



CLERK & COMPTROLLER PALM BEACH COUNTY



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Clerk & Comptroller
Palm Beach County

E-Filing: A Guide for Attorneys



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Welcome to E-Filing

Welcome!

Electronic filing of court documents (E-Filing) was a pivotal point in Palm Beach County's transition to a completely "paperless court." Filing cases electronically reduces the cost of filing, eliminates much of the paper handling and allows more efficient court operations. Attorneys and other filers are able to submit court documents electronically 24 hours a day, seven days a week from any location with Internet access.

Palm Beach County Clerk & Comptroller's Office is accepting E-Filed documents from registered attorneys for existing criminal cases and both new and existing civil cases. E-filed documents are accepted via the Florida Court Clerks & Comptrollers' (FCCC's) statewide E-Filing Portal per Supreme Court Order (AOSC 09-30). This guide will help you understand the E-Filing Process and navigate the FCCC E-Filing Portal.

What is the E-Filing Portal?

The E-Filing Portal web site provides E-Filing capability to users with a single statewide interface. Users may utilize the E-Filing Portal web interface to submit documents to any Clerk's Office in the state. The E-Filing Portal supports transmissions to/from local case management/recording systems based on national XML standards and provides electronic notifications and service on behalf of filer and the Clerk's office.

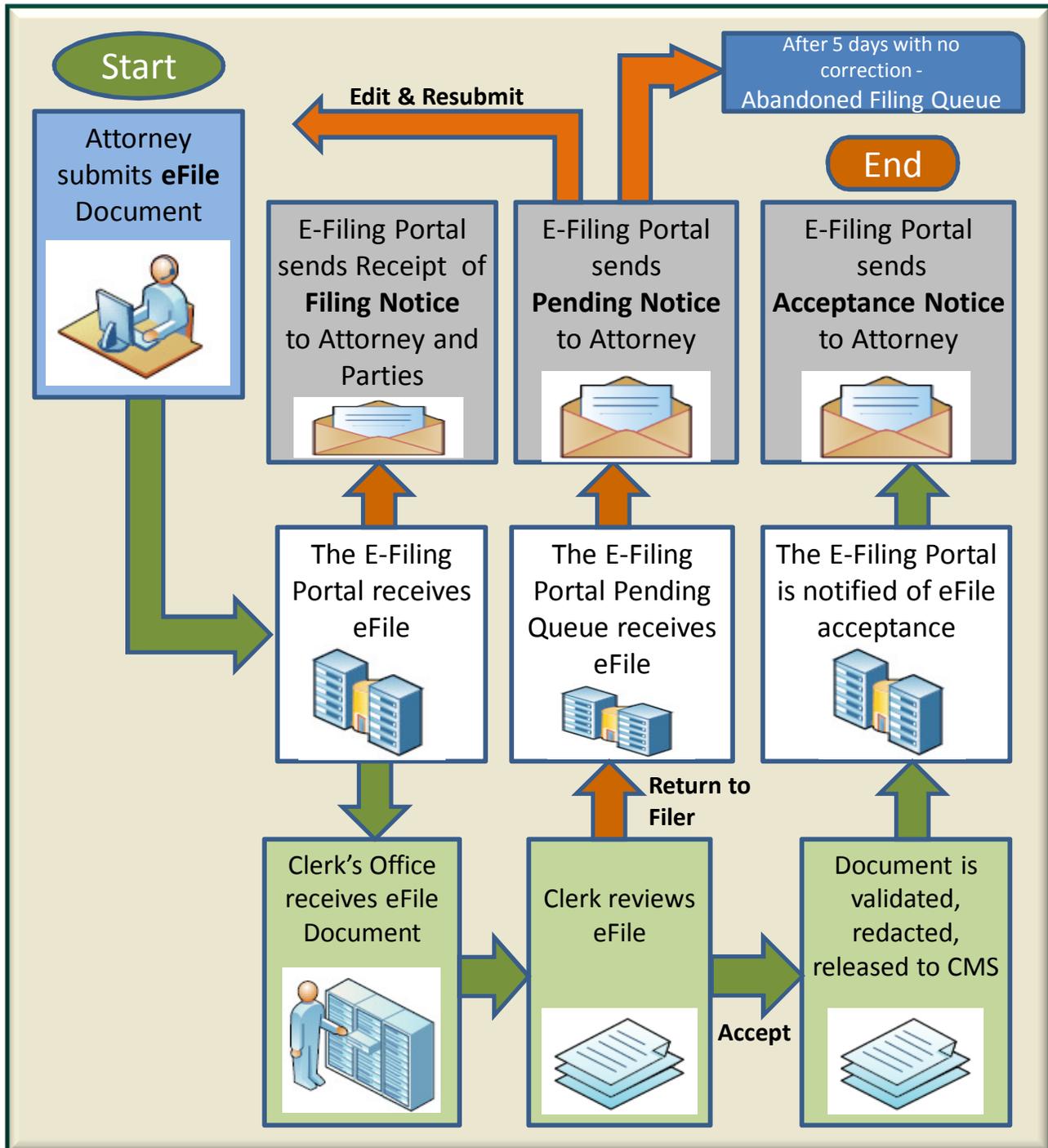
Should Original Documents be Sent?

