

Statewide Portal eFiling Tutorial

17th Judicial Circuit

Agenda

- ▶ Divisions Accepting eFiling
- ▶ System Requirements
- ▶ User Registration
- ▶ Administrator Management
- ▶ Submitting your filing
- ▶ Notifications
- ▶ Support

Divisions Available

- ▶ **Probate** (new and existing cases),
- ▶ **Family** (subsequent pleadings on existing cases) not including Domestic Violence cases and,
- ▶ **Circuit Civil** (subsequent pleadings on existing cases only in Complex Litigation Divisions 1, 7, 19, 26 and 27 and General Division 9).



Please check 17th.flcourts.org for latest information on available divisions.

System Requirements

Internet Connection and Browser

- Internet Explorer, Safari, Chrome work fine

Scanner: any relatively recent model

- Recommended: self-feeding one

Microsoft Word

- Needed if you do not have the ability to create PDFs
- You can upload Word 97 or higher or PDF **only**
- Keep accessibility requirements of Rule 2.526 in mind

Recommended

- Adobe Acrobat (not reader) or other software that merges PDF Documents (Nuance)

User Registration

- ▶ Visit www.myflcourtagency.com to register an account.
- ▶ Registration is a two-step process
- ▶ Currently, only Florida Bar registered attorneys can register to use the portal
- ▶ You can associate three email addresses with one account.



Create an inbox rule in outlook so you don't miss any notifications or a separate email address.

Administrator Registration

- ▶ Law firm administrators should contact the FACC directly at support@myflcourtagency.com or via the eFiling Portal Help line at 850-577-4609 to have their account set up.
- ▶ Provides ability to add already registered attorneys or add attorneys manually. The administrator can also disable or disassociate a lawyer from the firm altogether.

What can you eFile?

- ▶ More than one pleading/motion/petition/paper on a single case (Do not combine separate motions into one document.)
- ▶ All supporting documentation, exhibits, etc. must be included in the same file as the motion.
- ▶ Re-opening (please remember to select correct document type w/reopen fee)
- ▶ No filings requiring Clerk action or dispositive filings: i.e. Motion For Default with Clerk's Anticipated Default, No Voluntary Dismissals

Signatures

- ▶ Can sign, scan & upload but may alter accessibility of your document. RJA 2.525 and 2.526
- ▶ Preferable to sign using the ‘/s/’ after you obtain the originally executed documents.

/s/ John H. Smith

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Telephone: 954-999-9999

Follow up filing – Family & Civil

- ▶ No follow up filing for Broward except for the following original documents:
 - Documents required by Court order, Court rule or Statute.
 - Any other document required by the Court.
- ▶ You must maintain the originals in your files for at least 1 year past the disposition of the case and any time for appeal.

Follow up filing – Probate

- ▶ No follow up filing for Broward except for the following original documents:
 - Last Will and Testament for estate cases;
 - Last Will and Testament deposited with the Clerk;
 - Pre-need Guardian Declarations;
 - Bonds;
 - Death certificates;
 - Returns of service;
 - Documents ordered by the Court; and
 - Original documents required by law or rule of procedure to be filed with the Clerk (17th Judicial Circuit Administrative Order Number 2011-26-PRC).
- ▶ Maintain originals for at least 1 year.

eService

- ▶ Only moderately functional on new cases in **Probate**
 - Choose serve by Electronic Service
 - No confirmation
 - Party receives an email with a PDF of the documents you have filed
- ▶ Not functional for existing cases (yet)

Submitting Your Filing

myflcourtagency.com https://test.myflcourtagency.com/Courts/UIPages/ExistingCase_FL.aspx

Broward County E-Filing

Account Filing Options Smart Forms A2J Interviews

My Filings

Existing Case

New Case

Simple E-File

Email Log

New Appeal Case

(s) into an existing Case

Court Type: County: Broward

Case #: Case Type:

Documents

All required fields use your browser with an asterisk (*). When you have completed (green corner). For more information, click the...

* Type Of Court * County *

Existing case is your only option in Family. Simple e-File is not supported in Broward.

