

# FORFEITURE PROCEDURE AO 2020-88-Civ e-Filing Guidance

## Filing an Application for an Adversarial Preliminary Hearing via the ePortal

### CASE INFORMATION TAB

- New Case initiation
- Select **Circuit Civil** from the Division drop down menu.
- Select **Specialized Other** from the Case Type drop down menu.
- Select **Adversarial Prelim Hearing** in the Sub Type drop down menu
- Enter the number of Defendants if applicable
- Select “**Other**” from the Proceeding Type of Case drop down menu.
- Select yes or no in the Complex Business Court indicator field
- Select Non-monetary, declaratory or injunctive relief, if appropriate for your filing
- Enter the Number of Causes of Action
- Select yes or no in the Class Action field
- Select yes or no in the Related Cases filed field
- Enter the known related cases if applicable
- Select yes or no in the Jury Trial Demanded field
- The filing fee assessment should show in the amount of \$401.00

The screenshot shows a web browser window with the URL [https://test.myflcourtsaccess.com/Courts/UIPages/CaseInitiation\\_FL.aspx?organizationId=6](https://test.myflcourtsaccess.com/Courts/UIPages/CaseInitiation_FL.aspx?organizationId=6). The page title is "Florida Courts E-Filing Portal...". The form contains the following fields and options:

- Division: Broward
- Case Type: Specialized Other
- Sub Type: Adversarial Prelim Hearing
- Additional Fee Options: Additional Filing Fees
- Total number of Defendants: [Empty text box]
- Circuit/County Civil Information:
  - Proceeding Type Of Case: Other
  - Complex Business Court Indicator: No
  - Remedies Sought:  Monetary,  Non-monetary, declaratory or injunctive relief,  Punitive
  - Amount of Claim: Radio button options:  \$8,000 or less,  \$8,001 - \$30,000,  \$30,001 - \$50,000,  \$50,001 - \$75,000,  \$75,001 - \$100,000,  over \$100,000.00. A note states: "Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not used for any other purpose."
  - Number Of Causes of Action: 1
  - Class Action: No

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\* Class Action:  ▼

\* Related Cases Filed:  ▼

Known Related Cases:

\* Jury Trial Demanded:  ▼

#	Description	Amount
1	Filing Fee	\$401.00
2	Applications and Requests Application for Ex Parte Probable Cause Order	\$0.00

Matter #:

## CASE PARTIES

- Enter Plaintiff Information
- Enter Plaintiff Address Information
- Save
- Add Defendant information: can enter IN RE: of parties name in the OR Organization Field
- Enter Defendant's address
- Save

## DOCUMENTS

- **Application for Ex Parte Probable Cause Order** must be uploaded
- Upload additional documents if necessary
- Save
- Next

## SERVICE LIST

- Select or enter information for party to be serviced
- Next

## FEES AND PAYMENTS

- Select payment option
- Provide payment information if applicable

## REVIEW AND SUBMIT

- Review all information for errors
- Select submit

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**After Adversarial Preliminary Hearing (APH) The balance of the forfeiture filing fee, \$601.00, will be invoiced to the filing party upon receipt of the Complaint and forfeiture bond.**

## CASE INFORMATION TAB

- File Pleading on Existing Case
- Select **Circuit Civil** from the Division drop down menu.
- Enter Year and Sequence # of APH case
- **Circuit Civil (CA) should show in the Court Type field**
- Search for case or enter next

## CURRENT PARTIES TAB

- Select the filing party from the list of current parties
- Add party under the New Parties tab if necessary
- Select next

## DOCUMENTS TAB

- Select ADD
- In the search field type “Contraband”
- Select Contraband Forfeiture Bond “A \$1,500.00 forfeiture bond will be assessed”
- Upload all applicable documents (e.g., Complaint, Notice of Forfeiture, Seizure Warrant, Lis Pendes)
- Select next

08/17/2020 Notice: All Election Challenges/Disputes filed on August 18, 2020 must be e-filed as an "Emergency" filing. Once it is filed, please send an email advising the e-filing Reference Number to:

**Pleading on Existing Case** Help

Type: Trial	County: Broward	Division: Circuit Civil	Total Fee: \$1500.00
Case #: 062014CA010421A000XCE	Type: Adversarial Prelim Hearing / Adversarial Prelim Hearing	Status: Disposed	
Case Title: PIERCE, ALEXANDER JR VS GOLD COAST TRANSMISSIONS, INC			

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

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace  All Contraband Forfeiture Bond	\$1500.00	1	View  C:\fakepath\TEST PAGE.docx	0.01
Remove	Replace  All Notice of Forfeiture Proceedings	\$0.00	1	View  C:\fakepath\TEST PAGE.docx	0.01
Remove	Replace  Complaint/Statements of Claim Complaint	\$0.00	1	View  C:\fakepath\TEST PAGE.docx	0.01
Remove	Replace  All Lis Pendens	\$0.00	1	View  C:\fakepath\TEST PAGE.docx	0.01
Add					
Total		\$1500.00	4	4 Documents	0.06

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## SERVICE LIST TAB

- Select or enter information for party to be serviced
- Next

## FEES AND PAYMENTS

- Select payment option
- Provide payment information
- Select Next

The screenshot displays the 'Fees and Payments' tab in the Florida Courts E-Filing Portal. The page shows case details for 'PIERCE, ALEXANDER JR VS GOLD COAST TRANSMISSIONS, INC' in Broward County, Circuit Civil Division. The total fee is \$1500.00, and the status is 'Disposed'. Below the case information, there are navigation buttons for 'Back' and 'Next'. A 'Filing Fee Summary' table is also visible, listing various fees and their amounts.

#	Description	Amount
1	Filing Fee	\$0.00
2	All Contraband Forfeiture Bond	\$1500.00
3	All Notice of Forfeiture Proceedings	\$0.00
4	Complaint/Statements of Claim Complaint	\$0.00
5	All Lis Pendens	\$0.00
Total Filing Fees:		\$1500.00
Statutory Convenience Fee:		\$0.00
Total:		\$1500.00