Pursuant to Section 5.3, Florida Supreme Court Standards for Electronic Access to the Courts, original documents... that contain original signatures ... must be filed manually until further standards have been adopted. Refer to Administrative Order No. 2.312-9/13 for further information regarding original documents.

Proposed orders and proposed judgments are not to be electronically or paper filed with the Clerk of Court.



E-Filing Process Flow



Slide 4

MM1 Changed from judicial review to Abandoned Filing Queue
Mary McMillan, 6/29/2016



Accessing the E-Filing Portal





Accessing the E-Filing Portal

Type the web address for the State of Florida's E-Filing portal in your computer's internet browser:

www.myflcourtaccess.com

**Save the website to your Favorites or create a shortcut on your desktop for easy access.*

MM2

Slide 6

MM2 Change the print screen to the latest view.
Mary McMillan, 6/29/2016



Log In / Create Account

Florida Courts E-Filing Portal - Account Sign In 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:

To create a new account for E-Filing:

- Select your Role from the drop down menu and click .
- Follow the on-screen instructions to set up your account.

If you are a registered user:

- Type your assigned **User Name** and **Password**.
- Click .

If you forgot your password, click on to have it reset.

Slide 7

MM3 Change print screen and the first bullet of the instructions since it's now a dropdown.
Mary McMillan, 6/29/2016



E-Filing Options



Florida Courts E-Filing Portal
www.myflcourtaccess.com

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

My Account Filing Options

Welcome - Attorney Smith
Last signed in on - 06/29/2016 12:03:13 PM

News & Information

E-Filing Map

Help

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- Proposed Order [Read more about courts accepting proposed orders](#)

Palm Beach

Appellate Court

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

File Now

- **News & Information** – Updates from the portal are displayed when you first log-in to the E-Filing portal.
- **My Account** – Options to update your account information and case maintenance.
- **Filing Options** – Options for new or existing filings in the portal.
- **Select a Filing Jurisdiction** – Select the county for your filing, existing or new case or appellate court documents.
- **Proposed Order** – Currently not an option in Palm Beach County.



E-Filing Options

Florida Courts E-Filing Portal
www.myflcourtaccess.com

My Account ▾ Filing Options ▾

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

1

- **My profile** – Allows you to update your password, filing information, update payment accounts and user preferences.
- **Email Log** – Listing of emails regarding your filings.
- **Edit Organization** – Update your profile.
- **Manage Users and Unaffiliated Users** – This is for use by a designated law firm administrator.
- **Manage My E-service** – Remove or update a filer from an E-service list.



E-Filing a New Case



Civil Cases
Only



E-Filing a New Case



Florida Courts E-Filing Portal
www.myflcourtaccess.com

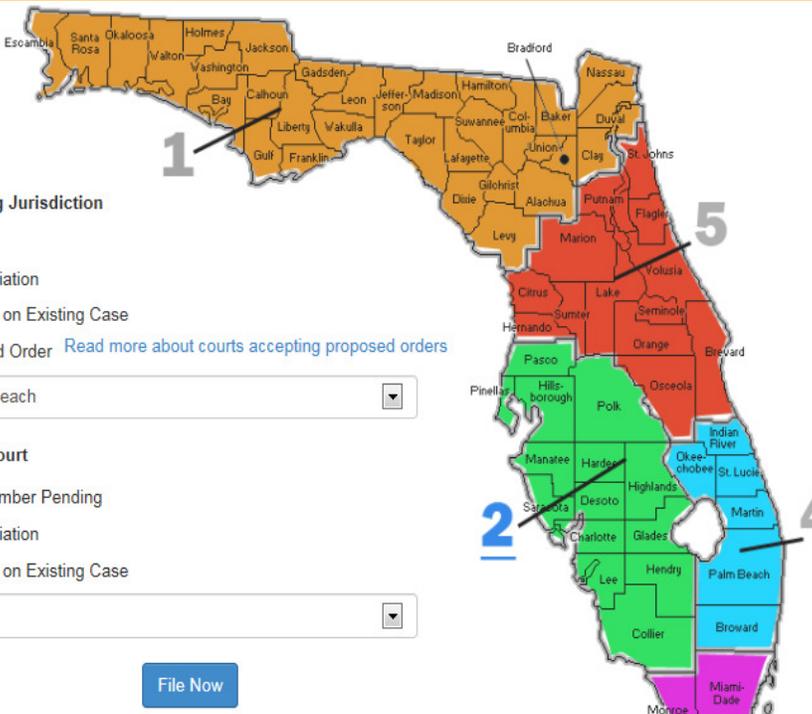
[My Cases](#) [My Submissions](#) [Sign Out](#)
[Workbench](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Attorney Smith
Last signed in on - 06/29/2016 12:03:13 PM

