

Florida Courts E-Filing Portal

E-Service User Guide

E-Service User Guide

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Overview

The Florida Courts E-Filing Portal (Portal) will provide an e-service component for attorneys of record beginning with the first document he or she files electronically through the Portal.

E-Service Features

E-Service will provide:

- Pre-populated E-Service Lists on first day of e-service on the portal
- Email service of documents filed electronically through the Portal to all counsel of record and interested parties to the case
- Up to three email addresses per case, per attorney to receive the electronic notification [NEF]
- A PDF of the document[s] filed electronically attached to the NEF
- The ability for an attorney to change/edit his or her email addresses linked to a specific case
- The ability for an attorney to remove himself or herself from receiving NEF of documents filed for a case
- Notification of bounce-back email when e-service could not be provided due to a bad email address

Pre-Populated E-Service Lists

Every case in which an attorney has e-filed at least one document will appear on the Maintain My Cases page, a new page found under the Account tab. The attorney will also be added to the e-service list for every case in which he or she has e-filed at least one document. By default, the attorney's profile email addresses will be listed as his or her e-service addresses for each case. An attorney may update his or her e-service email list at any time.

If it is the first time an attorney has e-filed a document in a case, he or she will see that the e-service page does not have anyone listed yet.

Incorporating E-Service to the Filing Process

The e-service list for a filing is incorporated into the filing process after documents are attached. There are four filing methods used in the State of Florida:

- Trial Court E-Filing
- Trial Court Simple E-Filing
- Trial Court Simple E-Filing with Fees
- Appellate E-Filing

Screen Locations for Service List

E-File Service List Page

Service List is a tab on the menu in the middle of the page.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top left is the logo for the Office of the Orange County Clerk of Courts, Colleen M. Reilly, Interim Clerk. To the right are navigation links: My Trial Court Filings, Existing Case, My Appellate Court Filings, Sign Out, New Case, and E-Filing Map. Below the header is a user account section with 'Account' and 'Filing Options' links, and a welcome message for Carolyn M Weber, last signed in on 08/29/2013 at 01:38:16 PM. The main content area is titled 'File Subsequent Document(s) into an existing Case' and displays case details: Court Type: Trial, County: Orange, Division: Circuit Civil, Case #: 482012CA000021A001OX, Case Type: CA - BREACH OF AGREEMENT/CONTRACT, and Total Fee: \$0.00. A navigation menu below the case details includes 'Case Information', 'Parties', 'Documents', 'Service List' (highlighted with a red box), 'Payments', and 'Review And Submit'. The 'Service List' section is titled 'Electronic Service List' and shows the case name '482012CA000021A001OX STATE FARM BANK F S B VS WILSON, TONETTE RENEE' in Orange. It includes a heading 'Florida Courts eFiling Portal Filers that filed at least one document into this case' and a table with columns: Serve?, Name, Primary Email, Alternate Email 1, and Alternate Email 2. Below this is a section for 'Other Attorneys/Interested Parties' with a heading 'Other Attorneys/Interested Parties' and a table with columns: Serve?, #, Filer #, Name, Primary Email, Alternate Email 1, and Alternate Email 2. The table shows 'No Other Attorney(s)/Interested Parties'. The final section is 'Your Email Addresses for Service on this case', which includes a heading and two radio button options: 'My profile eMail addresses should be used for eService on this case.' (selected) and 'The below listed eMail addresses should be used for eService on this case.'. Below the options are three input fields labeled 'Primary', 'Alternate Email 1', and 'Alternate Email 2', and a 'Next' button.

Simple E-File Service List Page

The Electronic Service List is located in the area on the screen below where one adds documents.

Case Type:
Case Title:
Case Status:

Browse... [Add File](#)

File

Emergency Filing

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts eFiling 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"/>	Julie 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
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Simple E-File with Payment Service List Page

The Electronic Service List is located on the screen below where one adds documents.

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			

Electronic Service List

Electronic Service Recipients

Following table lists the Florida Courts eFiling 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"/>	Julie 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						

Appellate Service List Page

Service List is a tab on the menu in the middle of the page.

