'. There is a 'Select Document' field with a 'Browse...' button and a 'Volume number and description' field with an 'Add Volume' button. A note states: 'If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document'. Below this is a blue header for 'Optional Documents'. The text indicates that for this case type, users have the option to upload additional documents. It shows 'Variety' as 'ORIGINAL', and empty 'Category' and 'Document Type' dropdowns. Similar to the mandatory section, there is a 'Select Document' field with a 'Browse...' button and a 'Volume number and description' field with an 'Add Volume' button. A note states: 'If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document'. At the bottom, there are four buttons: 'Back', 'Next', 'Add Additional Documents' (highlighted with a red box), and 'Save to Workbench'.

To add 'Optional Documents' select the Category and Document Type from the drop down and then attach your documents by browsing your computer to find the document to attach to this submission. Then if you need to add additional document, click on Add Additional Documents and go through the above process to add more documents to this submission.

Then when you are ready to continue, click on Next or Save to Workbench for filing at a later time.

ServiceList

You will automatically be added to the E-service List for this case. The email addresses added will default to your profile email addresses. Anyone else that has electronically filed at least one document to this case will also appear in the E-service List.

New Case

Court Type: Trial Case #: New Case	County: Orange Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Division: County Civil Total Fee: \$310.00
---------------------------------------	---------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

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

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
No Other Attorney(s)/Interested Parties						

Your Email Addresses for Service on 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

You may add Other Attorney/Interested Party to the E-service List for this case. To do so, select the Add Other Attorney/Interested Party link.

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

#	Filer #	Use Profile	Name	Primary Email	Alternate Email 1	Alternate Email 2
No Other Attorney(s)/Interested Parties						

The Other Attorneys/Interested Party screen will appear. You may add by selecting the Search Active E-Filing Portal Users link:

Other Attorneys/Interested Party ✕

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

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

-or-

Enter Information:

Filer # Use Portal Filer Profile information for Service

* Name Status:

Primary Email Address

Alternate Email 1

Alternate Email 2

The search box will appear.

Search Registered Filers [X]

* Last Name: First Name: **Search**

Select	Name	Organization	Bar #	Primary Email	Primary Phone
No Matching Entries Found					

Select **Cancel**

This allows you to search the Portal's List of Registered Users and select them by typing in their Last Name and then select **Search**.

Search Registered Filers [X]

* Last Name: First Name: **Search**

Select	Name	Organization	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith				
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	Rao Smith				
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith		FL 10012		
<input type="checkbox"/>	John Smith		FL 10012		

1 - 10 of 156 items

Select **Cancel**

Select the person from the list that you would like to add to receive E-service in this case and click on **Select**.

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 #	<input type="text" value="32"/>	<input checked="" type="checkbox"/> Use Portal Filer Profile information for Service
* Name	<input type="text" value="John Smith"/>	Status: Active
Primary Email Address	<input type="text" value="jsmith@domain.com"/> X	<div style="border: 2px solid red; padding: 2px;">Status: Ok</div>
Alternate Email 1	<input type="text"/>	
Alternate Email 2	<input type="text"/>	

The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

The Other Attorney/Interested Party you added will be added to the E-service List and also appear in the Other Attorneys/Interested Parties section of your E-service List. Only **you** can remove the people you add from the E-service List.

New Case

Court Type: Trial	County: Orange	Division: County Civil
Case #: New Case	Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Total Fee: \$310.00

- Case Information
- Case Parties
- Documents
- Service List
- Fees and Payments
- Review and Submit

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2
<input checked="" type="checkbox"/>	John Doe				jd@jd.com	Primary
<input checked="" type="checkbox"/>	John Smith	Active			jsmith@domain.com	Primary

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	John Doe				jd@jd.com	Primary
	John Smith	Active			jsmith@domain.com	Primary

To add an Other Attorney to this list, you can also search the Florida Bar database. From the Other Attorneys/Interested Party screen select **Search Florida Bar**.

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

* Name Status:

Primary Email Address

Alternate Email 1

Alternate Email 2

The Search Florida Bar File dialog box appears. The required field is designated by the red *.

Search Florida Bar File [X]

* Bar Number:

Select	Name	Address	Bar #	Primary Email	Primary Phone
No Matching Entries Found					

Type in the Florida Bar number of the attorney you wish to add to the E-service List and select Search.

Other Attorneys/Interested Party X

You can search for Registered Portal users by selecting the "Search Registered Users" link. You can search for florida attorneys by selecting the "Search Florida Bar" link. You can also enter information into the form fields

Search Florida Bar File X

* Bar Number:

Select	Name	Address	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Mary Beth Kelly	[REDACTED]	FL 84487	[REDACTED]	4078755757

1 - 1 of 1 items

If this is the person you wish to add, place a check in the box under the Select column and then click on **Select**. This will add the selected attorney to the E-service list.

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

* Name Status: Active

Primary Email Address Status: Ok

Alternate Email 1

Alternate Email 2

The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

Select **Save** and the newly added attorney will appear on the E-service List for this case.

