



**The Florida Courts E-Filing Authority
Batch Filing
Frequently Asked Questions (FAQ)**

Q: What is Batch Filing?

A: Batch Filing is a new feature of the E-Filing Portal offering high-volume filers an opportunity to transfer multiple volumes of court filings in efficient ‘batches’, in lieu of singular uploads.

Q: What is considered a high-volume filer?

A: High volume filers are those that upload hundreds to thousands of court filings a month to the portal and may include law firms, technical companies, process servers, or similar entities.

Q: How does the Batch Filing process work?

Authorized users work directly with the Portal’s Technical team to establish a “machine-to-machine” interface utilizing customized transfer programming.

Q: How does a portal user apply to become an Authorized Batch Filing User?

A: Qualified entities must remit a completed application and \$500 non-refundable application fee to the Florida Courts E-Filing Authority for consideration. Application and fee information is available at <https://www.myflcourtaccess.com/authority/publicnotices.html>.

Q: Is there a deadline to apply?

A: There is not a specific application deadline and all applications will be processed in the order in which they were received. However, to be considered for the initial testing phase of the program beginning August 1, 2016, applications and fees must be postmarked by August 15, 2016.

Q: What is the process once a user application has been approved?

A: The Portal’s Technical team will work with approved applicants to provide active credentials to the QA Portal, develop vendor-developed interface, complete required testing, and provide certification to batch file through the portal upon License Agreement approval. A copy of the License Agreement is available at <https://www.myflcourtaccess.com/authority/publicnotices.html>

Q: When will users be able to use the Batch Filing?

A: The anticipated Initial Test Phase Completion Date is November 1, 2016. However, the completion date is contingent on multiple factors including project complexity and resource allocation. The decision to extend the deadline will be determined solely by the Authority.