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Criminal E-Filing Manual
Your Guide to E-Filing in St. Lucie County

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Criminal E-Filing Business Rules

To best serve you, please review these requirements prior to e-filing a criminal case with the St. Lucie County Clerk's office. These business rules list pertinent information about system guidelines, items that cannot be e-filed, how to add and manage documents in the ePortal.

General Guidelines

Paper copies are NOT required to follow electronically filed documents.

The file stamp affixed to your e-filing document reflects the date and time it was received in the ePortal for timeliness.

When a fee is required, acceptable payment types are ACH or Credit Card (service fees apply). The mailing address for the credit card must match the address listed in your attorney profile on the portal.

E-filing by Attorneys Appearing Pro Hac Vice--Contact the Florida Bar for a PHV number to register on the ePortal. The Florida Bar contact number is 850-561-5840.

Formatting Requirements

- All word processing forms and documents created for e-filing shall allow a standard space for the placement of the electronic date and time file stamp.
- Documents should leave blank a 3 x 3 inch space at the top right-hand corner on the first page, and a 1 x3 inch space at the top right-hand corner on each subsequent page, to accommodate statewide standard date/time stamps (as defined in RJA 2.520)
- Documents must have a one (1) inch left and right margin.
- Documents must be submitted in a pdf or Word97 or newer format. The preferred format for documents is PDF/A. Storage of documents in PDF/A format is required no later than June 1, 2021.

Items that Cannot Be Filed

- Documents exceeding 50 pages with extensive graphics or 200 pages with limited graphics (the ePortal has a 25 mg per filing limitation). Please attach only one page with the wording, "Request oversize document filing" and include your email address. Our IT Department will send instructions for filing the actual document.
- Cover letters
- Unsigned orders
- Writs of Garnishment, Writs of Possession, Writs of Replevin
- Original documents such as Wills, Codicils, Deeds, Surety Bonds, Notes and Mortgages, Certified copies of Foreign Judgments, and other verified and sworn documents as outlined in [SC11-399]

How to Add Documents

- Select the most appropriate docket event that best describes your pleading. Modifications may be made by the clerk.

- File Notices of Confidential Filing and Notices of Filing separate from the pleadings they reference. The only exception is when the attachment belongs to a different case or has no case identifying information.
- Leave exhibits of proposed orders and other exhibits attached to the motions
- File supporting affidavits separate from the motion. Each (styled) Affidavit is a separate pleading.
- Documents with multiple case numbers should be filed once for each case number. Example: Filing of Notice of Appearance with a criminal traffic case and civil traffic case. You must file the document twice, once with the criminal traffic case number and once with the traffic case number.
- Filing received the day before court— Written Plea of Not Guilty is filed. The Clerk will process all filings received before 5 pm on the same day. Please call the Clerk’s office at 462-6936 to let the Criminal Courts Department know that the Defendant was due in court tomorrow and the written plea of not guilty has been filed. Please have your filing number provided by the ePortal.
- Traffic cases older than 30 days requesting a court hearing requires the payment of a \$23 fee before hearing may be set. Attorneys should contact the Clerk’s office to make payment before efileing the hearing request.

Pending Queue

E-filed documents will be rejected by the Clerk’s Office for any of the following reasons, which will necessitate the filing of an amended document:

- Incorrect venue or jurisdiction
- Incorrect or missing case number
- Unsigned Orders
- Multiple documents that are submitted as a single document, unless they are exhibits or attachments to the first document
- Multiple page document filed as separate documents.
- Document illegible/corrupt/blank
- Any original document mandated by statute to be filed with the Clerk must continue to be submitted in paper format (such as wills for deposit, etc)

Unacceptable cases or pleadings will be moved to a Pending Queue. The clerk will add the reason why it is unacceptable such as unreadable image, wrong case numbers, or wrong county.

- You will have 5 business days to correct and resubmit your filing. If accepted, it will retain the original file stamp date.
- If you take no action in this time period, the filing will be moved to an abandoned filing queue and will no longer be available for correction.

Introduction

This manual provides you with information necessary to file court case documents via the Florida Courts E-Filing Portal, commonly referred to as the portal. This document will step you through the process of registering as a new e-filer, managing your online account, filing documents through the portal, generating reports, and making payments for filings submitted via the portal.