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2
<input checked="" type="checkbox"/>	John Doe				jd@jd.com	Primary
<input checked="" type="checkbox"/>	John Smith	Active			jsmith@domain.com	Primary
<input checked="" type="checkbox"/>	Mary Beth Kelly	Active			cweber1024@outlook.com	Primary

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	John Doe				jd@jd.com	Primary
	John Smith	Active			jsmith@domain.com	Primary
	Mary Beth Kelly	Active			cweber1024@outlook.com	Primary

To designate email addresses for you the filer, you have the option to use either your default profile email addresses or designate up to three other email addresses to be used for this case only.

Your Email Addresses for Service on this case

Designate your email addresses for eService on this case.

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

Primary

Alternate Email 1

Alternate Email 2

Back

Next

If you wish to use different email addresses for this case only, select the second radio button and type in up to three email addresses which will be used for E-service on this case only.

Your Email Addresses for Service on 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="cweber1024@gmail.com"/>	<input type="text" value="assistant@anydomain.net"/>	<input type="text" value="paralegal@anydomain.net"/>

Your designated email addresses will be added to the E-service List for this case only.

Electronic Service Recipients
Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Primary Email	Alternate Email 1	Alternate Email 2
<input checked="" type="checkbox"/>	Carolyn M Weber	cweber1024@gmail.com	assistant@anydomain.net	paralegal@anydomain.net

Fees and Payments – Trial Court

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

New Case

Court Type: Trial	County: Orange	Division: Circuit Civil
Case #: New Case	Case Type: Business Court / Auto Negligence	Total Fee: \$412.00

Case Information Case Parties Documents Service List **Fees and Payments** Review and Submit

Select ONE payment option, then click NEXT to continue [Next](#)

Fields marked with an asterisk (*) are required.

Previously Saved Payments

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

Saved Credit Cards	Saved Accounts		
<input type="text"/>	<input type="text"/>		
Credit Card Type	Check Routing Number		
<input type="text" value="Discover"/>	<input type="text"/>		
Credit Card Number	CVV	Payment Zip	Checking Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date Month	Year	Name on Account	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Memo	Account Type		
<input type="text"/>	<input checked="" type="radio"/> Checking <input type="radio"/> Savings		

Save Payment Information for Reuse

There is a 3% 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 \$3.00. Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

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

The filer may elect to use a credit card or e-check. Only one payment method is allowed. Once a user enters their payment information, the payment information may be stored for future use by checking the Save Payment Information for Reuse box.

The Portal accepts the following credit cards for payment:

- American Express Credit or Debit Cards
- Discover Credit or Debit Cards
- MasterCard Credit or Debit Cards
- Visa Credit or Debit cards are not accepted at this time
-

The filer may request a Waiver of the fees by completing the bottom portion of the page.

Fee Information		
#	Description	Amount
1	Filing fee	\$400.00
2	Complaints and Statement of Claim Complaint	\$0.00
3	Service Documents Proposed Summons to be Issued by Clerk	\$0.00
Total Filing Fees:		\$400.00
Statutory Convenience Fee:		\$12.00
Total:		\$412.00

There is a 3% 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 \$3.00.

Request Fee Waiver? Waiver Reason:

Attach completed Indigent Fee Waiver form: No file chosen
[Click Here to download Indigent Fee Waiver Form](#)

If a fee waiver is not requested , please provide credit card or Checking Account Information.

Select ONE payment option, then click NEXT to continue

Note: An explanation of how the convenience fee is calculated and about Debit block services is provided in red text below the fee total.

What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.



The Payment Zip Code is the zip code for the billing address of the credit card. When the filer has completed adding all necessary payment information, click the **Next** button. When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated by the appropriate institution. Successful verification will place a hold on the funds until the clerk reviews and accepts the filing.

E-Filer Manual

Review and Submit – Trial Court

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

New Case

Court Type: Trial	County: Orange	Division: County Civil
Case #: New Case	Case Type: Small Claims - up to \$5,000 / Matter involving claims more than \$2500 but less than \$5000	Total Fee: \$319.30

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

Review Information shown below and select submit. Back Submit

Filer

Name: Carolyn M Weber
 Address: 365 Bahia Court Longwood FL 32750
 Email Address: cweber1024@outlook.com
 Phone Number: 407-310-3592

Fee

#	Description	Amount
1	Filing fee	\$300.00
2	Additional Fee	\$10.00
3	Motions Motion for Continuance	\$0.00
4	Complaints and Statement of Claim Statement of Claim	\$0.00
Total Filing Fees:		\$310.00
Statutory Convenience Fee:		\$9.30
Total:		\$319.30

There is a 3% 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 \$3.00.