Submitting your Efiling

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

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

* Type Of Court * County * Division

Trial Broward Circuit Civil

* Case #: CACE-11-000342 Probate: PR-C-11-0000345 Family: FMCE-11-000345 Circuit Civil: CACE-11-000342

Case Type: Contract and Indebtedness / Contract and Indebtedness

Case Title: FIA CARD SERVICES NA VS BYRNE, MATTHEW J

#	Description	Amount
1	Filing fee	\$0.00

Choose Type of Court (Trial), County and Division. Enter the case number (correct format, case sensitive!). The type and title of case should populate automatically.

Submitting your Filing



Case Information



Parties



Documents

All required fields on this screen are marked with an asterisk (*). When you have use your browser's arrow keys (upper left screen corner). For more information, c

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: tc

FIA CARD SERVICES NA [Plaintiff]
BYRNE, MATTHEW J [Defendant]
WINARSKY, AMY JILL [Attorney]

[Next](#)

The parties to the case will be displayed on the next screen. Select your party. If you do not see your party listed, do not select any and proceed to the next page. Do not add additional parties!

Submitting your Filing

 [Account](#)  [Filing Options](#)  [Smart Forms](#)  [A2J Interviews](#)

File Subsequent Document(s) into an existing Ca

Court Type: Trial

County: Broward

Case #: FMCE-11-000345

Case Type: DISS. OF MARR

 [Case Information](#)

 [Parties](#)

 [Documents](#)

All required fields on this screen are marked with an asterisk (*). To attach a document, click SAVE, then click Add Document to add another document. Click (upper left screen corner). For more information, click the Help link.

 [Add Document](#)

Click Add Document.

Submitting Your Filing

Choose Document Group 'All' and then find the pleading you are filing in the Document Type Listing. You can press a key to jump to that letter of the alphabet. Upload your document.



Acceptable document formats are PDF MS Word.

The screenshot shows a web-based legal filing system. At the top, there are tabs for 'Case Information', 'Parties', 'Documents', 'Payments', and 'Review &'. The 'Documents' tab is active. Below the tabs, there are several input fields for document information: 'Document #:' with the value 'New Document' and 'Filing Fee: \$0.00'; '* Document Group:' with a dropdown menu set to 'All'; '* Document Type:' with a dropdown menu set to 'Motion to Amend Answer'; '* # Pages:' with a text box containing '1'; and '* Select Document:' with a text box containing 'Docum'. Overlaid on the bottom right is a 'File Upload' dialog box. The dialog box has a title bar with a question mark and a close button. It shows the 'Look in:' path as 'Circuit Civil Training'. The file list contains one file: 'Motion to Amend Answer.docx'. On the left side of the dialog, there are icons for 'My Recent Documents', 'Desktop', 'My Documents', 'My Computer', and 'My Network'. At the bottom of the dialog, there is a 'File name:' field containing 'Motion to Amend Answer.docx' and a 'Files of type:' dropdown set to 'All Files'. There are 'Open' and 'Cancel' buttons at the bottom right.

Submitting Your Filing

Case Information Parties Documents Pay

All required fields on this screen are marked with an asterisk (*). To attach a document click document, click SAVE, then click Add Document to add another document. Click NEXT to continue (upper left screen corner). For more information, click the Help link.

[Add Document](#)

		#	Document Group	Document Type
Edit	Remove	1	All	Motion to Amend Answer

The document will appear in the list. You can add additional lead documents to this case by selecting Add Document again.



Attachments, supporting documentation and proposed orders must be included in the **same file**.

Submitting Your Filing

[Case Information](#) [Parties](#) [Documents](#) [Payments](#) [Review & Sign](#)

No Payment required, click NEXT to continue [Next](#)

Fee Information		
#	Description	Amount
1	Filing fee	\$0.00
2	All Motion to Amend Answer	\$0.00
Total Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total:		\$0.00

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

No Payment required, click NEXT to continue [Next](#)

Enter payment information if necessary. If a fee is required, acceptable payment types are Mastercard, Amex, Discover and ACH withdrawal. **Visa is not accepted.**

Submitting Your Filing

Number:
Expiration Date:

Parties			
#	Type	Primary Name	Address

Documents			
#	Document Group	Document Type	File
1	All	Motion to Amend Answer	Motion to Amend Answer.docx

Review Information shown above and select submit.