E-Filing Map

[Help](#)   



Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- Proposed Order [Read more about courts accepting proposed orders](#)

▾

Appellate Court

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

▾

[File Now](#)

Entering a New Case:

- Select the county from the drop down or click the county on the map with jurisdiction over your new case.
- Select the **Case Initiation** option from the E-Filing Map screen.
- Click [File Now](#).



New Case – Case Information

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$1906.00

Case #: New Case Type: Real Property/Mortgage Foreclosure / Timeshare Foreclosure >\$250,000 Status:

Case Title:

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

* County: * Division:

* Case Type:

* Sub Type:

Additional Fee Options

Total number of Defendants: Enter these values accurately to ensure filing acceptance.

of Timeshare Units:

Circuit Civil Information

* Proceeding Type Of Case:

* Complex Business Court Indicator:

* Remedies Sought: Monetary Declaratory or injunctive relief
 Non-monetary Punitive Each Division has a unique Information form.

* Number Of Causes of Action:

* Class Action:

* Related Cases Filed:

Known Related Cases:

* Jury Trial Demanded:

Enter the New Case Information:

- Select **Division, Case Type and Subtype** from drop down menus.
- **Additional Fee Options** are unique to each Case type and will calculate automatically.
- Complete the information form for the selected Division. The information requested is dependant on case type. This will create your Civil Cover Sheet for Circuit Civil and UFC cases.



New Case – Emergency Filings

#	Description	Amount
1	Filing Fee	\$1906.00

Emergency Filing

Matter #:

Click here to designate your filing as an emergency.

- Check the for **Emergency Filing**, if applicable. (Per AO 11.108, matters of extreme urgency... matters of life and death or instances of irreparable harm.)
- Matter # is an optional internal identifier for your filing.
- Click to navigate to the next tab.
- Click to save your work and continue the filing at a later time. This option is available on each tab.



New Case – Add Parties

Add/Edit Party

Party #: New Party

Role: Primary Party Filed On Behalf of

ID State/License #:

Copy From Current Filer

You must enter either person or organization name.

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

Alias(AKA):

<input type="checkbox"/> Remove	Alias Type	Alias
Add Alias		

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

* Address:

*Country/ City/ State/Zip:

Primary	Ext.	Home	Work	Ext.	Mobile	Fax
<input type="text"/>						

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

Tip: Use "Copy from Current Filer" to auto-fill Attorney Party information if you are the filer.

The Parties screen displays. Enter the case Parties:

- Click [Add Party](#) to open the Add/Edit Party screen.
- Select the party role from the drop down. Enter party details and click . Repeat for as many parties as necessary.

Note: You must select at least one party as Filed On Behalf of .

- Click after all parties have been entered.



New Case – Add Documents

Add/Edit Document

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)
Enter Search criteria and tab or hit enter to filter the list

Frequently Filed Documents

<input type="checkbox"/> Acceptance	<input type="checkbox"/> Stipulation	<input type="checkbox"/> Application for Determination of Civil Indigence	<input type="checkbox"/> Request
<input type="checkbox"/> Request For Copies	<input type="checkbox"/> Certificate Of Service	<input type="checkbox"/> Case Management Statement	<input type="checkbox"/> Complaint

Acceptances and Approvals

<input type="checkbox"/> Acceptance	<input type="checkbox"/> Acceptance of Service		
-------------------------------------	--	--	--

Affidavits and Oaths

<input type="checkbox"/> Affidavit in Support	<input type="checkbox"/> Affidavit Of Attorney's Fees	<input type="checkbox"/> Affidavit of Costs	<input type="checkbox"/> Affidavit Of Diligent Search
<input type="checkbox"/> Affidavit of Indebtedness/Amount Due	<input type="checkbox"/> Affidavit of Non-Compliance	<input type="checkbox"/> Affidavit Of Service Served	<input type="checkbox"/> Affidavit of Service Unservd

1 - 10 of 39 items

Pages: * Upload: [Browse...](#) [Save](#) [Cancel](#)

The Documents screen displays. Attach the Pleadings/Documents:

- Click [Add](#) to open the Add/Edit Document Window.
- Use Search on the Add/Edit Document window to locate the document type you wish to file. Select the applicable document type.
- Enter the **# Pages** in the document.
- Click [Browse...](#) to select the document from your computer to upload. (Use only MS Word 97 or higher, Word Perfect, or Adobe PDF format.)
- Repeat for as many documents as necessary.
- Click [Save](#).