Payments

Payment Option: Card 37***0005 Expiring 04/2018

Credit Card/Account Number:

Expiration Date:

Memo:

Parties				
#	Type	Primary	Name	Address
1	Plaintiff Attorney	No	Carolyn M Weber	365 Bahia Court Longwood FL 32750
2	Plaintiff	Yes	BERNICE M JONES	123 LIBERTY LANE ORLANDO FL 32809
3	Defendant	Yes	AMERICAN AUTOMOBILE ASSOCIATION	3 INDEPENDENT CIRCLE LAKE MARY FL 32887

Documents		
#	Document	File
1	Motions Motion for Continuance	C:\fakepath\Complaint.pdf
2	Complaints and Statement of Claim Statement of Claim	C:\fakepath\Initial Brief.pdf

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Service List		
Documents will be electronically mailed to:		
Name	Email Address	Status
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Carolyn M Weber	cweber767881@aol.com	On eService List
John Doe	jd@jd.com	On eService List
John Smith	jsmith@domain.com	On eService List

Documents will not be electronically mailed to:		
Name	Email Address	Status

Review Information shown above and select submit.

If the filer has failed to enter required information they will receive a pop up message providing information on what is missing.

An example would be if you forgot to make the confidentiality designation on the Documents page. If that is the case, the following error message will display and take the filer back to the Document page for correction of the error.

			1	Motions	Motion for Continuance	\$0.00	0.08
			2	Complaints and Statement of Claim	Statement of Claim	\$0.00	0.02
			3	Discovery	Demand for Disclosure	\$0.00	21.60
			4	Discovery	Disclosure of Experts	\$0.00	0.10

You must select one of the three options below.

The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

The entire court file is not confidential pursuant to rule 2.420(1)(b) and Confidential Filing is required.

If there is confidential information within Court Filing

...t order and, ...mation within Court

...ng Confidential ...n Court Filing form.

Message from webpage

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

Answer to 'Notice of Confidential Information Within Court Filing as per Rule 2.420' is required.

OK

Review and Submit – Appellate Court

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click Revise to go back to the page and make any corrections necessary.

My Account ▾ Filing Options ▾ A2J Interviews ▾

Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM

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

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

Case Filing Path Summary

#	Description	Data	Revise
1	Reviewing Tribunal	Second District Court of Appeal	Revise
2	Filing Type	Initial Filing	
3	Case Type	FOR WRIT OF MANDAMUS	
4	Case Category	Criminal	
5	Case Nature	NOT APPLICABLE	
6	Proceeding	PETITION	

Case Parties Summary

#	Type	Name & Contact Information	Attorney	Revise
1	Florida Attorney	Carolyn M Weber 365 Bahia Court Longwood FL 32750		Revise
2	Petitioner	MARTHA WASHINGTON 123 LIBERTY LANE FL 32301	Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL	
3	Respondent	STATE OF FLORIDA 150 Duval Street FL 32301		

Uploaded Documents Summary

#	Document	File	Revise
1	ORIGINAL PETITIONS, PETITION FILED	Complaint.pdf	Revise

Since there is a statutory fee due, the filer must select a payment method. Select one of the Options and provide the payment information.

Filing Fee Summary		
#	Description	Amount
1	PETITION FOR WRIT OF MANDAMUS Criminal ORIGINAL PETITIONS, PETITION FILED	\$300.00
		\$0.00
	<i>Filing Fees:</i>	\$300.00
	<i>Statutory Convenience Fee:</i>	\$0.00
	<i>Total</i>	\$300.00

There is a 3% 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 \$3.00.

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Option Three: Exempt from Fee

Request For Emergency Filing Status

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

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

If yes, please select a reason justifying this declaration

Option One: Provide Payment Information

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

Option Three: Exempt from Fee

Saved Credit Card Information

Saved Credit Cards

Re-enter CVV

Saved Bank Account Information

Saved Accounts

Saved Account type Checking Saving

New Credit Card Information

Credit Card Type

Credit Card Number

CVV / Payment Zip /

Expiration Month, Year /

Save Payment Information for Reuse

New Bank Account Information

Account type Checking Saving

Routing Number

Account Number

Name on Account

Option Two: Request Filing Fee Waiver

Payments	
Select One to Continue	
<input type="radio"/> Option One: Provide Payment Information	
<input checked="" type="radio"/> Option Two: Request Filing Fee Waiver	
<input type="radio"/> Option Three: Exempt from Fee	
Click here to download Fee Waiver Form	
Attach completed Fee Waiver form	<input type="text"/> <input type="button" value="Browse..."/>
OR	
Attach Lower Tribunal Clerk's Certification of Insolvency	<input type="text"/> <input type="button" value="Browse..."/>
If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)	<input type="text"/>

Option Three: Exempt from Fee

Payments	
Select One to Continue	
<input type="radio"/> Option One: Provide Payment Information	
<input type="radio"/> Option Two: Request Filing Fee Waiver	
<input checked="" type="radio"/> Option Three: Exempt from Fee	
<hr/>	
<small>By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.</small>	

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

The filing is not submitted if required data is not entered. After the filing has been submitted, the filer will be at the Filing Received Confirmation page.