This manual may be revised periodically to reflect modifications and enhancements to the portal.

Registering to E-File

Prior to using the Florida Courts E-Filing Portal, filers must create an account. Visit myflcourtagency.com and click on E-Filing Portal. The portal is compatible with Internet Explorer, Google Chrome, Mozilla Firefox and Apple Safari browsers.

Step 1: Create an Account

To create an account, click on the **Register Now** link. Filers will be directed to a page that provides information on the portal. Click on the link at the bottom to be taken to the Account Registration page.

Filers will be prompted to complete all available fields on the screen. Required fields are indicated with an asterisk.

- From the Role drop down menu, select the Attorney-Florida Bar option. A Florida Bar number is required.
- Enter a user name and password. The requirements for creating a valid password appear above the password field.
- Select a security question from the drop down menu and enter your answer.
- Enter your first and last name along with a primary email address. The portal allows for three email addresses to be entered. All filing notifications are sent via email to the addresses listed.
- A physical address must also be entered. The address is required with processing filing fees with a credit card.

Click on **Register** once all information is entered

Upon successful registration, you will be redirected to the Registration Complete screen.

Tutorials & Manuals

Visit myflcourtagency.com to view training videos, manuals and frequently asked questions.



Account Registration

To register, complete this form and activation instructions will be emailed to you.
Fields marked with asterisk (*) are required.

* Role: Attorney - Florida Bar

ID State/Number: Florida
You must provide Florida Bar Number

* User Name:
Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Password:

* Re-type Password:

* Security Question: Mothers Maiden Name

* Security Answer:

Name: * First Middle * Last Suffix

* Primary Email:

Alternate Email1/Email2:

Address 1/2:

City/State/ Zip Code:

Phone #: Format: (###) ###-####

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Step 2: Activate Your Account

After successfully registering an account, you will receive two emails from the portal. The first email is your confirmation and includes your profile information. *If the registration requires review by Portal Support before approval the e-mail notification will indicate that the registration is pending approval. Once approved by Portal Support, the filer will receive the emails regarding approval and activation.*

The second email provides you with an activation link that you must click on to complete the registration process.

Click on the link provided in the email to access the User Account Activation screen.

To verify your identity, you will be asked to select the security question and enter the answer that you provided during the registration process.

Once entered, click Activate to complete this step.

You will be notified when your account has been activated.

Dear John X Smith :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@myfldocs.com>

Information provided at the time of registration for electronic filing with FACC ePortal is verified and your account is ready for activation. To Activate your account click on activation link below

<https://test.myfldocs.com/Common/UIPages/ActivateUser.aspx?activationid=1550975c-b625-4a97-ac8a-36d1acaba80e>

Your Account Details are as follows:

Name: John X Smith
User Name: exampleuser2
Role: Pro Se - Self Representation
Email Address: vminer@flclerks.com
Phone #:

Thank You,
FACC ePortal Staff

User Account Activation

Your security is important to us. Please verify your identity by answering the security question selected at time of registration.

Fields marked with asterisk (*) are required.

* Security Question:

* Security Answer:

Activate

[Terms Of Use](#) | [Privacy Statement](#) | [Support?](#) | [Problems with the site?](#)

Navigating the Menus

Once the account is activated, you can return to the portal log-in page at myflcouraccess.com. You will be prompted to enter your user name and password.

Once logged in, you are taken to the My Filings screen, which presents you with two menus, the **Account** menu and the **Filing Options** menu. You may use these menus to make changes to your profile and account.

User Details

Choosing **My Profile** from the Account menu allows you to manage account information using the **User Details** and **Change Password** options.

The **User Details** option allows you to update your profile. You are able to update any profile information present with the exception of **Organization, Role and User Name**. Click on **Update** at the bottom of the screen to save changes.

To view the complete user profile, click on **More Information** located in the upper right side of the screen.

Once expanded, you may enter multiple email addresses, phone numbers and mailing addresses. Email notifications are sent to all email addresses on the account. Only the primary phone number and mailing address are used in the Party Information for the case.

