



Florida Courts E-Filing Portal
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Florida Court Clerks and Comptrollers (FCCC)

E-Filing Portal 2016.01 Filer User Notes

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Background

This document provides a list of modifications that are scheduled for release to Production on 4/15/2016 beginning at 9 PM ET.

TABLE OF CONTENTS

- 1 Filer Updates 3
- E-Filing Support Form 3
- E-Mail Validation 4
- Judges Added To E-Service List..... 4
- Confidentiality Buttons..... 4
- E-Service E-Mail Size 5
- Document Size Increase 5
- Notice of Inclusion 6
- My Alerts 7
- Certificate of Indigency 8
- Alias 8
- Save Preferences 9
- 2 Agency Updates 9
- New Filer Roles 9
- Proposed Orders 10
- 3 Batch Filing Updates 10
- Manual Updates 10
- Search Registered Users 11
- Adding Interested Parties 11
- 3rd Party Batch Filing 11



1 Filer Updates

Title:	E-FILING SUPPORT FORM
HEAT Ticket #:	679417 and 866028
Business Need:	Add fields to the Request E-Filing Support form to help triage the reason for their request.
Solution:	Additional fields were added to help the filer explain the issues to the Portal Support Desk. A Subject drop down was added as well as a place for a screen shot of the issue to be uploaded.

Newly Added Fields:

Title:	Effective Date For User
	<p>The screenshot shows the 'Request E-Filing Support' form. Two areas are highlighted with red boxes: a 'Subject' dropdown menu with 'Difficulty Filing' selected, and a 'Supporting Document' upload area with a 'Choose File' button and a note that the file size must be 5MB or less.</p>
HEAT Ticket #:	679928
Business Need:	Implement an option to enable an effective date for the system to automatically inactivate a user for Clerks, Law Firm Administrators, Law Enforcement Administrators, etc.
Solution:	A scheduled task was setup for Monday-Friday at 1AM to update users that are marked as inactive.



Disable User X

- Disable User
- Disassociate User from the Organization.

Title:	E-MAIL VALIDATION
HEAT Ticket #:	761721
Business Need:	Add E-Mail validations to each E-mail field on the portal.
Solution:	E-mail validations have been put in place on each E-mail within the portal.

Title:	JUDGES ADDED TO E-SERVICE LIST
HEAT Ticket #:	804996
Business Need:	Judges need to be E-served documents through the Portal. They also would like to receive those documents provided via E-service, but not all of them.
Solution:	Judges will be able to be added to the E-service List using the Other Attorney/Interested Party link and will be automatically removed from the E-service List once the submission is served. Only the Judges name will appear on the E-service Recipient List. Judges will not receive the Notice of Inclusion E-mail every time they are added.

Title:	CONFIDENTIALITY BUTTONS
HEAT Ticket #:	818056
Business Need:	Remove confidentiality buttons from the Portal and replace with a warning. Link the warning to the Rules and the Notice of Confidential Information form.
Solution:	The confidentiality designation buttons on the Documents tab have been removed and replaced with a warning. Warning Reads: WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425 . Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion required under Rule 2,420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.



Warning Added:

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion required under Rule 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

Title:	E-SERVICE E-MAIL SIZE
HEAT Ticket #:	874078
Business Need:	Increase the E-Service attachment file size from the current 5MB to 10MB.
Solution:	The size of e-mail attachments have been increase to 10MB per attachment.

Note: Filers need to check with their network administrators to ensure they can receive 10MB e-mails.

10MB E-Mail:

SERVICE OF COURT DOCUMENT - CASE NUMBER 122012CA000001C
 eserviceqa@myflcourtaaccess.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Mon 2/29/2016 10:52 AM

To:

Message Answer - Pages 1 to 33.pdf (8 MB) Affidavit - Pages 1 to 9.pdf (2 MB)

Notice of Service of Court Documents
Filing Information

Filing #: 28125185
Filing Time: 02/29/2016 10:51:15 AM ET

Title:	DOCUMENT SIZE INCREASE
HEAT Ticket #:	732080
Business Need:	Increase the document submission size from 25MB to 50MB.
Solution:	The document submission size has been increased to 50MB. Filings up to 50MB will be accepted by the portal. If the filing is over the 50MB file size the filer will receive an error.