Filing Received Confirmation

4 documents are successfully submitted for filing to Trial Court for Orange County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 94626

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

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

Recent Filings [Refresh](#)

Filing # /NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94626	BERNICE M JONES VS AMERICAN AUTOMOBILE ASSOCIATION	NEW CASE	Received	Orange	03/20/2014 12:17:47 PM	
94587	US BANK NATIONAL ASSOCIATION VS USAA FEDERAL SAVINGS BANK	2014CA000024CAAXES	Pending Review	Pasco	03/20/2014 09:42:09 AM	

Change page: [Previous](#) [Next](#) Displaying page 1 of 1, items 0 to 0 of 0.

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

Filing Received Confirmation

4 documents are successfully submitted for filing to Trial Court for Orange County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 94626

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

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

Recent Filings [Refresh](#)

Filing # /NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94626	BERNICE M JONES VS AMERICAN AUTOMOBILE ASSOCIATION	NEW CASE	Pending Review	Orange	03/20/2014 12:17:47 PM	
94587	US BANK NATIONAL ASSOCIATION VS USAA FEDERAL SAVINGS BANK	2014CA000024CAAXES	Pending Review	Pasco	03/20/2014 09:42:09 AM	

Change page: [Previous](#) [Next](#) Displaying page 1 of 1, items 0 to 0 of 0.

Simple E-File

A few counties are using the **Simple E-File** option.

Select **Division** from the drop down.

Check the New Case box if the filing is to be used to generate a new case.

If this filing is to be applied to an existing case enter the case number and then select Search.

Account ▾Filing Options ▾

Welcome - Carolyn M Weber
Last signed in on - 11/01/2013 10:38:40 AM

News & Information

- Manatee has news.
- Implementation of E-Filing is moving forward. Demo to be shown soon.

Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file
Fields marked with asterisk (*) are required.

*** Type Of Court * County * Division**

Trial ▾

Manatee ▾

Circuit Criminal ▾

New Case

Please enter values below and click search to locate your case. All required fields are marked with an asterisk ().
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less.No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.*

*** Year * Sequence # * Court Type**

CF

Court Type Selection

Felony (CF)


Party Identifier Branch Location

Search Clear

E-Filer Manual

Click on **Browse...** and select the file to be submitted. When the file name is displayed click on Add File to add the file to the Simple E-File
Designate whether they have confidential information contained within or not.

Case Type:
Case Title:
Case Status:

Browse... 

#	File
---	------

You must select one of the three options below.

The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

Emergency Filing

Matter #:

Complete the E-service List for this case. Specify your email address at which to receive E-service for this case.

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2
<input checked="" type="checkbox"/>	John Smith				JohnSmith@jddomain.net	Primary

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	<input type="text" value="John Smith"/>				JohnSmith@jddomain.net	Primary

Your Email Addresses for Service on 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

Click on **Submit**. Once submitted, the user will receive the confirmation notice.

Simple E-File with Fees

A few counties use **Simple E-File With Fees**.

Simple E-File With Payment

Court Type: Trial	County: Lake	Division: Circuit Civil
Case #:	Case Type: Civil Action with Jury Demand / Auto Negligence	Total Fee: \$400.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Lake Circuit Civil

New Case

Case Type: Civil Action with Jury Demand

Sub Type: Auto Negligence

Select **Division** from the drop down.

Check the New Case box if the filing is to be used to generate a new case. The filer will put in their Case Type and Sub Case Type.

Simple E-File With Payment

Court Type: Trial	County: Volusia	Division: Circuit Civil
Case #:	Case Type: Circuit Civil / Business Tort	Total Fee: \$400.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division

Trial Volusia Circuit Civil

New Case

Case Type: Circuit Civil

Sub Type: Business Tort

If there are any Additional Fees they will be displayed for entry.

The filer then adds their document.

Add/Edit Document X

Document #: New Document Filing Fee: \$0.00

Search for Document Group and Type
Or select from the drop down lists below.

* Document Group: ▼

* Document Type: ▼

* # Pages:

* Select Document: Browse...

Document may be Word 97 or higher, WordPerfect OR pdf only.

Save Cancel

The filer can search for their document or select from the Document Group and then the Document Type dropdowns. The filer has the option to add, edit or remove the document added.

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

You must select one of the three options below.

- The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.

OR

- The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.

OR

- The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.

If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, [click here to download Notice of Confidential Information Within Court Filing form.](#)

Complete the Electronic Service List.

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
No Other Attorney(s)/Interested Parties						

Your Email Addresses for Service on 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"/>	<input type="text"/>	<input type="text"/>

Select the payment method.

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

Saved Credit Cards			Saved Accounts		
<input type="text"/>			<input type="text"/>		
Credit Card Type			Check Routing Number		
<input type="text"/>			<input type="text"/>		
Credit Card Number	CVV	Payment Zip	Checking Account Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Expiration Date Month	Year		Name on Account		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Memo			Account Type		
<input type="text"/>			<input checked="" type="radio"/> Checking <input type="radio"/> Savings		
<input type="checkbox"/> Save Payment Information for Reuse					

There is a 3% 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 \$3.00.
 Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Fee Information

#	Description	Amount
1	Filing fee	\$400.00
Total Filing Fees:		\$400.00
Statutory Convenience Fee:		\$0.00
Total:		\$400.00

There is a 3% 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 \$3.00.