New Case – Add Documents

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$1934.10

Case #: New Case Type: Real Property/Mortgage Foreclosure / Timeshare Foreclosure >\$250,000 Status:

Case Title:

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Complaints and Statements of Claim Civil Cover Sheet	\$0.00	2	View System Generated	0.07
Remove	Replace Complaints and Statements of Claim Complaint	\$0.00		View C:\fakepath\1E-File Test.pdf	0.01
Remove	Replace Notices Lis Pendens	\$5.60	1	View C:\fakepath\1E-File Test.pdf	0.01
Remove	Replace Service Documents Summons	\$10.00	1	View C:\fakepath\1E-File Test.pdf	0.01
Add					
Total		\$15.60	5	4 Documents	0.11

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion filed under 2.420 regarding confidential information.
Your failure to comply with these rules may subject you to sanctions.

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

Certain document types require an additional filing fee

Maximum batch size is 50 MB

The Documents screen displays.

- Your **Civil Cover Sheet** will automatically be loaded for Circuit Civil and UFC cases. Other case types may require a civil cover sheet to be uploaded.
- Click [View](#) to see the images to verify each document for accuracy and to avoid errors.
- If your filing contains confidential information, you will need to upload a **Notice of Confidential Information Within Court Filing Form**.
- To navigate to the next tab, click [Next](#) .



Notice of Confidential Information

IN THE [NAME OF COURT],
FLORIDA

CASE NO.:

Plaintiff/Petitioner,

vs.

Defendant/Respondent.

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), I hereby certify:

(1) I am filing herewith a document containing confidential information as described in Rule 2.420(d)(1)(B) and that:

(a) The title/type of document _____, and

(b) the entire document is confidential, or

the confidential information within the document is precisely located at:

OR

(2) A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I her[e]by notify the clerk that this confidential information is located as follows:

(a) Title/type of document: _____;

(b) Date of filing (if known): _____;

(c) Date of document: _____;

(d) Docket entry number: _____;

- If any document in your E-File is confidential, edit, print and save the above to attach as part of your filing.
- A link to this form is found in the E-Filing portal at the bottom of the documents tab.



E-Filing a Summons – Clerk Generated

Case Initiation Help

Type: Trial County: Palm Beach Division: County Civil Total Fee: \$110.00
Case #: New Case Type: Small Claim – up to \$5,000 / PIP CLAIM =>\$100 TO \$500 Status:
Case Title:

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

* County: * Division:

* Case Type:
* Sub Type:

Additional Fee Options

Total number of Defendants:
Summons to be issued \$10 each:

#	Description	Amount
1	Filing Fee	\$80.00
2	Additional Fee	\$30.00

E-Filing a Summons when the Clerk Generates the document:

- Under the Case Information tab when you first file, indicate the number of summons you wish to have issued.
- The summons fee will automatically be added to the total fee.
- **Do not upload a summons if the clerk will issue your summons or it will result in a double charge.**
- Once the case is initiated, the summons will be emailed to the e-filers email address provided the summons may be issued.
- *Note: Copies of the initial pleadings for service will not be supplied by the Clerk's office.*



E-Filing a Summons – Filer Provided

E-Filing a Summons when the filer provides the document:

- Select Summons as the document type in the **Add/Edit Document** window.

- Browse and upload your summons document and then click **Save**.
- You will notice the summons fee will automatically be added when you add your summons document.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Complaints and Statements of Claim Civil Cover Sheet	\$0.00	2	View System Generated	0.07
Remove	Replace Complaints and Statements of Claim Complaint	\$0.00	1	View C:\fakepath\1 PAGE TEST.docx	0.01
Remove	Replace Service Documents Summons	\$10.00	1	View C:\fakepath\1E-File Test.pdf	0.01
Add					
Total		\$10.00	4	3 Documents	0.10

- Your summons will be electronically issued and returned to you via e-mail. The issued summons will be an attachment to the e-mail.

Note: The filer is responsible for ADA compliance when providing a Summons document for issuance.