Thursday, September 26, 2013 Welcome - Attorney Two Last signed in on - 09/26/2013 08:09:21 AM

[Main Menu](#) [Supreme Court Docket](#) [DCA Docket](#) [E-Filing Map](#) [My Trial Court Filings](#) [Sign Out](#)

 **FLORIDA APPELLATE COURTS ELECTRONIC FILING**
<https://appellate.myflcourtagency.com>

 **District Court of Appeal, 2nd District**

[Main Menu](#) [My Cases](#) [New Case](#) [Existing Case](#) [Case Number Pending](#)

Florida Appellate Courts Electronic Filing > Existing Case > Service List **Filing Id : 61015 Submission Pending**

[Update Contact Data](#) [Case Information](#) [Documents](#) [Service List](#) [Payment](#) [Review and Submit](#)

Electronic Service List

2D2012-23 ROY L. LEE vs STATE OF FLORIDA Second District Court of Appeal

Electronic Service Recipients

Following table lists the Florida Courts eFiling 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 Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com	
<input checked="" type="checkbox"/>	 Attorney Two	cweber1024@outlook.com	cweber1024@gmail.com	blank@blank.net

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

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

Creating an E-Service List

Filers may create the e-service list for a case using:

- The filer's profile email addresses
- New email addresses (for those who should receive e-service for this case only)

Use Profile Email Addresses

Select the 'my profile' radio button if the email addresses to be used for e-service are those from the filer's profile email addresses.

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"/>

Next

Designate Other Email Addresses

The filer should select the second radio button when designating new email addresses for e-service on this case only. Type the email addresses to use for this case.

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="cweber1024@outlook.com"/>	<input type="text" value="alt@lawfirm.com"/>

Next

Populate E-Service List

When you click on Next, the email addresses you selected will appear in the Electronic Service List at the top of the E-Service page, as shown below.

The screenshot displays the user interface of the Florida Courts eFiling Portal. At the top left is the logo for the Office of the Orange County Clerk of Courts, Colleen M. Reilly, Interim Clerk. To the right are navigation links: My Trial Court Filings, Existing Case, My Appellate Court Filings, Sign Out, New Case, and E-Filing Map. Below the header, there are links for Account and Filing Options, and a welcome message for Carolyn M Weber, signed in on 08/29/2013 at 01:38:16 PM. The main content area is titled 'File Subsequent Document(s) into an existing Case' and shows case details: Court Type: Trial, County: Orange, Division: Circuit Civil, Case #: 482012CA000021A001OX, Case Type: CA - BREACH OF AGREEMENT/CONTRACT, and Total Fee: \$0.00. A navigation bar includes Case Information, Parties, Documents, Service List, Payments, and Review And Submit. The 'Electronic Service List' section shows the case name 'STATE FARM BANK F S B VS WILSON, TONETTE RENE' and the county 'Orange'. Below this is a heading 'Florida Courts eFiling Portal Filers that filed at least one document into this case' and a note that the following table lists filers that filed at least one document into this case, which cannot be modified. The table has five columns: 'Serve?' with a checked checkbox, 'Name' (Carolyn M Weber), 'Primary Email' (cweber1024@gmail.com), 'Alternate Email 1' (cweber1024@outlook.com), and 'Alternate Email 2' (cweber1024@gmail.com).

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

Deselect Attorney to Receive Service

As new attorneys electronically file to this case, they will be added to the Electronic Service List and be selected to receive service. The 'Serve' column, on the left, contains a checkbox for use to select or deselect the addresses to which the filer is providing service. If the filer wishes not to serve a particular attorney, remove the check mark in the appropriate box in the Service column and the Notification of Electronic Filing {NEF} will not be sent.

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The deselected attorney's name will appear in the NEF that is served on all other recipients in a section noting which attorneys were not served.