Error Warning:

Total size of documents uploaded to the server (58.99 MB) exceeds maximum allowed size of 50 MB.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Answers and Replies ANSWER	\$0.00	33	View TESTSECTION.pdf	9.83
Remove	Replace Affidavits and Oaths AFFIDAVIT	\$0.00	33	View TESTSECTION.pdf	9.83
Remove	Replace Answers and Replies REPLY	\$0.00	1	View TEST.pdf	0.03
Remove	Replace Agreements and Stipulations STIPULATION	\$0.00	33	View TESTSECTION.pdf	9.83
Remove	Replace Appellate Pleadings DIRECTIONS TO CLERK	\$0.00	33	View TESTSECTION.pdf	9.83
Remove	Replace Affidavits and Oaths AFFIDAVIT OF COSTS	\$0.00	33	View TESTSECTION.pdf	9.83
Remove	Replace Agreements and Stipulations STIPULATION OF PARTIES	\$0.00	33	View TESTSECTION.pdf	9.83
<input type="button" value="Add"/>					
Total		\$0.00	199	7 Documents	58.99

Title:	NOTICE OF INCLUSION
HEAT Ticket #:	843922
Business Need:	Add the Case Type to the Notice of Inclusion E-mail.
Solution:	Case Type was added to the Notice of Inclusion E-mail for all filings and not limited to new case filings. Case Name/Style was also fixed and should now show on new case filings.

Notice of Inclusion E-mail:

From: eserviceqa@myflcourtsaccess.com
 To:
 Cc:
 Subject: Notice of Inclusion on eService List Case # 16000003CPAXMX UCN 122016CP000003CPAXMX

You have received this email because you have been added to the Florida Courts E-Filing Portal eService List by

Filer Name: Todd Newberry **Bar ID:** 31626
Email Address: tnewberry@flclerks.com
Phone Number:
Firm or Organization: Unaffiliated Users

Regarding Case:
Court: Third Circuit Judicial Circuit in and for Columbia County, Florida
Court Case Number: 16000003CPAXMX
Case Style: IN RE: Estate of Not Available
Case Type : Probate Estate Disposition of Personal Property without Administration

If you are not associated with this case and wish to be removed, please click [here](#) to request to be removed from the eService list, or contact the filer listed above.

Do not reply. This is an unmonitored email box.

Thank You,
 The Florida Courts E-Filing Portal



Title:	MY ALERTS
HEAT Ticket #:	851227
Business Need:	<ul style="list-style-type: none"> • When an Alert is cleared by the filer from the My Alerts page, delete the Alert from the Portal • Remove the Include: Active/Cleared/All search criteria. • Remove the following search criteria: Cleared Date From/To • Reposition/realign the search criteria fields so it doesn't take up so much space. • The 'Clear' button should be renamed to "Clear Alert" • When the filer selects the Filing ID from the My Alerts page, it should take them right into the submission so they can make the corrections • Remove the 'Status' column from the My Alerts grid
Solution:	<ul style="list-style-type: none"> • Removed the Include Filed: Active/Cleared/All search criteria. • Removed the following search criteria: Cleared Date From/To • Reposition and realign the search criteria fields so it does not take up so much space. • The 'Clear' button in the search criteria was renamed to "Clear Search Criteria" • The 'Clear' button above the alerts table was renamed to "Clear Selected Alert(s)" • When a filer selects the Filing ID from the My Alerts page, it takes them right into the submission so they can make corrections • Removed the 'Status' column from the My Alerts grid

My Alerts Page:

The screenshot shows the 'My Alerts' interface. At the top right, there are links for Help, a printer icon, a refresh icon, and a question mark icon. Below this is a 'Search Options' section with the heading 'Enter Search Criteria'. It contains several input fields: 'Alert Date From:' with a dropdown menu set to 'Alert Created From', 'Alert Date To:' with a dropdown menu set to 'Alert Created To', 'Type of Alert:' with a dropdown menu, 'Filing ID:' with a text input field labeled 'Filing #', and 'Filer:' with a dropdown menu. There is also an 'Alerts per page:' dropdown menu set to '10'. Below these fields are two buttons: 'Search' and 'Clear Search Criteria'. Below the search options is a 'Clear Selected Alert(s)' button. The main part of the page is a table with the following columns: Select, Filing #, Case Style, Court Case #, Court, Alert Date, Type of Alert, and Remarks. The table contains four rows of alert data.

Select	Filing #	Case Style	Court Case #	Court	Alert Date	Type of Alert	Remarks
<input type="checkbox"/>	28124898	CITMORTGAGE INC VS BLAKE, JONATHAN B	10000123CAA0M0	Columbia	11/05/2015 04:20:57 PM	Filing Moved to Pending Queue	Testing roles
<input type="checkbox"/>	28124892	NATIONSTAR MORTGAGE LLC VS FONTANE, RONALD L	14000001CAMXAX	Santa Rosa	11/03/2015 12:50:36 PM	Filing Moved to Pending Queue	Testing XML on doc received date
<input type="checkbox"/>	28124891	Tiny Tin et al. VS	NEW CASE	Santa Rosa	11/03/2015 12:29:05 PM	Filing Moved to Pending Queue	The [Click to fill in the name of the document] was blank, illegible, improperly scanned or corrupt. Please correct and resubmit the entire submission within 5 business days.
<input type="checkbox"/>	28124889	VS	NEW CASE	Columbia	11/03/2015 11:34:00 AM	Filing Moved to Pending Queue	Testing the pending queue reason

At the bottom right of the table, it says '1 - 4 of 4 items'.



