



FLORIDA COURTS
E-FILING PORTAL



**PORTAL ORGANIZATION
ADMINISTRATOR USER MANUAL**

Updated September 2020

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Introduction

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

Obtaining an Administrator Account

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

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

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

Logging into the Portal

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



News & Information

- **09/03/2020** The Florida Courts E-Filing Portal will be unavailable 9/12/2020 beginning at 12 AM Eastern Time Zone for maintenance. The estimated downtime is 5 hours. We apologize for this inconvenience. We strive to maintain our services with excellent security and system processes and this requires maintenance. Please contact the service desk at support@myflcourtaccess.com for any questions.

Welcome to the Florida Courts E-Filing Portal

Help  

Login

* Required Field

* **User Name:**

* **Password:**

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* **Role:**

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

#####**WARNING**#####
This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.
#####**ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING**#####

Organization Administrator

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

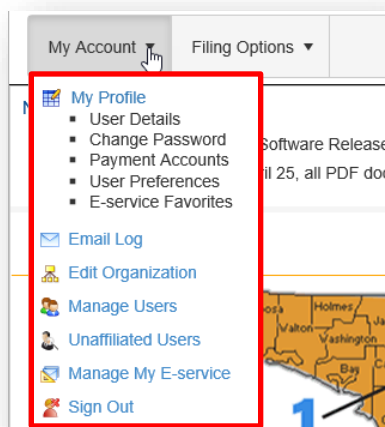
- My Account
- Filing Options



My Account

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

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

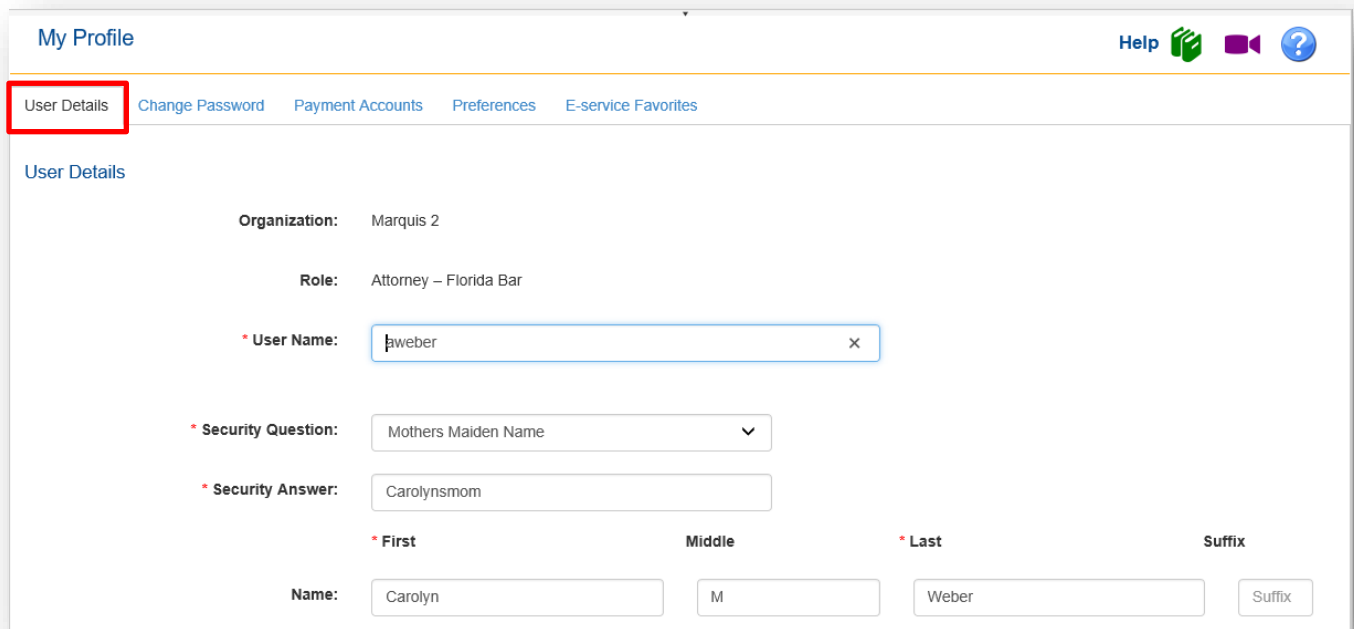


My Profile

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

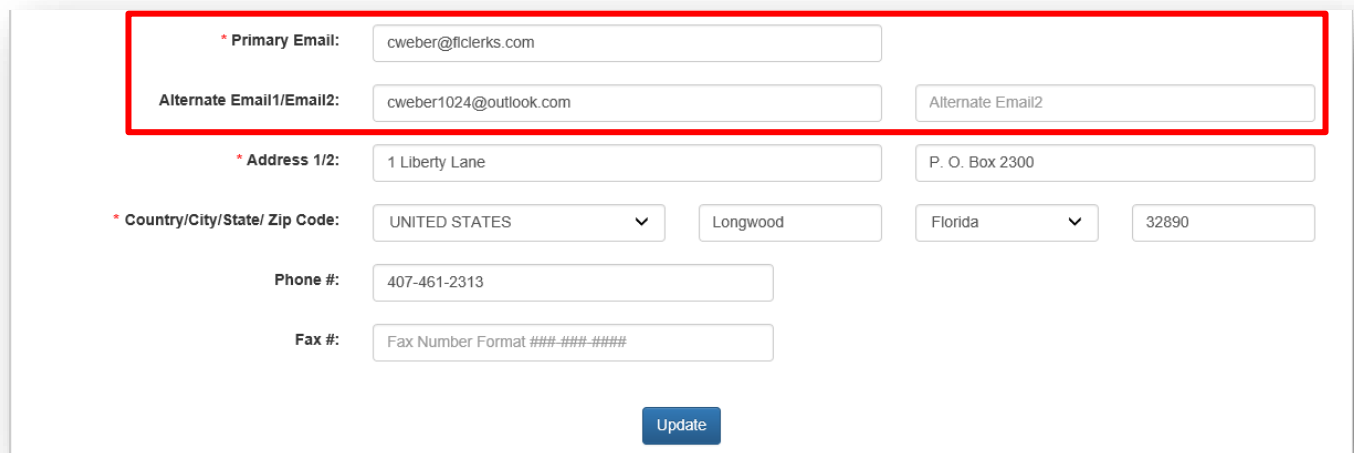
User Details

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



The screenshot shows the 'My Profile' page with a navigation bar containing 'User Details', 'Change Password', 'Payment Accounts', 'Preferences', and 'E-service Favorites'. The 'User Details' section is active. The form includes the following fields:

- Organization: Marquis 2
- Role: Attorney – Florida Bar
- * User Name: cweber (highlighted with a red box)
- * Security Question: Mothers Maiden Name
- * Security Answer: Carolynsmom
- Name fields: * First (Carolyn), Middle (M), * Last (Weber), Suffix (Suffix)



The screenshot shows the 'My Profile' page with the email and address sections. The email fields are highlighted with a red box. The form includes the following fields:




- * Primary Email: cweber@flclerks.com
- Alternate Email1/Email2: cweber1024@outlook.com
- Alternate Email2: (empty)
- * Address 1/2: 1 Liberty Lane
- P. O. Box 2300
- * Country/City/State/ Zip Code: UNITED STATES, Longwood, Florida, 32890
- Phone #: 407-461-2313
- Fax #: Fax Number Format ###-###-####

An 'Update' button is located at the bottom of the form.

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

Change Password

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

My Profile Help   

User Details **Change Password** Payment Accounts Preferences E-service Favorites

Change Password

* Current Password:

* New Password:

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




* Re-enter Password:

Change

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

Payment Accounts





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

My Profile Help   

User Details Change Password **Payment Accounts** Preferences E-service Favorites



Saved Payments

Saved Credit Cards

Delete All	Card	Payment Token
	Card 37***0005 Expiring 08/2023	be44e4cd-f81f-47fc-857a-0b46f9da5503
	Card 55***4444 Expiring 07/2023	eccd4353-cde8-43ae-9eed-b33e432330f4
	Card 60***1117 Expiring 04/2027	c1e1831b-6e23-44bf-82ea-440d48d2e282
	Card 41***1111 Expiring 06/2026	f2a200b9-0c6a-42fa-b069-c3f5e0a6edb4

1 - 4 of 4 items




Saved Accounts

Delete All	Account	Payment Token
	Account *****9250	aa232627-6d1b-4fbb-9e87-fb5efe528242
	Account ****4368	e6483359-3af9-4e28-aece-0661b304cf1e