Request Fee Waiver? Waiver Reason:

Attach completed Indigent Fee Waiver form: No file selected.
[Click Here to download Indigent Fee Waiver Form](#)

The filer also has the ability to request a fee waiver or mark as an emergency filing.

Request Fee Waiver? Waiver Reason:

Attach completed Fee Waiver form: Browse...

[Click Here to download Fee Waiver Form](#)

If a fee waiver is not requested , please provide credit card or Checking Account Information.

Emergency Filing

Review Information above and select Submit

If this filing is to be applied to an existing case enter the case number.

Simple E-File With Payment

Court Type: Trial County: Lake Division: Circuit Civil
Case #: 352012CA000123XXXXX Case Type: Mortgage Foreclosure (Circuit) Total Fee: \$0.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County Division

Trial Lake Circuit Civil

New Case

Case Type: Civil Action with Jury Demand

Sub Type: Auto Negligence

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less.No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

Year Sequence # Court type

2012 123 CA

Court Type Selection

Circuit Civil (CA)

Party Identifier Branch Location

Case Type: Mortgage Foreclosure (Circuit)
Case Title: RBC BANK USA VS BHAROSAY, BOADNARINE
Case Status: **CLOSED**

Click on the Add Document button to locate and select your document for filing.

Add/Edit Document
✕

Document #: New Document Filing Fee: \$0.00

[Search for Document Group and Type](#)
Or select from the drop down lists below.

* Document Group:

* Document Type:

* # Pages:

* Select Document:

Document may be Word 97 or higher, WordPerfect OR pdf only.

After adding document complete the Electronic Service List for this case.

Electronic Service List

352012CA000123XXXXXX RBC BANK USA VS BHAROSAY, BOADNARINE Lake

Electronic Service Recipients

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Primary Email	Alternate Email 1	Alternate Email 2
<input checked="" type="checkbox"/>	Carolyn M Weber	cweber1024@outlook.com	cweber1024@gmail.com	

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

#	Filer #	Use Profile	Name	Primary Email	Alternate Email 1	Alternate Email 2
No Other Attorney(s)/Interested Parties						

Your Email Addresses for Service on 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"/>	<input type="text"/>	<input type="text"/>

If there is a document fee for the document the filer is attaching you will receive a payment page just like in Simple E-File new cases.

Fee Information

#	Description	Amount
1	Filing fee	\$0.00
	Total Filing Fees:	\$0.00
	Statutory Convenience Fee:	\$0.00
	Total:	\$0.00

If a fee waiver is not requested , please provide credit card or Checking Account Information.

Emergency Filing

Matter #:

Review Information above and select Submit

Note: This document does not require a fee.

If there is a fee, you see the payment page.

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

<p>Saved Credit Cards</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Credit Card Type</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Credit Card Number CVV Payment Zip</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; width: 30%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; width: 10%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; width: 30%; height: 20px; margin-bottom: 5px;"></div> </div> <p>Expiration Date Month Year</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; width: 30%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; width: 30%; height: 20px; margin-bottom: 5px;"></div> </div> <p>Memo</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div>	<p>Saved Accounts</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Check Routing Number</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Checking Account Number</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Name on Account</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Account Type</p> <p><input checked="" type="radio"/> Checking <input type="radio"/> Savings</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Save Payment Information for Reuse

There is a 3% 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 \$3.00.
 Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Fee Information

#	Description	Amount
1	Filing fee	\$400.00
2	Additional Fee	\$10.00
3	Answers/Consents/Waivers Objection	\$0.00
Total Filing Fees:		\$410.00
Statutory Convenience Fee:		\$0.00
Total:		\$410.00

There is a 3% 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 \$3.00.

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

Confirmations of Filing

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

1. The **Filing Received Confirmation** page:

Immediately upon submitting the filing the filer will receive a confirmation notice. This notice provides the filing reference number. This number is needed if the filer contacts the county regarding the filing prior to a case number being assigned to the filing.

Filing Received Confirmation

3 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Clerk Case # you have provided is NEW CASE
Reference # for this filing is 86378

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

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

Recent Filings  [Refresh](#)

Filing #	UCN	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
 86378		NEW CASE	Received	Orange	Circuit Civil	12/19/2013 01:06:57 PM	

2. An **Email**:

The filer receives an email regarding the filing in their email client account based on the email addresses in their profile. This email is also in the Email Log in the Portal.

From: Florida E-Portal
Subject: Filing Received
Date: 12/30/2010 09:36:20 AM

Dear **Miner**:

This email verifies the receipt of 1 document submitted by you to Columbia Probate division on 12/30/2010 09:36:20 AM.

Case Number: NEW CASE

The Reference number of this filing is: 5138. Please reference this Filing # in any correspondence.