E-Service

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$413.50

Case #: New Case Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status:

Case Title:

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

[Electronic Service Recipients](#) [My Added Attorney/Interested Parties](#) [My E-service Email Addresses for this Case](#)

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Attorney Smith	Active	Palm Beach County		mmcmillan@mypalmbeachclerk.com	Primary

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

The Service List tab allows the filer to manage e-Service.

- Under the [Electronic Service Recipients](#) tab in the **Serve?** column, check or uncheck the box to the left of the recipients name. A checked box indicates the party will remain on the e-service list and an unchecked box will remove the party from the e-service list.
- Service parties may be added by clicking the [My Added Attorney/Interested Parties](#) tab. You will be able to search for registered users and the Florida Bar for a party's name and e-mail address.
- Use the [My E-service Email Addresses for this Case](#) tab to update your email address specific to the case you are filing.



New Case – Payments

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$413.50

Case #: New Case Type: Condominium / Chapter 718, Condominium Association Lawsuit Status:

Case Title:

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

Filing Fee Summary

#	Description	Amount
1	Filing Fee	\$401.00
2	Additional Fee	\$2.50
3	Service Documents Summons	\$10.00
Total Filing Fees:		\$413.50
Statutory Convenience Fee:		\$0.00
Total:		\$413.50

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

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

The Payments screen displays. Pay the new case filing fees:

- Select/enter the desired method of payment (Saved Credit Card, Saved Account, or enter new credit card/bank account information).

Note: There is a statutory convenience fee of 3.5% for payments made via credit card of and \$5.00 for payments made via electronic check. Visa is not accepted for payment.

- Click [Next](#) to continue.



New Case – Review & Submit

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

Back Submit

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Attorney Smith	mcmillan@mypalmbeachclerk.com	On eService List

Documents will not be electronically mailed to:

Name	Email Address	Status
------	---------------	--------

Documents

#	Document	File
1	Complaints and Statements of Claim Civil Cover Sheet	System Generated
2	Service Documents Summons	C:\akepath\1E-File Test.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

Fees

#	Description	Amount
1	Filing Fee	\$401.00
2	Additional Fee	\$2.50
3	Service Documents Summons	\$10.00
Total Filing Fees:		\$413.50
Statutory Convenience Fee:		\$5.00
Total:		\$418.50

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Payment Option: Pay with Saved Account

Credit Card/Account Number:

Expiration Date:

Memo:

Parties

#	Type	Name	Contact Information
1	Plaintiff/Petitioner	Attorney Smith	205 N Dixie Hwy West Palm Beach FL 33401

Filer

The Review And Submit screen displays. Submit the E-Filing:

- Review the new case summary at the **Review and Submit** tab.
- Click **Submit** when the verification is complete.



Confirmations

Filing Received Confirmation Help

2 documents are successfully submitted for filing to Trial Court for Palm Beach County, Florida Circuit Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 280636

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

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

Recent Filings [Refresh](#)

	Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶			280636	Attorney Smith VS	NEW CASE	Pending Filing	Palm Beach	07/01/2016 12:26:08 PM	
▶	<input type="button" value="Submit"/>		280628	Attorney Smith VS Attorney Smith	50-2016-CA-006565-XXXX-MB	Filed	Palm Beach	07/01/2016 11:21:58 AM	07/01/2016 11:23:46 AM

1 - 2 of 2 items

A filer receives a total of three (3) Confirmations during the filing process:

- 1. Confirmation Screen** - Immediately upon submission, a confirmation notice displays on the E-Filing Portal screen. This notice provides the filing reference number. This is the number to use prior to a case number being assigned by the Clerk.
- 2. Email confirming receipt** - The filer also receives an email regarding the filing in their email account registered to their E-Filing Portal profile. This email is also listed in the *Email Log* located in the Account drop down on the E-Filing Portal.
- 3. Email confirming filing was accepted/processed** - After the Clerk completes the review, the filer receives an email confirming acceptance by the Clerk or notification of return of the E-File to the filer. An accepted E-File is assigned a case number.



E-Filing for Existing Cases



Civil and Criminal Cases



Existing Case E-Filing



Florida Courts E-Filing Portal
www.myflcouraccess.com

[My Cases](#) [My Submissions](#) [Sign Out](#)
[Workbench](#) [My Alerts](#) [E-Filing Map](#)

My Account ▾ Filing Options ▾

Welcome - Attorney Smith
Last signed in on - 07/01/2016 09:18:12 AM

E-Filing Map

Help

Select a Filing Jurisdiction

Trial Court

Case Initiation

Pleading on Existing Case

Proposed Order [Read more about courts accepting proposed orders](#)

Palm Beach

Appellate Court

Case Number Pending

Case Initiation

Pleading on Existing Case

File Now

Existing Case E-Filing:

- Select the county where your case is filed.
- Select the Pleading on Existing Case option from the E-Filing Map.
- Click **File Now**.