1 - 2 of 2 items

Preferences

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

My Profile Help   

User Details Change Password Payment Accounts **Preferences** E-service Favorites


User Preferences

Home Page:

Filing Path:

Last Jurisdiction Filed To:

Rows per Page in Document Selection Grid:

New Case filing path as a Preference:  Clear

Email Preferences

Email Notification	Send to Email Provider
Filing Received	<input checked="" type="checkbox"/>
Corrected Filing Received	<input checked="" type="checkbox"/>
Processing Completed for Filing #####	<input checked="" type="checkbox"/>
Filing Moved to Abandoned Filing Queue	<input checked="" type="checkbox"/>
Portal Maintenance Notifications	<input checked="" type="checkbox"/>

User Preferences

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




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

Email Preferences

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

E-service Favorites

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

My Profile Help   




User Details Change Password Payment Accounts Preferences **E-service Favorites**

E-service Favorites

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

Email Log

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

Email Log Help   

Search Options

* From (mm/dd/yyyy): 10/03/2016 * To (mm/dd/yyyy): 10/24/2016

Type of Email:

- Corrected Filing Received
- eService
- eService Email Delivery Failure
- Abandoned Filing Queue
- Filing Moved to Correction Queue
- Filing Received
- Processing Completed
- Removal from Service List

25

	From	Subject	Submitted
Submitted: 10/24/2016			
	FACC Admin	Filing # 324303 Not Filed – Please Correct Filing in the E-Filing Portal Correction Queue	10/24/2016 04:17:28 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A0010X	10/24/2016 04:16:02 PM
	Florida E-Portal	Filing Received	10/24/2016 04:15:54 PM
	Judge Lisa Taylor Munyon	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A0010X	10/24/2016 03:58:32 PM
	Florida E-Portal	Review Completed for Proposed Order Submission # # 324154	10/24/2016 03:58:26 PM
	Judge Lisa Taylor Munyon	SERVICE OF COURT DOCUMENT - CASE NUMBER 482016CA000034A0010X	10/24/2016 03:48:53 PM

Edit Organization

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

Florida Courts E-Filing Portal
www.myflcourtaaccess.com

My Cases My Submissions Sign Out
Workbench 5 My Alerts E-Filing Map

Welcome - Carolyn M Weber
Last signed in on - 08/06/2020 03:09:13 PM

My Account Filing Options

Marquis 2 Profile Help

Organization Name: Marquis 2

* Primary Email: cweber@flclerks.com

Alternate Email1/Email2: Alternate Email 1 Alternate Email 2

Address1/2: 123 Main Address 2

City/State/ Zip Code: Tallahassee Florida 32398

Phone #: 850-999-9999

Update

Manage Users

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

Marquis 2 Users Help Refresh

Add User

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

1 - 6 of 6 items

Add User

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

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

Add User

* Organization: Marquis 2

* Role: Select Role [Select]

ID State/Number: [dropdown menu]

* User Name: [dropdown menu]

Name: First Name [input] Middle Name [input] Last Name [input] Suffix [input]

* Primary Email: Primary Email [input]

Alternate Email1/Email2: Alternate Email1 [input] Alternate Email2 [input]

* Address 1/2: Address 1 [input] Address 2 [input]

* City/State/ Zip Code: City [input] Select State [dropdown] Zip Code [input]

Phone #: Phone Number Format ###-###-#### [input]

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

* Current Password: Current Password [input]

* New Password: New Password [input]

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

* Re-enter Password: Re-enter Password [input]

* Security Question: Select Security Question [dropdown]

* Security Answer: Security Answer [input]

Name: First [input] Middle [input] Last [input] Suffix [input]

* Primary Email: cweber@flclerks.com [input]

Alternate Email1/Email2: Alternate Email1 [input] Alternate Email2 [input]

* Address 1/2: 123 Liberty Lane [input] Address 2 [input]

* City/State/ Zip Code: Orlando [input] Florida [dropdown] 32801 [input]

Phone #: Phone Number Format ###-###-#### [input]

[Activate]

Edit User

This option allows the administrator to update a user's account. Updates are allowed to the user name, address, email address and phone number. The account can also be set to act as an administrator or this functionality can be removed from a user by checking or unchecking the **Can act as administrator?** Checkbox. Organization administrators will need to click on the blue highlighted name to edit the user information.