We will notify you when processing is complete.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Probate division.

Thank you,
FACC ePortal Staff

3. The document displays in **My Filings** (notice there is no **Completion Date** at this time.)
 When the filer returns to the My Filings listing the new filing is displayed in the list.

My Filings

Search Options

Filing #:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Status:

Matter #:

Case Style:

Filing # / NEF	Case Style / Docket	Court Case #	Status	Court	Submission Date	Completion Date / Remarks
94627	STATE OF FLORIDA VS BALSINGER, SAMMY	2013CF000123AX	Validating Filing	Manatee	03/20/2014 12:26:31 PM	

Clerk Review

After the Clerk completes the review of the filing, the user receives another email verifying that the filing was processed successfully.

From: noreply@myflcourtagency.com [mailto:noreply@myflcourtagency.com]
Sent: Monday, February 28, 2011 2:28 PM
To: vminer@flclerks.com; vminer@flclerks.com; vminer@flclerks.com
Subject: Processing Completed for Filing # 6171

Dear Mother Miner:

This email verifies the processing of Filing # 6171 submitted by you to Circuit Court for Holmes County, Florida Probate division on 02/28/2011 02:24:23 PM.

Case Number: 11000006PRAXMX

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	All Certificate Of Death	Accepted	02/28/2011		Death.doc
2	All Petition For Formal Administration	Accepted	02/28/2011		PetitionFA.doc

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the please contact the Circuit Court for Holmes County, Florida Probate division.

Thank you,
 FACC ePortal Staff

The document now appears in **My Filings** with the **Completion Date** displayed.

My Filings

Search Options

Filing #:

UCN: Court Case #:

Court: Division:

Submission Date From: To:

Completion Date From: To:

Status:

Matter #:

Case Style:

Filing #/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
92248	STATE OF FLORIDA VS AUGUSTIN, JAMES	13-000123-CF10A	Filed	Broward	02/11/2014 12:08:21 PM	02/14/2014 12:21:26 PM
92238	MARTHA WASHINGTON vs. AMERICAN AUTOMOBILE ASSOCIATION	2014-SC-000004-O	Filed	Orange	02/11/2014 11:33:10 AM	02/11/2014 11:51:34 AM
91713	State of Florida vs OSCAR ANTONIO PEREZ	F14000123	Filed	Miami-Dade	01/30/2014 10:30:28 AM	01/30/2014 10:38:30 AM
91424	Confidential vs. Confidential	2013-MH-000012-O	Filed	Orange	01/28/2014 03:34:59 PM	02/18/2014 11:21:00 AM

Notifications

The **Email Log** stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the portal without requiring the filer to access an email client.

Notifications sent by Portal include:

- Initial notification of registration
- Notification to Activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review

Email Log

Search Options ▲

* From (mm/dd/yyyy): * To (mm/dd/yyyy):

Type of Email:

records per page Search All:

	From	Subject	Submitted
▲ Submitted: 03/20/2014			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 412013CF000123CFAXMA Email Delivery Failure	03/20/2014 12:26:52 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 412013CF000123CFAXMA	03/20/2014 12:26:39 PM
	Florida E-Portal	Filing Received	03/20/2014 12:26:31 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER New Case	03/20/2014 12:18:10 PM
	Florida E-Portal	Filing Received	03/20/2014 12:17:47 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 512014CA000024CAAXES	03/20/2014 09:42:18 AM
	Florida E-Portal	Filing Received	03/20/2014 09:42:09 AM
	FACC Administrator	Filing # 94406 - Filed for Judicial Review	03/20/2014 09:22:00 AM

Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days.

Working Filings in the Pending Queue

When filings require correction by the filer, they are moved to a Pending Queue by the Clerk’s office. Remarks will be shown in **My Filings** and the filer is notified of the specific issue by email notification as well.

Filing # /NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94417	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/18/2014 03:17:39 PM	
94406	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Pending Review	Pasco	03/18/2014 02:53:07 PM	
94401	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco	03/18/2014 02:48:19 PM	
94300	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco	03/18/2014 10:48:03 AM	
94298	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Queue	Pasco	03/18/2014 10:43:46 AM	Please sign your document s/ATTORNEY NAME and resubmit. Thank you.
94008	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/17/2014 11:22:39 AM	
94001	MARTHA WASHINGTON VS. State of Florida	NEW CASE	Pending Filing	The Florida Supreme Court	03/17/2014 11:00:51 AM	

The filer will see the Filing # is hyperlinked. Click the link to open the filing and make corrections. All filings sent to the Pending Queue for correction must be corrected by the filer and resubmitted to the Clerk’s office within five (5) business days as specified in AO-09-30. The Note From Clerk is also displayed advising of the document deficiency.

Filing # 77213 - Pending Queue Case Information

Note From Clerk: Please sign your document s/ATTORNEY NAME and resubmit.