Title:	CERTIFICATE OF INDIGENCY
HEAT Ticket #:	851350
Business Need:	Filers are forced to add another Certificate of Indigency form on the Fee Screen when processing an item returned to the Pending Queue.
Solution:	Filers are no longer required to add another Certificate of Indigency form when a filing has been sent back to the pending queue.

Title:	ALIAS
HEAT Ticket #:	665500, 644923, and 500865
Business Need:	Add commonly used 'alias' types (i.e. aka, fka, obo, dba, etc.) for both filers and reviewers to select, limit data entry to 40 characters in those fields, prevent filer from entering an individual in an organization field.
Solution:	Added alias list from CCIS that allows the filer to add multiple aliases for parties entered. Limit the text entered into the Alias field to 40 characters.

Alias on the Parties Tab:

The screenshot shows the 'Add/Edit Party' form. The 'Alias(AKA)' section is highlighted with a red box. It contains a table with the following structure:

Remove	Alias Type	Alias
<input type="button" value="Add Alias"/>		

Other fields visible include: Party # (New Party), Role (Select), ID State/License # (Select State), First/Middle/Last/Suffix/Gender/Race, Person Name, OR Organization, Email Address, Address, Country/State/Zip, and Phone #.

Adding Alias:

The screenshot shows the 'Add/Edit Alias' form. The 'Alias Type' dropdown menu and the 'Alias' text input field are highlighted with a red box. The 'Alias' field currently contains the text 'Alias'. There are 'Save' and 'Cancel' buttons at the bottom right.



Title:	SAVE PREFERENCES
HEAT Ticket #:	755063 and 847680
Business Need:	Users need the ability to have save preferences on their work queues.
Solution:	The user preferences have been added to the E-mail preferences tab.

My Profile

User Details Change Password Payment Accounts **Preferences**

User Preferences

Home Page: E-Filing Map

Filing Path: Pleading on Existing Case

Jurisdiction: Miami-Dade

Add/Edit Document

Document #: New Document Filing Fee: \$0.00

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

Frequently Filed Documents

AFFIDAVIT AS TO ATTORNEY'S FEE NOTICE OF TAKING DEPOSITION PLAINTIFF'S MOTION TO COMPEL DISCOVERY RESPONSES MOTION FOR SUMMARY JUDGMENT

2 Agency Updates

Title:	NEW FILER ROLES
HEAT Ticket #:	868680 and 822787
Business Need:	Add the following Filer Roles and Organizations: <ul style="list-style-type: none"> • Case Manager Filer Role • Guardian Ad Litem and Organization • Coordinated Victim Assistance Center and Organization (CVAC)
Solution:	The following Filer Roles and Organizations were added: <ul style="list-style-type: none"> • Case Manager Filer Role [added by Judicial Circuit Admin] • Guardian Ad Litem and Organization [Added by County]



	<ul style="list-style-type: none"> Coordinated Victim Assistance Center and Organization (CVAC) [Added by County Admin]
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Be sure that document descriptions are added to the appropriate filer roles so that they have access to the documents they will need to file to the Portal.

Title:	PROPOSED ORDERS
HEAT Ticket #:	726187
Business Need:	Give filers the ability to file Proposed Orders through the portal to each Judicial Circuit.
Solution:	Enabled when Judicial Officer in each County advises they are ready to receive the Proposed Orders through the Portal.

E-Filing Map

Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- Proposed Order

Miami-Dade

3 Batch Filing Updates

Title:	MANUAL UPDATES
HEAT Ticket #:	866327
Business Need:	Batch Filing statuses that are manually updated in the database do not send the status update to the filers application.
Solution:	When batch filings statuses are updated manually, the status update is sent to the filer's application. These statuses are only sent to filer's that are receiving the statuses from the portal and not polling the portal for statuses.



Title:	SEARCH REGISTERED USERS
HEAT Ticket #:	869113
Business Need:	Add to the E-service Web Service the ability to search the Registered Users in the Portal to add to the E-Service List for batch filers.
Solution:	Operations were added to give batch filers the ability to search the Registered Users on the portal. Please contact the Portal Service Desk for documentation.

Title:	ADDING INTERESTED PARTIES
HEAT Ticket #:	849515
Business Need:	Interested Parties are not added to the E-Service list when filed via the batch process.
Solution:	Interested Parties are added to the E-Service List when batch filers request the party for service.

Title:	3RD PARTY BATCH FILING
HEAT Ticket #:	857289
Business Need:	Give 3 rd Party Vendors the ability to file via the batch process.
Solution:	3 rd Party Vendors now have the ability to batch file. Please contact the Portal Service Desk for documentation.