From: Carolyn Weber Attorney
To: cweber1024@outlook.com; cweber1024@gmail.com; cweber1024@outlook.com; cweber1024@gmail.com; cweber1024@outlook.com; cweber1024@gmail.com
Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER 482013CA000123A001OX
Date: 09/27/2013 12:42:31 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 09/27/2013 12:42:19 PM ET.

Court: Ninth Judicial Circuit in and for Orange County, Florida
 Case #: 482013CA000123A001OX
 Case Style: SUNTRUST BANK vs. CORTEZ, GISELLE M
 Document Title: Amended Complaint
 Filer: Carolyn Weber Attorney 407-310-3592

Notice has been electronically mailed to:

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

Notice is not sent to:

Name	Primary Email	Alternate Email 1	Alternate Email 2
Pam Boger	pamela.boger@myorangederk.com		
Vince Taegel	vttestatty@gmail.com		

Other Attorneys/Interested Parties

A filer may add Other Attorneys or interested Parties to receive e-service of documents filed to this case. To add Other Attorneys or Interested Parties, click on the Add Other Attorney/Interested Party link in the Other Attorneys/Interested Parties section of the E-Service page as shown below.

Other Attorneys/Interested Parties

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

[Add Other Attorney/Interested Party](#)

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

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Locating Attorneys to add to E-Service List

To locate an attorney's email address:

- Search registered users of the E-Filing Portal
- Search the Florida Bar database
- Enter the name and email address manually

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 below. If you enter the information directly , it will **not** be associated to a Portal filer account.

[Search Registered Users](#) [Search Florida Bar](#)

-or-

Enter Information:

Filer # Use Portal Filer Profile information for Service

* Name

Primary Email Address

Alternate Email 1

Alternate Email 2

Florida Courts E-Filing Portal

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Search Registered Users

The Search Registered Users page will allow you to search the list of registered users in the Portal. You may then select that user and the default email addresses listed in the Portal for that user will be added to the e-service list.

Search Registered Filers

* Last Name: First Name:

10 records per page

Search All:

Select	Name	Organization	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Mary Kathryn Smith	Unaffiliated Users	FL 95280	ksmith@sctlaw.com	(407) 316-0393

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Search Florida Bar

If you select Option 2, Search Florida Bar, you will be able to search The Florida Bar registry by Florida Bar Number and use the email addresses the attorney has listed with The Florida Bar to add to the e-service list for this case.

Search Florida Bar File

* Bar Number:

10 records per page

Search All:

Select	Name	Address	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Krys Godwin	500 S Duval St Tallahassee FL 323996556	FL 2305	godwink@flcourts.org	850-488-0125

Showing 1 to 1 of 1 entries

← Previous 1 Next →

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Type Name and Email Address

Type the name and email address to add Other Attorneys or Interested Parties to the e-service list.

Other Attorneys/Interested Party ✕

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 below. If you enter the information directly , it will **not** be associated to a Portal filer account.

[🔍 Search Registered Users](#) [🔍 Search Florida Bar](#)

-or-

Enter Information:

Filer # Use Portal Filer Profile information for Service

* Name

Primary Email Address

Alternate Email 1

Alternate Email 2

The filer that entered the name is the only one who will be able to remove the attorney or interested party from the e-service List.

Once the filer clicks on SAVE at the bottom of the page, the Other Attorney or Interested Party entered will be added to the table in the middle of the Service List page as shown on the next page.

Florida Courts E-Filing Portal E-Service User Guide

Maintain My Cases

A new page is added to the Account Menu in the Portal. This new page is called Maintain My Cases. To get to this page, go to the Account menu on the Menu Bar and select Maintain My Cases from the drop down as shown below.

The screenshot shows the Florida Courts eFiling Portal interface. The browser address bar displays <https://qa.myflcourtaccess.com/Common/UIPages/MyFilingsfl.aspx>. The page header includes the Florida Courts eFiling Portal logo and the URL www.myflcourtaccess.com. The user is logged in as Ava K Doppelt, with a last sign-in time of 08/30/2013 09:13:32 AM. The Account menu is open, and the 'Maintain My Cases' option is highlighted with a red box. Below the menu, the 'My Trial Court Filings' section is visible, showing a table of filings with columns for Filing #, Case #, Clerk Case #, Status, County, Division, Submission Date, and Completion Date/Remarks. The table contains four rows of data, all with a status of 'Pending Review' and a submission date of 08/30/2013. The page footer shows the URL <https://qa.myflcourtaccess.com/eService/Views/MyCases.aspx>.