Marquis 2 Users Help

[Add User](#) Refresh

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

1 - 9 of 9 items

User Details Preferences

User Details

Organization: Marquis 2

Status: Active

Role: Attorney – Florida Bar

* User Name:

* First Middle * Last Suffix

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:




* City/State/ Zip Code:

Phone #:






Can act as administrator?

Reset Password

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

Marquis 2 Users Help   

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

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




1 - 6 of 6 items

Reset Password X






* Password:

Disable/Disassociate User

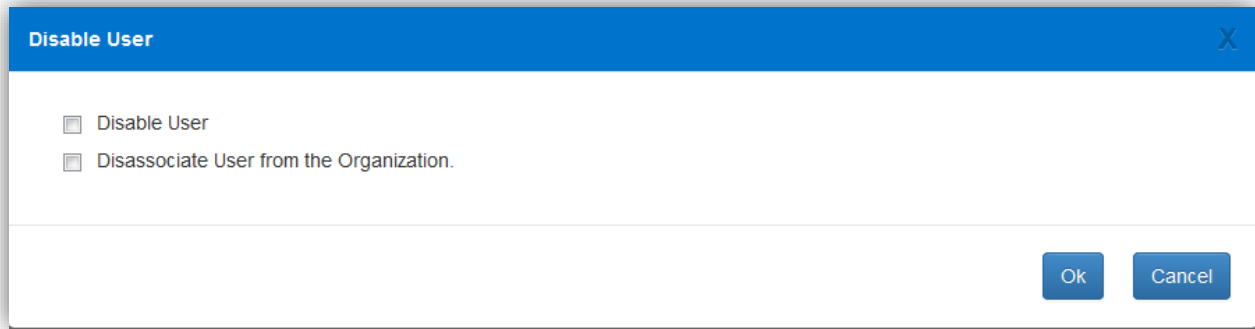
This option allows the administrator to disable or disassociate the user account. Organization administrators will select the red X beside the user they are choosing to disable or disassociate.