Existing Case E-Filing

Pleading on Existing Case Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$0.00
Case #: 502016CA000123XXXXMB Type: Other Negligence / Auto Negligence Status: Open
Case Title: SACHI, ROSALIA - SPERLING, NORTON

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

* County: * Division:

* Year: * Sequence #: * Court Type: Party Identifier: Branch Location:

Additional Fee Options

Total number of Defendants:
Pages:

#	Description	Amount
1	Filing Fee	\$0.00

Emergency Filing

To E-File a pleading(s) into an existing case:

- Select **the Division** and Court Type from drop down menus.
- Enter the 4 digit Year and the case Sequence #. The *Party Identifier* & *Branch* Location are optional. Click .
- The **Case Number, Type, Status, Title** and fees **Amount** display.
- Check the for **Emergency Filing**, if applicable. (Per AO 11.108, matters of extreme urgency... matters of life and death or instances of irreparable harm.)
- Click to proceed to the Parties screen.



Existing Case – Add Parties

Pleading on Existing Case Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$0.00

Case #: 502016CA000123XXXXMB Type: Other Negligence / Auto Negligence Status: Open

Case Title: SACHI, ROSALIA - SPERLING, NORTON

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [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.

NORTON SPERLING [DEFENDANT/RESPONDENT]
ROSALIA SACHI [PLAINTIFF/PETITIONER]
JUDGERICHARD L OFTEDAL [Judge]

New Parties

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

[Add Party](#)

#	Type	Name	Contact Information
No Parties associated with current filing			

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

The Parties screen displays. Select a party or add a party:

- Click [Add Party](#) to open the Add/Edit Party screen.
- Enter party details and click [Save](#) Repeat for as many parties as necessary.

Note: If your filing has fees, you must select at least one party to be

Filed On Behalf of .

- Click [Next](#) after your party is selected or all parties have been entered.



Existing Case – Add Documents

Add/Edit Document

Document #: New Document Filing Fee: \$0.00

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)
Enter Search criteria and tab or hit enter to filter the list

Frequently Filed Documents			
<input type="checkbox"/> Acceptance	<input type="checkbox"/> Stipulation	<input type="checkbox"/> Application for Determination of Civil Indigence	<input type="checkbox"/> Request
<input type="checkbox"/> Request For Copies	<input type="checkbox"/> Certificate Of Service	<input type="checkbox"/> Case Management Statement	<input type="checkbox"/> Complaint
Acceptances and Approvals			
<input type="checkbox"/> Acceptance	<input type="checkbox"/> Acceptance of Service		
Affidavits and Oaths			
<input type="checkbox"/> Affidavit in Support	<input type="checkbox"/> Affidavit Of Attorney's Fees	<input type="checkbox"/> Affidavit of Costs	<input type="checkbox"/> Affidavit Of Diligent Search
<input type="checkbox"/> Affidavit of Indebtedness/Amount Due	<input type="checkbox"/> Affidavit of Non-Compliance	<input type="checkbox"/> Affidavit Of Service Served	<input type="checkbox"/> Affidavit of Service Unservd

1 2 3 4 1 - 10 of 39 items

* # Pages: * Upload:

The Documents screen displays. Attach the Pleadings/Documents:

- Click to open the Add/Edit Document Window.
- Use Search on the Add/Edit Document window to locate the document type you wish to file. Select the applicable document type.
- Enter the **# Pages** in the document.
- Click to select the document from your computer to upload. (Use only MS Word 97 or higher, Word Perfect, or Adobe PDF format.)
- Repeat for as many documents as necessary.
- Click .



Existing Case – Add Documents

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$1934.10

Case #: New Case Type: Real Property/Mortgage Foreclosure / Timeshare Foreclosure >\$250,000 Status:

Case Title:

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Complaints and Statements of Claim Civil Cover Sheet	\$0.00	2	View System Generated	0.07
Remove	Replace Complaints and Statements of Claim Complaint	\$0.00		View C:\fakepath\1E-File Test.pdf	0.01
Remove	Replace Notices Lis Pendens	\$5.60	1	View C:\fakepath\1E-File Test.pdf	0.01
Remove	Replace Service Documents Summons	\$10.00	1	View C:\fakepath\1E-File Test.pdf	0.01
Add					
Total		\$15.60	5	4 Documents	0.11

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion filed under 2.420 regarding confidential information.
Your failure to comply with these rules may subject you to sanctions.