Case Information
Case Parties
Documents
Service List
Review and Submit

Court Type: Trial	County: Orange	Division: Circuit Civil
Case #: 482013CA000123A001OX	Case Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC	Total Fee: \$0.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court
* County
* Division

Trial
Orange
Circuit Civil

Portal Time Stamp

If there is an issue with the document and you **remove** or **add** documents to the filing, you will receive a new file stamp date and time for the filing.

Filing # 77213 - Pending Queue Documents

Note From Clerk: Please sign your document s/ATTORNE

Case Information Case Parties Document

Court Type: Trial County: Orange
 Case #: 482013CA000123A001OX Case Type: Contract
 Indebted
 Notes, O
 Sale of G
 of Contra
 Lent, Evi

All required fields on this screen are marked with an asterisk (*). To :
 attaching your document, click SAVE, then click Add Document to ad
 browser’s arrow keys (upper left screen corner). For more informatio
uploaded to the server are displayed.

If you are filing a document that contains confidential information, yo
 Filing as per Rule 2.420. [Click Here to download Notice of Confidential](#)

[Add Document](#)

			#	Document Group	Docur
View	Edit	Remove	1	Complaints and Statement of Claim	Amenc

E-Filer Manual

If you edit the document, the official file stamp date and time will remain the same as when originally filed. If you remove the document and add a new document, the official file stamp date and time will be the current date.

Filing # 94298 - Pending Queue Documents

Note From Clerk: *Please sign your document s/ATTORNEY I*



Case Information



Case Parties



Documents

Court Type: Trial

County: Pasco

Case #: 512014CF000012A000WSCase Type: Circuit Crin

To attach a document click the Add Document link. After attaching y another document. Click NEXT to continue. **Do not use your browser' documents that are uploaded to the server are displayed.**

[Add Document](#)

			#	Document Group	Document
			1	Discovery	Demand for

E-service Page





Next you come to the E-service Page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service Recipient List. If you do not wish to serve a person listed in the Electronic Service Recipient list, uncheck that name.

Name	Recipient Status	Affiliation	Email Status	Email Address	Email Type	Bar #	Use Profile
Carolyn M Weber	Active	Unaffiliated Users		cweber1024@outlook.com	Primary	913073	<input checked="" type="checkbox"/>
				cweber1024@gmail.com	Alternate 1		
				cweber767881@aol.com	Alternate 2		
Christopher K Skambis Jr	Active	Unaffiliated Users		cweber1024@outlook.com	Primary	262358	<input checked="" type="checkbox"/>
				cweber767881@aol.com	Alternate 1		

Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

Delete	Name/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
	Mary Beth Kelly		Unaffiliated Users		mbkelly@thompstonevangelolaw.net	Primary
	Allison Weber	 Removal Requested	Unaffiliated Users		cweber@fclerks.com	Primary
					cweber767881@aol.com	Alternate 1

Your Email Addresses for Service on 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

- Remove me from the eService list for this case.

Review and Submit

After the Service List page you will come to the Review and Submit page. If your filing is a new case you will have to resubmit your payment. Your first payment will not be charged to your account. It will authorize but not settle.

After the document has been updated and is ready for resubmission, check your filing on the review and submit page.

You may save your work on your corrected filing by selecting 'Select All and Submit Later'. When you are ready to submit, go to your My Filings page and select the filing id. The status will remain 'Pending Queue' until it is resubmitted.

#	Description	Data	Revise
1	Filing Court	Trial Court for Columbia County, Florida Circuit Civil Division	
2	Case #	122012CA000001CAXXXX	
3	Clerk Case #	12000001CA	
4	Case Type	Circuit / AUTO NEGLIGENCE	
5	Case Title	L&D ENVIRONMENTAL AND RECYCLE VS MILLER GEORGE	
6	Case Status		

Case Parties Summary				
#	Type	Name	Contact Information	Revise
No Parties associated with current filing				

Uploaded Documents Summary			
#	Document	File	Revise
1	ANSWER	TEST.docx	

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Filing Fee And Payment Summary			
No Payment required			
#	Description	Amount	
1	Filing fee	\$0.00	
2	All ANSWER	\$0.00	
		Total Filing Fees:	\$0.00
		Statutory Convenience Fee:	\$0.00
		Total:	\$0.00

If a fee waiver is not requested , please provide credit card or Checking Account Information.

E-Filer Manual

Filed For Judicial Review

If a document that has been moved to Pending Queue has not been corrected within five (5) business days, the county has the ability to move the filing to Judicial Review. Once a document has been moved to Judicial Review, no updates/corrections can be made on the Portal.

