

Criminal eFiling Test Plan

Preparation & Instructions for Test eFiling

Monday, January 7, 2013



PREPARATIONS FOR STATE ATTORNEY & PUBLIC DEFENDER OFFICES

1. Ensure that those conducting the test filings for your office have credentials and can login to the ePortal TEST environment at: <https://test.myflcourtaccess.com> ; if you do not yet have credentials, please request them by emailing the ePortal Support Desk at: support@myflcourtaccess.com
2. Ensure that you have a copy of and have read the eFiler Manual; you may access this manual from the footer of the ePortal page once you have logged in (Filer Documentation link) or you may email the ePortal Support Desk at: support@myflcourtaccess.com to request the manual
3. If you need a refresher on the Single Session filing process, please view the WebEx demonstration conducted in October at: <https://flclerks.webex.com/flclerks/ldr.php?AT=pb&SP=MC&rID=13594517&rKey=f6d3f21c7c27d6bc>
4. If you still have questions about "how to file", please submit your specific questions or issues to the ePortal Support Desk at: support@myflcourtaccess.com
5. Please notify the ePortal Projects Team that you will be submitting the test filings; please include your name, email, and phone and include which office you represent and to which clerk's office(s) you will be submitting filings; please email this information to Kyle Reichert (kreichert@flclerks.com), copying Levi Owens (lowens@flclerks.com)
6. Kyle Reichert will provide you a spreadsheet containing Criminal case numbers to use for the testing cycle

PREPARATIONS FOR CLERK OFFICES

1. Verify your Standardized Criminal Docket Descriptions, associated CMS codes, Case Types, and Party Types in TEST
2. In Portal Admin > "County" Profile, verify that all of your Criminal divisions and associated filing options are enabled in TEST
3. Kyle Reichert will attempt to file at least one test Criminal filing in your TEST instance; you will then need to Review/Accept/Complete the test filing and ensure it is transmitted to your CMS; if the filing does not process through to your CMS, please contact your CMS vendor for assistance; report any additional issues to the Service Desk at: support@flclerks.com; also, if you do not have a "county admin/reviewer" account setup in TEST, please request one from the Service Desk at: support@flclerks.com
4. Please notify the ePortal Projects Team that you are ready to commence testing by emailing Kyle Reichert (kreichert@flclerks.com) and copying Levi Owens (lowens@flclerks.com)

SUBMITTING TEST FILINGS (SA & PD FILERS)

1. Login to the ePortal TEST environment and submit test filings:
 - a. Submit one EXISTING case for each Criminal division (utilizing the case numbers provided to you by Kyle Reichert)
2. On the Documents Screen, please select **at least three** Document Types (docket descriptions) and upload the associated documents **for each case filed**; this is in an effort to ensure that we test as many of the Standardized Criminal Docket Descriptions as possible

(note: it does not matter what the actual documents are since these are test filings; any Word or PDF document is just fine; even if it just says "test filing" in the body and the same document may be used over and over again since the actual document uploaded is not significant)
3. No payments should be required
4. On the Review and Submit screen, review your case information and documents and submit the filing
5. Upon submission of the filing, you will receive a **Filing Received** auto-email notification to the address registered in your profile; when you receive this email, please save a copy for your records and please forward the email to Kyle Reichert (kreichert@flclerks.com) to verify the filing has been submitted
6. Once the clerk's office reviews the filing, accepts the documents, and completes the filing, you will receive a **Processing Completed** auto-email notification to the address registered in your profile; when you receive this email, please save a copy for your records and please forward the email to Kyle Reichert (kreichert@flclerks.com) to verify the filing has been completed
7. Repeat these steps for EXISTING cases for each of the Criminal divisions for each county in which you are test filing
8. This will conclude the initial testing phase; Kyle Reichert will contact you if there are any issues

COMPLETING TEST FILINGS (CLERK REVIEWERS)

1. Upon notification of a submitted test filing, login to review the filing, accept each document, and complete the filing
2. You may choose to process the submitted test filings as they come in, or wait until all test filings have been submitted by your SA/PD filers and process all test filings at once
3. Ensure that the filing was processed through to your CMS and take a screenshot of filed case in your CMS
4. Email Kyle Reichert (kreichert@flclerks.com) with the following information for each filing:
 - a. Criminal division
 - b. Filing ID (reference number)
 - c. Screenshot of filed case in your CMS
5. Repeat these steps for EXISTING cases for each of the SA and PD offices in your circuit that are submitting test filings
6. This will conclude the initial testing phase; Kyle Reichert will contact you if there are any issues