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

Certain document types require an additional filing fee

Maximum batch size is 50 MB

The Documents screen displays.

- Click [View](#) to see the images to verify each document for accuracy and to avoid errors.
- If your filing contains confidential information, you will need to upload a **Notice of Confidential Information Within Court Filing Form**.
- To navigate to the next tab, click [Next](#) .



Civil Reopen Fee Required

As of July 1, 2012, a reopen fee is assessed on all motions filed 90 days or more after a case has been disposed with the exception of the pleadings listed below.

- The reopen fee is \$50 (or \$25 for some case types in County Civil).
- If the document is not exempt, the filer should select the document type **“w/ Reopen Fee.”** →



A party is exempt from paying the reopen fee for any of the following pleadings/motions:

1. A writ of garnishment;
2. A writ of replevin;
3. A distress writ;
4. A writ of attachment;
5. A motion for rehearing filed within 10 days;
6. A motion for attorney's fees filed within 30 days after entry of a judgment or final order;
7. A motion for dismissal filed after a mediation agreement has been filed;
8. A disposition of personal property without administration;
9. Any probate case prior to the discharge of a personal representative;
10. Any guardianship pleading prior to discharge;
11. Any mental health pleading;
12. Motions to withdraw by attorneys;
13. Motions exclusively for the enforcement of child support orders;
14. A petition for credit of child support;
15. A Notice of Intent to Relocate and any order issuing as a result of an uncontested relocation
16. Stipulations and motions to enforce stipulations;
17. Responsive pleadings; or
18. Cases in which there is no initial filing fee; or
19. Motions for contempt.



E-Filing a Summons – Clerk Generated

Case Initiation Help

Type: Trial County: Palm Beach Division: County Civil Total Fee: \$110.00
Case #: New Case Type: Small Claim – up to \$5,000 / PIP CLAIM =>\$100 TO \$500 Status:
Case Title:

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

* County: Palm Beach * Division: County Civil

* Case Type: Small Claim – up to \$5,000
* Sub Type: PIP CLAIM =>\$100 TO \$500

Additional Fee Options

Total number of Defendants:
Summons to be issued \$10 each:

#	Description	Amount
1	Filing Fee	\$80.00
2	Additional Fee	\$30.00

E-Filing a Summons when the Clerk Generates the document:

- Under the Case Information tab when you first file, indicate the number of summons you wish to have issued.
- The summons fee will automatically be added to the total fee.
- **Do not upload a summons if the clerk will issue your summons or it will result in a double charge.**
- Once the case is initiated, the summons will be emailed to the e-filers email address provided the summons may be issued.
- *Note: Copies of the initial pleadings for service will not be supplied by the Clerk's office.*



E-Filing a Summons – Filer Provided

E-Filing a Summons when the filer provides the document:

- Select Summons as the document type in the **Add/Edit Document** window.

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)
Enter Search criteria and tab or hit enter to filter the list

Service Documents

20 DAY SUMMONS SMALL CLAIMS 5 DAY SUMMONS SMALL CLAIMS Corrected Summons

1 - 1 of 1 items

* # Pages: * Upload: [Browse...](#) [Save](#) [Cancel](#)

- Browse and upload your summons document and then click **Save**
- You will notice the summons fee will automatically be added when you add your summons document.

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Complaints and Statements of Claim Civil Cover Sheet	\$0.00	2	View System Generated	0.07
Remove	Replace Complaints and Statements of Claim Complaint	\$0.00	1	View C:\fakepath\1 PAGE TEST.docx	0.01
Remove	Replace Service Documents Summons	\$10.00	1	View C:\fakepath\1E-File Test.pdf	0.01
Add					
Total		\$10.00	4	3 Documents	0.10

- Your summons will be electronically issued and returned to you via e-mail. The issued summons will be an attachment to the e-mail.

Note: The filer is responsible for ADA compliance when providing a Summons document for issuance.



E-Service

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$413.50

Case #: New Case Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC Status:

Case Title:

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

[Electronic Service Recipients](#) [My Added Attorney/Interested Parties](#) [My E-service Email Addresses for this Case](#)

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Attorney Smith	Active	Palm Beach County		mmcmillan@mypalmbeachclerk.com	Primary

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

The Service List tab allows the filer to manage e-Service.

- Under the [Electronic Service Recipients](#) tab in the **Serve?** column, check or uncheck the box to the left of the recipients name. A checked box indicates the party will remain on the e-service list and an unchecked box will remove the party from the e-service list.
- Service parties may be added by clicking the [My Added Attorney/Interested Parties](#) tab. You will be able to search for registered users and the Florida Bar for a party's name and e-mail address.
- Use the [My E-service Email Addresses for this Case](#) tab to update your email address specific to the case you are filing.