My Filings

Search Options


Filing #:

UCN:


Court Case #

Court: 

Division

Submission Date From: 

To

Completion Date From: 

To









Status: 

Matter #:

Case Style:

Search

Clear

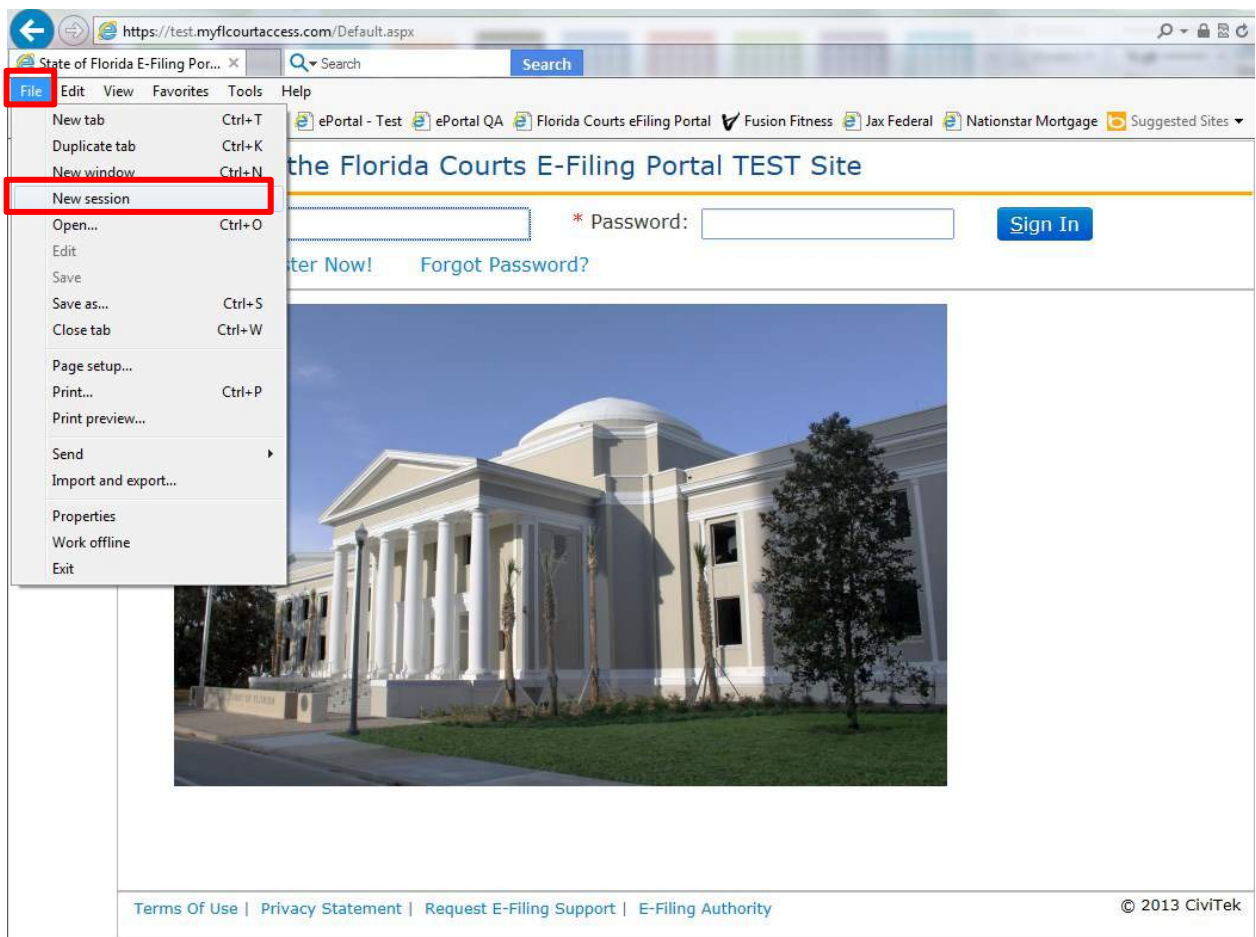
Filing #/NEF	Case Style/Docket	Court Case #	Status	Court
 94417 	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columb
 94406 	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Filed for Judicial Review	Pasco
 94401 	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco
 94300 	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Document Submission Standards

The following guidelines should be followed in preparing documents that will be attached to ePortal filings:

- Documents should be a standard size of 8 ½ x 11 inches as defined in RJA 2.520
- Document should be computer generated whenever possible with the electronic signature typed in and converted to a searchable PDF document
- Documents should leave blank a 3 x 3 inch space at the top right-hand corner on the first page, and a 1 x 3 inch space at the top right-hand corner on each subsequent page, to accommodate statewide standard date/time stamps as defined in RJA 2.520
- Where possible, documents should be electronically signed as defined in AO 09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents are preferred
- Scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices and scan as little as possible
- Multiple pleadings, motions, etc. should not be combined into one single file; each individual document should be uploaded via the ePortal document submission process
- A deviation from these guidelines may result in the submitted filing being moved to a Pending Queue with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

Electronic submission of documents outside the ePortal:

- For documents that exceed the 25 MB size limit or whose dimensions exceed the 8 ½ x 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399

Original Documents:

- Documents that must be maintained in original form may be electronically filed through the ePortal but must also be deposited with the Clerk and maintained for safekeeping as defined in SC11-399. Examples include wills, codicils, deeds, verified and sworn documents, original paper judgments and sentences, etc. For questions regarding original documents, contact your local Clerk's Office.