



*Florida Courts E-Filing Portal*  
www.myflcourtaccess.com

## **Florida Court Clerks & Comptrollers (FCCC)**

### **Update eService List Staff Departing from Organization**

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## Background

This document provides steps to follow to replace departing staff with new staff on eService lists. As staff leaves an organization, the eService list on all of his/her cases may need to be updated. It is important to **control what other filers add to the eService list for a case**. If you do not provide an email address that identifies your location, other filers will be creative with who they include.

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### 1 Redirect Profile Email Address

Access the portal using the departing staff member’s credentials in order to access their cases. Change his/her profile email address so any filings that are serviced during the transition using the profile address are sent to an email address that you specify. If other filers have added your departing staff member to a service list on a case using the Search Registered Users option, the email address will be updated on that service list.

## My Profile

Fields marked with asterisk (\*) are required.

User Details
Change Password
Payment Accounts

### User Details

Organization: Rives Law Firm  
Role: Attorney – Florida Bar

\* User Name: [REDACTED]

\* Security Question: [REDACTED]

\* Security Answer: [REDACTED]

\* First                      Middle                      \* Last                      Suffix

Name:

\* Primary Email:

Alternate Email1

/Email2:

\* Address 1/2:

\* City/State/ Zip Code:

Phone #:  Format: ###-###-####

## 2 Update eService List without Filing to the Cases

The new attorney may not have a need to file a document to all the cases in their caseload. An eService list can be updated at any time.

1. Access **Maintain My Cases** Screen to see a list of all cases
2. Click on the link for every row in the **Clerk Case #** column access the eService list for that case.

Account ▾
Filing Options ▾
A2J Interviews ▾

Welcome - Carolyn M Weber  
Last signed in on - 01/10/2014 10:00:55 AM

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**Maintain My Cases**

Selecting the underlined "Case #" allows one to view case information in CCIS. Selecting the underlined "Clerk Case #" allows one to view the service list for the case and change information that is associated with your profile

**Display**  Active  Inactive  All
[Refresh](#)

records per page

Search All:

Case #	Clerk Case #	Court	Case Title	Receiving Service	Status
<a href="#">012013CF000015AXXXX</a>	<a href="#">012013CF000015AXXXX</a>	Alachua	STATE OF FLORIDA VS ROSSI, REGINA MARY	No	Active
<a href="#">042013CA000023CAAXMX</a>	<a href="#">13000023CAAXMX</a>	Bradford	OLIVER, WARREN DC#781409 VS TUCKER, KENNETH SEC.	Yes	Active
<a href="#">052012CF000023% % % % % %</a>	NOT FOUND	Brevard	Not Available	Yes	Active
<a href="#">082013CF0000140001XX</a>	<a href="#">13000014F</a>	Charlotte	STATE OF FLORIDA VS FIGUEREDO, GUSTAVO M	Yes	Active
<a href="#">112012GA0001230001XX</a>	<a href="#">1550254</a>	Collier	IN RE: Guardianship of Not Available	Yes	Active

## 2.1 eService List Screen

[Maintain My Cases](#)

**Electronic Service List**

082013CF0000140001XX STATE OF FLORIDA VS FIGUEREDO, GUSTAVO M Charlotte

**Florida Courts E-Filing Portal Filers that filed at least one document into this case**

Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case. This list can't be modified.

Name	Primary Email	Alternate Email 1	Alternate Email 2	Filer #	Bar #	Use Profile
Carolyn M Weber	cweber1024@outlook.com	cweber1024@gmail.com		1982	800234	<input checked="" type="checkbox"/>

**Other Attorneys/Interested Parties**

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

[Add Other Attorney/Interested Party](#)

#	Filer #	Bar #	Use Profile	Name	Primary Email	Alternate Email 1	Alternate Email 2
No Other Attorney(s)/Interested Parties							

**Your Email Addresses for Service on this case**

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.  
 The below listed eMail addresses should be used for eService on this case.

Primary  Alternate Email 1  Alternate Email 2

Remove me from the eService list for this case.

**Active/Inactive**

Designate if this is an active case and should be displayed on My Cases List.

This is an active Case. Show on MY Cases List.  
 This is not an active Case. Do not Show on MY Cases List.

[Save](#)

### 2.1.1 Add New Staff Member

Click **Add Other Attorney/Interested Party** to add the new staff member assigned to the case **Search Registered Users** to locate the staff member making sure you have the correct occurrence of your new staff member.

**Other Attorneys/Interested Party** X

You can search for Registered Portal users by selecting the "Search Registered Users" link. You can search for florida attorneys by selecting the "Search Florida Bar" link. You can also enter information into the form fields below. If you enter the information directly , it will **not**be associated to a Portal filer account.

[Search Registered Users](#) [Search Florida Bar](#)

-or-

### 2.1.2 Remove Departing Staff Member

See 1.2.1 eService List Screen.

Click **'Remove me from the eService list for this case'** to remove the departing staff member from the eService list.

Click **Save**.

This will replace departing staff with new staff without having the new staff file to the case.

## 3 Not Handled

Any occurrence of the departing attorney's email address on an eService list that was entered manually by the filer will not be updated by replacing the profile email address or removing the attorney from the service list.

### 3.1 How Was the Email Address Added to the eService List

The filer selected 'Add Other Attorney/Interested Party' and typed a name and an email address in the Name and Email address field(s).

**Other Attorneys/Interested Party** X

You can search for Registered Portal users by selecting the "Search Registered Users" link. You can search for florida attorneys by selecting the "Search Florida Bar" link. You can also enter information into the form fields below. If you enter the information directly , it will **not**be associated to a Portal filer account.

[Search Registered Users](#) [Search Florida Bar](#)

-or-

Enter Information:

Filer #   Use Portal Filer Profile information for Service

\* Name

Primary Email Address

Alternate Email 1

Alternate Email 2

### **3.2 Possible Solution**

Direct all email to the departing staff's email address to a monitored email account.  
Contact the filer to request to remove the email address from the service list.