Existing Case – Payments

Case Initiation Help

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$413.50

Case #: New Case Type: Condominium / Chapter 718, Condominium Association Lawsuit Status:

Case Title:

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

Filing Fee Summary

#	Description	Amount
1	Filing Fee	\$401.00
2	Additional Fee	\$2.50
3	Service Documents Summons	\$10.00
		Total Filing Fees: \$413.50
		Statutory Convenience Fee: \$0.00
		Total: \$413.50

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

Option One: Provide Payment Information

Option Two: Request Filing Fee Waiver

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

The Payments screen displays. Pay the new case filing fees:

- Select/enter the desired method of payment (Saved Credit Card, Saved Account, or enter new credit card/bank account information).

Note: There is a statutory convenience fee of 3.5% for payments made via credit card of and \$5.00 for payments made via electronic check. Visa is not accepted for payment.

- Click [Next](#) to continue.



Existing Case – Review & Submit

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

[Back](#) [Submit](#)

Service List

Documents will be electronically mailed to:

Name	Email Address	Status
Attorney Smith	mcmillan@mypalmbeachclerk.com	On eService List

Documents will not be electronically mailed to:

Name	Email Address	Status
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Documents

#	Document	File
1	Complaints and Statements of Claim Civil Cover Sheet	System Generated
2	Service Documents Summons	C:\akepath\1E-File Test.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

Fees

#	Description	Amount
1	Filing Fee	\$401.00
2	Additional Fee	\$2.50
3	Service Documents Summons	\$10.00
Total Filing Fees:		\$413.50
Statutory Convenience Fee:		\$5.00
Total:		\$418.50

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Payment Option: Pay with Saved Account

Credit Card/Account Number:

Expiration Date:

Memo:

Parties

#	Type	Name	Contact Information
1	Plaintiff/Petitioner	Attorney Smith	205 N Dixie Hwy West Palm Beach FL 33401

Filer

The Review And Submit screen displays. Submit the E-Filing:

- Review the new case summary at the [Review and Submit](#) tab.
- Click [Submit](#) when the verification is complete.



Confirmations

Filing Received Confirmation Help

2 documents are successfully submitted for filing to Trial Court for Palm Beach County, Florida Circuit Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 280636

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

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

Recent Filings [Refresh](#)

	Pleading	Proposed Order	Submission/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶			280636	Attorney Smith VS	NEW CASE	Pending Filing	Palm Beach	07/01/2016 12:26:08 PM	
▶	<input type="button" value="Submit"/>		280628	Attorney Smith VS Attorney Smith	50-2016-CA-006565-XXXX-MB	Filed	Palm Beach	07/01/2016 11:21:58 AM	07/01/2016 11:23:46 AM

1 - 2 of 2 items

A filer receives a total of three (3) Confirmations during the filing process:

- 1. Confirmation Screen** - Immediately upon submission, a confirmation notice displays on the E-Filing Portal screen. This notice provides the filing reference number. This is the number to use prior to a case number being assigned by the Clerk.
- 2. Email confirming receipt** - The filer also receives an email regarding the filing in their email account registered to their E-Filing Portal profile. This email is also listed in the *Email Log* located in the Account drop down on the E-Filing Portal.
- 3. Email confirming filing was accepted/processed** - After the Clerk completes the review, the filer receives an email confirming acceptance by the Clerk or notification of return of the E-File to the filer. An accepted E-File is assigned a case number.



Contacts & Resources





Contacts & Resources

Contacts:

Clerk & Comptroller of Palm Beach County:

Email: civil-efile@mypalmbeachclerk.com
criminal-efile@mypalmbeachclerk.com
Phone: (561) 355-2986 Circuit Civil
(561) 355-4657 Criminal
(561) 355-2500 County Civil
(561) 355-6511 Unified Family Court

For assistance with account registration: support@flclerks.com

Resources available at www.mypalmbeachclerk.com:

[Pending Queue Supplemental Guide](#)
[E-Service User Guide](#)
[Existing Case Filings with Case Recognition Error](#)

Additional Resources:

Florida Courts eFiling Portal : <https://www.myflcourtaccess.com>
Florida Supreme Court: <http://www.floridasupremecourt.org>
Florida State Courts: <http://www.flcourts.org>
The Florida Bar: <http://www.floridabar.org>
Florida Association of Court Clerks: <http://www.flclerks.com>
My Florida Clerks: <http://myfloridaclerks.com>