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
292825	482012CA000021A001OX	2012-CA-000021-O	Pending Review	Orange	Circuit Civil	08/30/2013 11:53:57 AM	
292824	482012CA000021A001OX	2012-CA-000021-O	Pending Review	Orange	Circuit Civil	08/30/2013 11:31:25 AM	
292822	482013CA000234A001OX	2013-CA-000234-O	Pending Review	Orange	Circuit Civil	08/30/2013 09:15:22 AM	
292815	482013CA000234A001OX	2013-CA-000234-O	Pending Review	Orange	Circuit Civil	08/30/2013 08:39:53 AM	

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Maintain My Cases will allow you to view case information by selecting the underlined Case #, view the E-Service List for the case by selecting the Clerk Case #, change your email addresses for E-Service on a specific case, remove yourself from the E-Service List for a case and mark a case inactive.

Maintain My Cases

Selecting the underlined "Case #" allows one to view case information in CCIS. Selecting the underlined "Clerk Case #" allows one to view the service list for the case and change information that is associated with your profile

Display Active Inactive All Refresh

25 records per page Search All:

Case #	Clerk Case #	Court	Case Title	Receiving Service	Active
<u>012013CA000024XXXXX</u>	<u>012013CA000024XXXXX</u> X	Alachua	BANK OF AMERICA NA VS TUCKER, SETH	No	Inactive
042013CA000023CAAXMX	13000023CAAXMX	Bradford	OLIVER, WARREN DC#781409 VS TUCKER, KENNETH SEC.	Yes	Active
052009CA000123%%%% %	NOT FOUND	Brevard	Not Available	No	Inactive
082013CF0000140001XX	13000014F	Charlotte	STATE OF FLORIDA VS FIGUEREDO, GUSTAVO M	Yes	Active
122012CC000010CCAXMX	12000010CCAXMX	Columbia	CITIFINANCIAL SERVICES INC VS NAVARRO, FRANK C	Yes	Active
172013CA000002XXXXAX	2013 CA 000002	Escambia	CITIMORTGAGE INC vs. ZOOK, ANTHONY E	Yes	Active
172013MM000023XXXAXX	2013 MM 000023 A	Escambia	STATE OF FLORIDA vs. SIMS, RICHARD DAVID	No	Active
182013CF000002XXXXXX	2013 CF 000002	Flagler	STATE OF FLORIDA VS ANDERSON, KELSEY	Yes	Active
282012CC000010XXAXMX	12000010CCAXSX	Highlands	KAYS JEWELERS, VS RICE, RACHAEL A	Yes	Active
412012CA000010CAAXMA	2012CA000010AX	Manatee	RS CONSTRUCTION OF SOUTHWEST F VS MCLEOD LAND SERVICES INC	No	Inactive
422013CA000023AXXXXX	422013CA000023AXXXXX X	Marion	STATE FARM MUTUAL AUTOMOBILE I VS MCCREA, SAMANTHA LYNN	No	Active

Florida Courts E-Filing Portal
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View Case Information

To view case information, the docket sheet and the documents, select the Case Number in the first column on the page.