Marquis 2 Users Help   

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

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

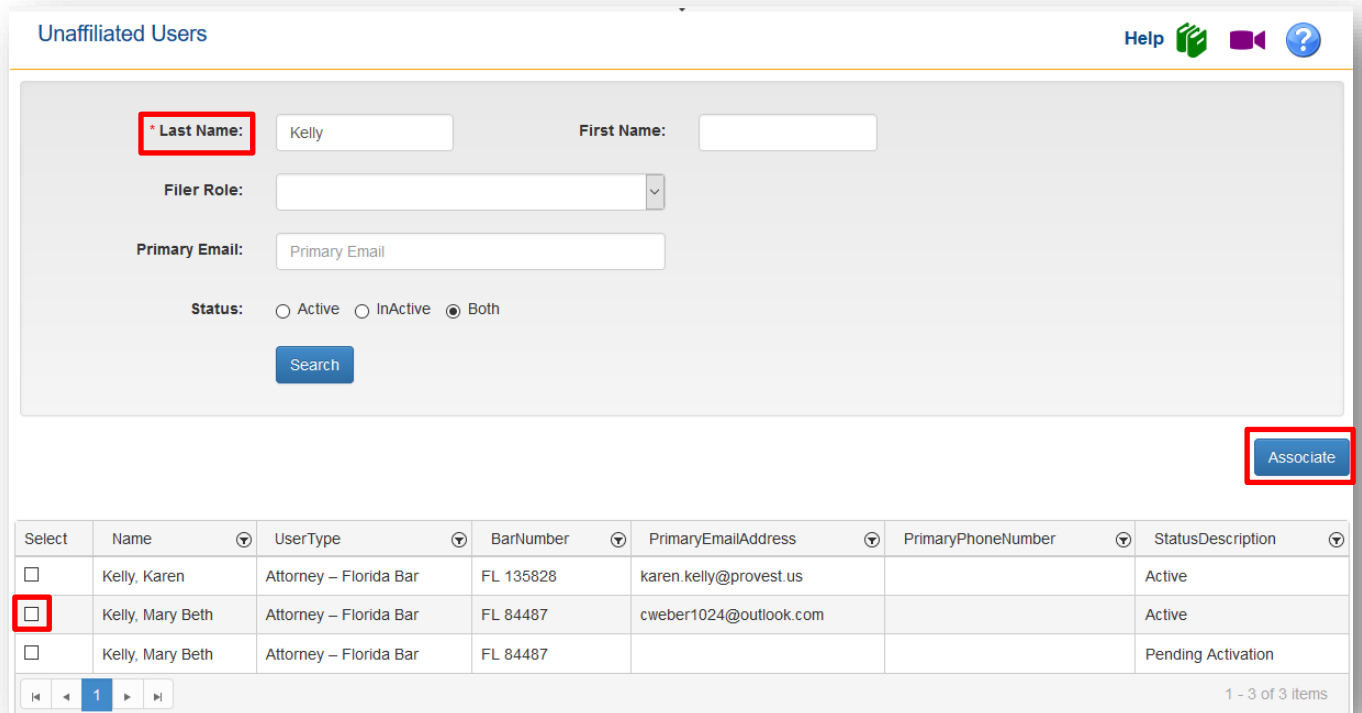
1 - 6 of 6 items



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

Unaffiliated Users

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



Manage My E-service

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

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

Search Options

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

The screenshot shows the 'Manage My E-service' interface with a 'Search Options' section. The 'Court' dropdown is set to 'Orange'. The 'Case Style' text input is 'Case Style'. The 'Service lists using my profile email addresses' checkbox is checked. The 'Cases per page' dropdown is set to 100. The 'Include' section has radio buttons for 'Active', 'Inactive', and 'All', with 'All' selected. There are 'Search' and 'Clear' buttons at the bottom.

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

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

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

Service List Maintenance Actions

Remove me from the E-Service list.

Update designated email Address

Change From **Change To**

Use my Profile email addresses for E-service. Go to Account Tab, My Profile to change these email addresses.

Primary **Alternate Email 1** **Alternate Email 2**

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

Primary **Alternate Email 1** **Alternate Email 2**

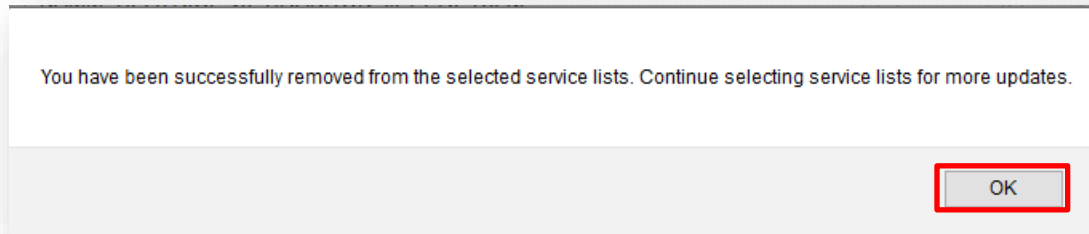
<input checked="" type="checkbox"/>	2016-CA-000200-O	Orange	GORMAN COMPANY vs. LEVYA, JORGES Set al.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	2016-CA-000100-O	Orange	OVERTON, CHRISTINEvs.TENG DA ENTERPRISES INC	<input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

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

1 - 24 of 24 items

Update

You will receive confirmation of the Maintenance Action.