[Terms Of Use](#) | [Privacy Statement](#) | [Filer Documentation](#) | [Support?](#) | [Problems with the site?](#) © 2011 [FACC S](#)

The review and submit page provides the final opportunity to verify your information and that you have uploaded the correct files.

This information is located at the bottom of the page.


Submitting Your Filing

Filing Received Confirmation

1 document is successfully submitted for filing to Trial Court for Broward County,
Florida Circuit Civil Division
Case # you have provided is CACE-11-000342
Reference # for this filing is 13059

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

Recent Filings

							 Refresh
Filing #	Case #	Status	County	Division	Submission Date	Completion Date	
+ 13059	CACE-11-000342	Received	Broward	Circuit Civil	01/24/2012 10:51:33 AM		

After submission, please take note of the reference number.

Notifications

- ▶ You will receive two emails.
 - The first will indicate successful transmission of your document to the Portal/Clerk.
 - The second will notify you of the Clerk's action, i.e. acceptance or rejection.
- ▶ Your filing log will be updated.



If you do not receive notification of the acceptance or rejection within 24 hours of submission, send an email to efiling@browardclerk.org with the reference number of your filing in the subject line.

Rejections

- ▶ Procedure revised under Florida Supreme Court Standards for Electronic Access to the Courts
- ▶ “Pending queue” to be implemented in future
 - Contact filer and resolve issue.
 - No more than five (5) days at which point the documents should be accepted.

Reasons for Rejection (until portal is modified per revisions)

- ▶ Currently Broward Circuit Civil eFiling is restricted to Complex Cases and Div 09 assigned cases exclusively.
- ▶ Documents submitted for more than one case.
- ▶ Case style referenced incorrect jurisdiction.
- ▶ The case/cause number on the document was incorrect.
- ▶ Cover letter preceded lead document.
- ▶ The document cannot be eFiled.

Reasons for Rejection (until portal is modified per revisions)

- ▶ Proposed order submitted as lead document.
- ▶ Rejected at request of filer.
- ▶ Scanning requirements not met: 8.5" x 11", scanned right-side up, 300 dpi resolution, and in sequence.

Reasons for Rejection (until portal is modified per revisions)

- ▶ Documents were not signed with “/s/John Doe” or by hand and scanned.
- ▶ Additional case parties were added.
- ▶ Confidential documents submitted without proper notice.
- ▶ Fee waiver rejected.

Orders / Copies

- ▶ Obtain certified/true copies in the same manner you currently do, i.e. send in request via regular mail or stop by the Clerk's Office in person.
- ▶ Hoping to see some additional functionality on this in the future.

Looking Ahead

- ▶ Recent FCTC recommendation – Mandatory eFiling in all civil divisions by late 2012 and across all criminal divisions by September 30, 2013.



Resources

- ▶ www.17th.flcourts.org eFiling web pages and comprehensive FAQ, this powerpoint (Quick links at bottom, center)
- ▶ www.browardclerk.org
- ▶ www.myflcourtaccess.com Detailed manual available via link at bottom of page (Also directly linked from the 17th Circuit Website: http://www.17th.flcourts.org/images/stories/17th_pdf_files/efiling_user_training_june_2011.pdf)
- ▶ www.floridasupremecourt.org ADA Link

Support

- ▶ **Registration issues/technical problems with Florida Courts ePortal:** support@myflcourtagency.com or eFiling Portal Help line at 850-577-4609
- ▶ **Did not receive notification of clerk action:** send an email to efiling@browardclerk.org include reference number in the subject line
- ▶ **Questions about clerk action:**
 - Civil: Paulita Nowicki pnowicki@browardclerk.org
 - Family/Civil: Honey Bolea ebolea@browardclerk.org
 - Probate: Allison Woodham awoodham@browardclerk.org
- ▶ **General eFiling questions:** Christin Gallardo via efileinfo@17th.flcourts.org or 954-831-6340

Thank you!

The 17th Judicial Circuit and Broward Clerk of Court
thank you for your continued support of our eFiling efforts.