The screenshot shows the Florida Courts eFiling Portal interface. At the top left is the Florida eFiling Portal logo and the text "Florida Courts eFiling Portal" and "www.myflcourtagency.com". To the right are links for "My Trial Court Filings", "My Appellate Court Filings", "Sign Out", and "E-Filing Map". Below the header, there are links for "Account" and "E-filing Options", and a welcome message: "Welcome - Ava K Doppelt" and "Last signed in on - 08/30/2013 09:13:32 AM". A "News & Information" section is present but empty. The "Maintain My Cases" section contains instructions: "Selecting the underlined 'Case #' allows one to view case information in CCIS. Selecting the underlined 'Clerk Case #' allows one to view the service list for the case and change information that is associated with your profile". Below this is a "Refresh" button and a "records per page" dropdown set to "10". A "Search All:" search box is also visible. The main content is a table with the following data:

<u>Case #</u>	<u>Clerk Case #</u>	<u>Court</u>	<u>Case Title</u>	<u>Inactive</u>
482012CA000021A0010X	2012-CA-000021-O	Orange	STATE FARM BANK F S B VS WILSON, TONETTE RENEE	Active
482013CA000234A0010X	2013-CA-000234-O	Orange	CACH LLC VS MCCARTY, SHERRY J	Active

At the bottom of the table, it says "Showing 1 to 2 of 2 entries" and there are navigation buttons: "← Previous", "1", and "Next →".

This will open a new page and display the docket sheet and provide access to the documents in the case.

Florida Courts E-Filing Portal
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View E-Service List

To view the e-service list for that case, select the Clerk Case #, as shown in the second column below.

The screenshot shows the Florida Courts eFiling Portal interface. At the top left is the Florida eFiling Portal logo and the text "Florida Courts eFiling Portal" with the URL "www.myflcourtaccess.com". To the right are links for "My Trial Court Filings", "My Appellate Court Filings", "Sign Out", and "E-Filing Map". Below the header, there are links for "Account" and "Filing Options", and a welcome message: "Welcome - Ava K Doppelt" with "Last signed in on - 08/30/2013 09:13:32 AM".

The main content area is titled "Maintain My Cases" and includes a paragraph: "Selecting the underlined 'Case #' allows one to view case information in CCIS. Selecting the underlined 'Clerk Case #' allows one to view the service list for the case and change information that is associated with your profile".

Below the text are controls for "10 records per page" and a "Search All:" search box. A "Refresh" button is also present. A table of cases is displayed with the following columns: "Case #", "Clerk Case #", "Court", "Case Title", and "Inactive". The "Clerk Case #" column is highlighted with a red box. The table contains two entries:

Case #	Clerk Case #	Court	Case Title	Inactive
482012CA000021A0010X	2012-CA-000021-O	Orange	STATE FARM BANK F S B VS WILSON, TONETTE RENEE	Active
482013CA000234A0010X	2013-CA-000234-O	Orange	CACH LLC VS MCCARTY, SHERRY J	Active

At the bottom, it says "Showing 1 to 2 of 2 entries" and includes "Previous", "1", and "Next" navigation buttons.

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Edit Service List

When selected, the Electronic Service List for that case will open and give the filer access to editing/changing any necessary information.

 [Maintain My Cases](#)

Electronic Service List

482013CA000123A0010X SUNTRUST BANK vs. CORTEZ, GISELLE M Orange

Florida Courts eFiling Portal Filers that filed at least one document into this case

Following table lists the Florida Courts eFiling Portal Filers that filed at least one document into this case. This list can't be modified.

Name	Primary Email	Alternate Email 1	Alternate Email 2	Filer #	Use Profile
Carolyn M Weber	cweber1024@outlook.com	cweber1024@gmail.com		1982	<input checked="" type="checkbox"/>
Carolyn Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com		33878	<input checked="" type="checkbox"/>
Pam Boger	pamela.boger@myorangeclerk.com			2095	<input checked="" type="checkbox"/>
Vince Taegel	vtestatty@gmail.com			2112	<input checked="" type="checkbox"/>

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"/>

Remove me from the eService list for this case.

Active/Inactive

Designate if this is an active case and should be displayed on My Cases List.

This is an active Case. Show on MY Cases List.

 This is not an active Case. Do not Show on MY Cases List.

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Other Attorneys/Interested Parties

The filer may remove any Other Attorneys/Interested Parties listed in this section or add new Attorneys/Interested Parties to the e-service list. To remove a party, simply click the red “x” in the # column as shown below.