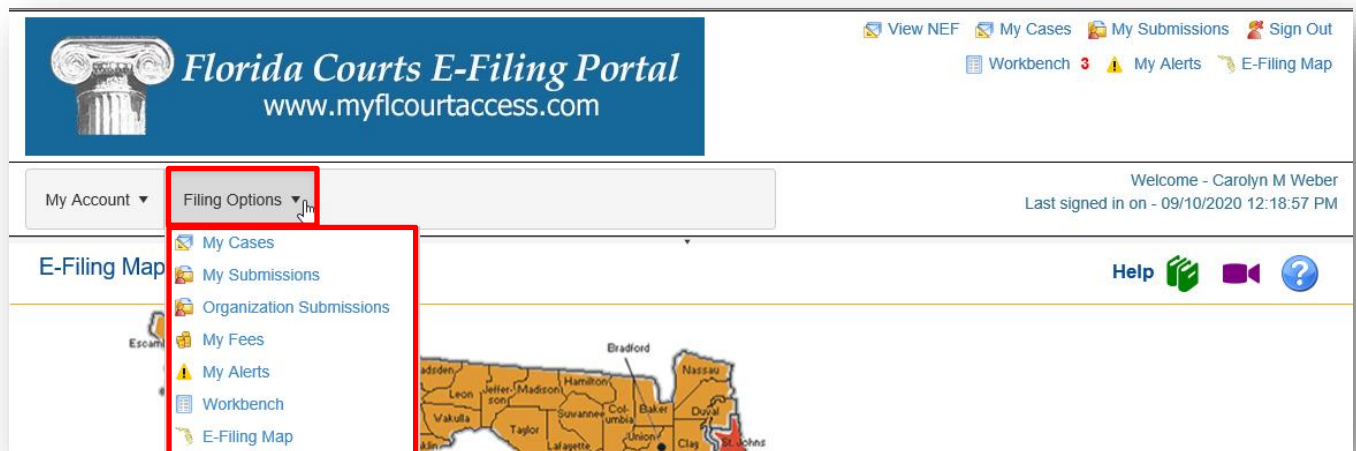


Click on **OK** to continue.

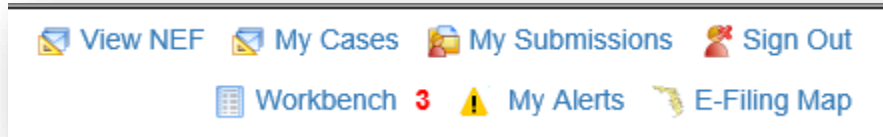
Filings Options

The Filings option provides the administrator with the following options:

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



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



My Cases

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

My Cases
Help

Search Options

Court:

Case Style:

Service lists using my profile email addresses:

I have removed myself from the Service List:

Cases per page:

Added as Other Attorney/Interested Party:

Court Case #:

Service lists containing case-specific email address:

Service lists using case-specific email addresses:

Bounce backs received on my email addresses:

Include: Active Inactive All

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

Removal from an E-service List

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

My Cases

Search Options

Court: Court Case #:

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

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

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

Cases per page: Include: Active Inactive All

Added as Other Attorney/Interested Party:

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	122013CA000014CAAXMX	13000014CAAXMX	Columbia	SUNTRUST BANK VS TEACHMAN, MATTHEW	Yes	Active

1 - 1 of 1 items

My Submissions

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

My Submissions

Search Options

Submission #: Type: Status:

UCN: Court Case #:

Court: Division:

Submission Date From: **To:**

Completion Date From: To:

Case Style: Matter #:

Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
		324370	David Brown VS Sally Fields	NEW CASE	Correction Queue	Marion	10/26/2016 06:39:06 AM	The document type selected from the Documents Tab resulted in an incorrect filing fee assessed. Please correct and resubmit the entire submission within 5 business days.
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	324303	LAURENT, NERILIA vs. ANDRE, PEDRO	2016-CA-000034-O	Abandoned Filing Queue	Orange	10/24/2016 04:15:54 PM	11/21/2016 01:36:19 PM
<input type="button" value="Submit"/>		324279	Wells Fargo Bank Na vs Paul, Gaspard	2015-000123-CA-01	Pending Review	Miami-Dade	10/21/2016 02:23:24 PM	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	324257	Vincent, Alan Plaintiff vs Pope, Jessica Defendant	16-CC-000012	Being Reviewed	Twentieth Judicial Circuit	10/20/2016 12:38:02 PM	

Organization Filings

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

Marquis 2 Submissions

Search Options

Submission #: Submission # Type: Status:

UCN: Uniform Case Number Court Case #: Court Case #

Court: Division:

Submission Date From: 12/02/2019 To: 12/09/2019

Completion Date From: Completion Date From To: Completion Date To

Case Style: Case Style Matter #: Matter #

Filer:
 John Michael Jones
 KELLEY JR, ROBERT PIERCE
 Mary Beth Kelly
 Newberry, Todd
 Skambis, Chris
 Skambis, Christopher M
 Smith, Jason Ari
 Weber, Carolyn M
 Weber, Julie M

Clear

Pleading	Proposed Order	Submission/NEF	Filer	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	100012312	Carolyn M	AUTOMOBILE ASSOCIATION	NEW CASE	Pending Filing	Alachua	12/09/2019 08:28:50 AM	

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

Search Options

Submission #: Submission # Type: Status:

UCN: Uniform Case Number Court Case #: Court Case #

Court: Division:

Submission Date From: 12/02/2019 To: 12/09/2019

Completion Date From: Completion Date From To: Completion Date To

Case Style: Case Style Matter #: Matter #

Filer: Weber, Julie M

Search Clear

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

My Fees

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

Search Options:

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

My Fees

Search Options

Enter Search Criteria

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

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

Payment Method: Saved Payment Account:

Memo: Memo Matter #: Matter #

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

Case Style: Case Style Fee Status:

Filer:

Search Clear

Print Save

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

1 - 2 of 2 items

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

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

1 - 1 of 1 items

My Alerts

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

My Alerts Help

Search Options

Enter Search Criteria

Alert Date From: To:




Type of Alert:

Filing ID:

Filer: Alerts per page:

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

1 - 2 of 2 items

My Alerts Help   

Search Options

Enter Search Criteria

Alert Date From: To:

Type of Alert: Filing ID:




Filer: Alerts per page:


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

1 - 2 of 2 items

Workbench

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

Workbench Help   

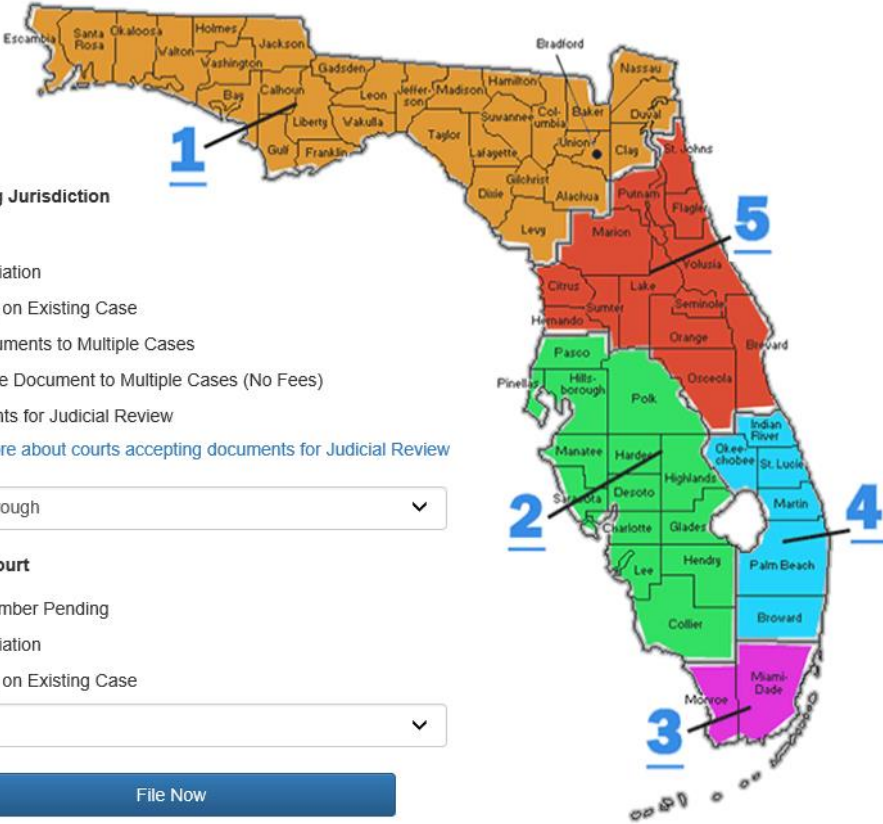
Submissions will remain on the Workbench for five days from Date Last Updated  Refresh

Court/Judicial Circuit	Case Number	Case Detail	Emergency Filing	Resume Submission	Delete	Date Last Updated
Seventeenth Judicial Circuit	CACE-20-000012	Not Available VS Not Available		895811	<input type="checkbox"/>	09/10/2020 10:03:06 AM
Orange	2016-CA-000012-O	GEMAIRE DISTRIBUTORS LLC vs. SAWGRASS AIR CONDITIONING AND ELECTRIC CORPet al. Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC		895735	<input type="checkbox"/>	09/08/2020 10:56:19 AM
Orange	2020-CF-000002-A-O	STATE OF FLORIDA - VS - PERSAUD, TULSIE Circuit Criminal / Felony		895734	<input type="checkbox"/>	09/08/2020 10:29:26 AM

1 - 3 of 3 items

E-Filing Map

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



Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Documents for Judicial Review

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

Hillsborough

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

Filing

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