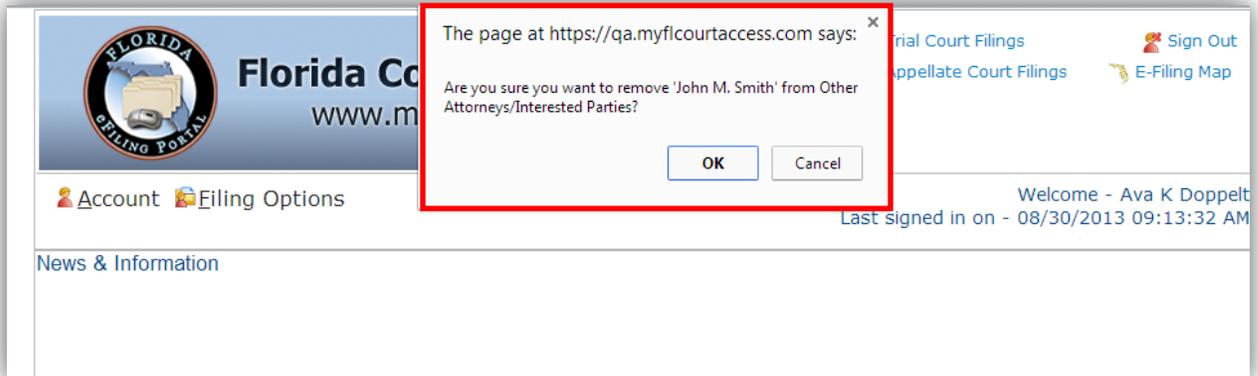
Other Attorneys/Interested Parties

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
 1		<input type="checkbox"/>	John M. Smith	jmsmith@lawfirm.net		

A message is generated to make the user wishes to remove the person from the e-service list for that case.



The page at https://qa.myflcourtagency.com says:

Are you sure you want to remove 'John M. Smith' from Other Attorneys/Interested Parties?

OK Cancel

By clicking on OK, that name is removed from the list as shown below.

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						

Other Attorneys/Interested Parties can be added from this page as well. Follow the steps shown above in the Other Attorneys/Interested Parties section.

E-Service User Guide

Your email Addresses for Service on this case

Email addresses for e-service on this case can be updated by selecting to use the filer's Profile email addresses or by designating up to three new email addresses to be used for this case only. The filer may also select to be removed from receiving e-service on this case completely.

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.

If a filer removes him or herself from e-service on a case, an email notification will go out to the e-service list in the case advising that the filer has elected to remove him or herself from e-service on that case.

If a filer removes him or herself in error, he or she may always add themselves back to the service list by selecting the appropriate email addresses to be used and then click on Save at the bottom of the page.

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.

E-Service User Guide

Features on the Maintain My Cases Page

As a filer continues to file to cases, the cases will be added to the Maintain My Cases page. The page can be customized to meet the filer’s needs. Select the number of records to show per page and there is also a “Search” field to allow for a search based on a party name to quickly pull up the proper case. A filer may also elect to show only “Active” cases or only “Inactive Cases,” or both.

Maintain My Cases

Selecting the underlined "Case #" allows one to view case information in CCIS. Selecting the underlined "Clerk Case #" allows one to view the service list for the case and change information that is associated with your profile

Display Active Inactive All Refresh

25 records per page
 Search All:

Case #	Clerk Case #	Court	Case Title	Receiving Service	Active
012013CA000024XXXXX	012013CA000024XXXXX	Alachua	BANK OF AMERICA NA VS TUCKER, SETH	No	Inactive
042013CA000023CAAXMX	13000023CAAXMX	Bradford	OLIVER, WARREN DC#781409 VS TUCKER, KENNETH SEC.	Yes	Active
052009CA000123% % % % % %	NOT FOUND	Brevard	Not Available	No	Inactive

Florida Courts E-Filing Portal
E-Service User Guide

Email Log

The Email Log is found under the Account tab on the Menu Bar.



Florida Courts E-Filing Portal
E-Service User Guide

TheEmail Log will store all emails sent to the filer by the Portal as shown below.

Email Log

This screen is a log of emails sent to you by this e-filing system.
All required fields on this screen are marked with an asterisk (*).
 Enter From and to dates and then click Refresh to list email(s) sent to you.
You can only search up to 90 days at any given time.

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

	From	Subject	Submitted
Submitted: 09/25/2013			
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482012CF000134000BOX	09/25/2013 01:22:13 PM
	Florida E-Portal	Filing Received	09/25/2013 01:22:09 PM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 492013CF000012AXXXXX	09/25/2013 10:31:04 AM
	Florida E-Portal	Filing Received	09/25/2013 10:31:00 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 492012CF000023AXXXXX	09/25/2013 06:05:38 AM
	Florida E-Portal	Filing Received	09/25/2013 06:05:20 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482013MM000012000AWX	09/25/2013 05:59:39 AM
	Florida E-Portal	Filing Received	09/25/2013 05:59:26 AM
	Carolyn M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482012CF000134000COX	09/25/2013 05:53:19 AM
	Florida E-Portal	Filing Received	09/25/2013 05:53:12 AM
	Carolyn M Weber	Removal from Service List - Case Number 012013CA000024XXXXXX	09/25/2013 05:38:31 AM
Submitted: 09/24/2013			
	Carolyn M Weber	Removal from Service List - Case Number 052009CA000123%>%>%>%%	09/24/2013 10:20:36 AM
Submitted: 09/23/2013			
	Carolyn Weber Attorney	SERVICE OF COURT DOCUMENT - CASE NUMBER 482012CA000123A0010X	09/23/2013 08:31:01 AM

Bounce-Back Email Notification

The Portal will send the filer an email notification of any bounce-back emails when the Portal is notified that an email did not go through. It may take almost a day for the email server to be notified that the email did not go through, depending on the reason for the failure. If sending to a valid domain but with an invalid address, it fails immediately. For example, if sending to cweb@flclerks.com, this will fail immediately as flclerks.com is a valid domain name but cweb is an invalid address. The same thing is true for an invalid domain name. For example, cweber@fakedomainname.com. In this example, fakedomainname.com is not a valid domain name so it will fail immediately.

Florida Courts E-Filing Portal
E-Service User Guide

Your email provider will receive the notification, as will the Email Log in the Portal.

Email Log

This is a log of emails sent to you by the Portal.
All required fields on this screen are marked with an asterisk (*).
 Enter From and To dates and then click Refresh to display the list email[s] sent to you.
You can only search up to 90 days at any given time.

* From (mm/dd/yyyy): To (mm/dd/yyyy): [Refresh](#)

0	From	Subject	Submitted
Submitted: 09/26/2013			
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 022013CA000030CAAXMX Email Delivery Failure	09/26/2013 02:46:51 PM
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 022013CA000030CAAXMX	09/26/2013 02:46:41 PM
	Florida E-Portal	Filing Received	09/26/2013 02:46:31 PM
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 022013CA000123CAAXMX	09/26/2013 02:36:57 PM
	Florida E-Portal	Filing Received	09/26/2013 02:36:51 PM
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482013CF000030000AOX	09/26/2013 02:32:26 PM
	Florida E-Portal	Filing Received	09/26/2013 02:32:16 PM
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 482013CF000030000AOX	09/26/2013 02:30:44 PM
	Florida E-Portal	Filing Received	09/26/2013 02:30:40 PM
	Julie M Weber	SERVICE OF COURT DOCUMENT - CASE NUMBER 2D2012-23	09/26/2013 08:46:29 AM
	Florida E-Portal	Filing Received - Second District Court of Appeal	09/26/2013 08:46:07 AM

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From: Julie M Weber
To: cwebb@fldclerks.com
Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER 022013CA000030CAAXMX Email Delivery Failure
Date: 09/26/2013 02:46:51 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.

SERVICE OF COURT DOCUMENT - Email Delivery Failure

The following transaction was entered on 09/26/2013 02:46:53 PM ET.

Court: Eighth Judicial Circuit in and for Baker County, Florida
Case #: 022013CA000030CAAXMX
Case Style: WELLS FARGO BANK NA VS BUSBEE, JAMES E
Filing #: 71328
Filing Time: 09/26/2013 02:46:31 PM
Filer: Julie M Weber 407-310-3592

Email Delivery to following addresses failed:

Email Address
cwebb@fldclerks.com

The deficient email address is shown and it is the filer's responsibility to serve the documents filed in this submission by another method that is in compliance with Rule 2.516.

Appellate Court Filing Path

Service List

Select from the Electronic Service Recipients who will receive email notification of this submission along with a PDF version of the documents filed.

Thursday, September 26, 2013 Welcome - Attorney Two Last signed in on - 09/26/2013 08:09:21 AM

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FLORIDA APPELLATE COURTS ELECTRONIC FILING
<https://appellate.myflcourtaccess.com>



District Court of Appeal, 2nd District

[Main Menu](#) [My Cases](#) [New Case](#) [Existing Case](#) [Case Number Pending](#)

[Florida Appellate Courts Electronic Filing](#) > [Existing Case](#) > [Service List](#) **Filing Id : 61015 Submission Pending**

[Update Contact Data](#) [Case Information](#) [Documents](#) [Service List](#) [Payment](#) [Review and Submit](#)

Electronic Service List

2D2012-23 ROY L. LEE vs STATE OF FLORIDA Second District Court of Appeal

Electronic Service Recipients

Following table lists the Florida Courts eFiling 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 Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com	
<input checked="" type="checkbox"/>	 Attorney Two	cweber1024@outlook.com	cweber1024@gmail.com	blank@blank.net

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

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

E-Service User Guide

My Cases

Once the filer has submitted his or her documents, the Notification of Electronic Filing [NEF] will appear on the My Cases page.

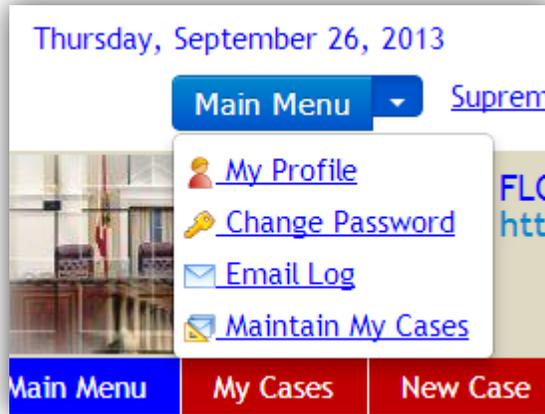
◀	Status	Filing #	D
	Validating Filing	71122	0
	Pending Filing	65486 	0

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Florida Courts E-Filing Portal
E-Service User Guide

Maintain My Cases

The case will also be added to the Maintain My Cases page which is located under the Main Menu tab.



On the Maintain My Cases page the filer will have access to the Case and to the E-Service list.

Thursday, September 26, 2013 Welcome - Attorney Two Last signed in on - 09/26/2013 08:09:21 AM

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FLORIDA APPELLATE COURTS ELECTRONIC FILING
<https://appellate.myflcourtaccess.com>

[Main Menu](#) [My Cases](#) [New Case](#) [Existing Case](#) [Case Number Pending](#)

Maintain My Cases

Selecting the underlined "Case #" allows one to view case information in Appellate Courts Public Docket. Selecting the underlined "Clerk Case #" allows one to view the service list for the case and change information that is associated with your profile

Display Active Inactive All [Refresh](#)

10 records per page Search All:

Case #	Clerk Case #	Court	Case Title	Receiving Service	Active
<u>2D2012-23</u>	<u>2D2012-23</u>	Second District Court of Appeal	ROY L. LEE vs STATE OF FLORIDA	Yes	Inactive
<u>SC2012-123</u>	<u>SC2012-123</u>	The Florida Supreme Court	FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION vs AVALON'S ASSISTED LIVING, LLC ETC., ET AL.	Yes	Active

Showing 1 to 2 of 2 entries ← Previous 1 Next →