Change Password

The **Change Password** tab under **My Profile** allows you to update your password. The new password must meet the criteria for the password stated on the screen under the New Password input box.

This screenshot shows the top navigation bar with 'Account' and 'Filing Options' menus. The 'Account' dropdown menu is open, showing 'My Profile' (highlighted with a yellow box) and 'Sign Out'. Below the menu is a search area with date pickers for 'From (mm/dd/yyyy): 12/27/2010' and 'To (mm/dd/yyyy): 12/30/2010', and a 'Refresh' button. A table below shows filing information:

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
5096	NEW CASE	Being Reviewed	Columbia	Circuit Civil	12/28/2010 01:01:05 PM	

At the bottom, it says 'Change page: Previous 1 Next' and 'Displaying page 1 of 1, items 1 to 1 of 1.'

This screenshot shows the 'My Profile' page with the 'User Details' tab selected. It includes a 'More Information' link in the top right. The profile information is as follows:

- Organization: Miners At Large
- Role: Pro Se - Agent for a Pro-Se Litigant
- User Name: Father
- * Security Question: Favorite Pet
- * Security Answer: [Empty text box]
- Name: * First: Father, Middle: [Empty], * Last: Miner, Suffix: [Empty]
- * Primary Email: vminer@flclerks.com
- Alternate Email1/Email2: [Empty]
- Address 1/2: [Empty]
- City/State/ Zip Code: [Empty], Select State: [Dropdown], [Empty]
- Phone #: [Empty], Format: (###) ###-####

An 'Update' button is located at the bottom center.

This screenshot shows the 'My Profile' page with the 'Change Password' tab selected. It includes a 'More Information' link in the top right. The form fields are:

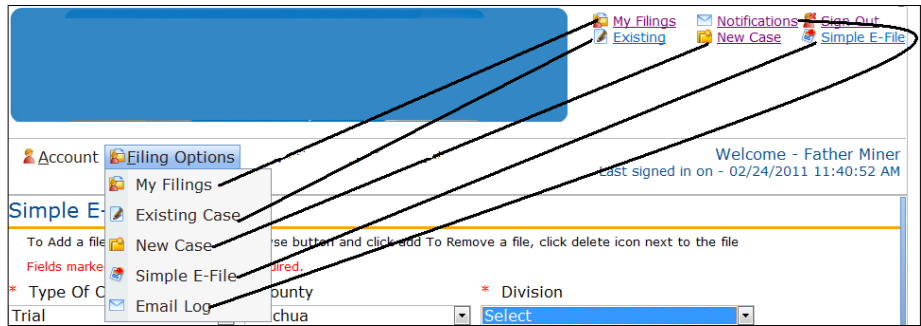
- * Current Password: [Empty text box]
- * New Password: [Empty text box]
- Re-enter New Password: [Empty text box]

Below the fields, it states: 'Password must be between 6 and 16 characters, with at least 1 number'. A 'Change' button is located at the bottom center.

Filing Options/Links

The portal filing management links are located under the **Filing Options** menu. These links are also located in the upper right corner of the screen.

- ❑ **Filing #:** The portal assigned reference number for your filing.
- ❑ **Case #:** The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- ❑ **Status:** The status will reflect one the document is Pending Review, Being Reviewed, Filed, Pending Queue, or Filed for Judicial Review.
- ❑ **County:** The name of the county the case is filed in.
- ❑ **Division:** The court division the case is filed in.
- ❑ **Submission Date:** Date the filer submitted the filing on the portal.
- **Completion Date:** Date the filing was processed by the Clerk's office.



To expand each filing for more details, click the **+** box to the left of each filing.

The **My Filings** list defaults to filings within the current week. To expand or narrow the list, change the **From** and **To** dates and click **Refresh** to generate the list for the new date range.

My Trial Court Filings							
* From (mm/dd/yyyy): 01/01/2013		* To (mm/dd/yyyy): 10/11/2013		Refresh			
Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
4817	562013CF002789AXXXXX	2013CF002789 A	Pending Queue	St. Lucie	Circuit Criminal	10/11/2013 11:30:46 AM	TEST
71241	562013MM000258AXXXXX	2013MM000258 A	Pending Filing	St. Lucie	County Criminal	09/26/2013 11:46:13 AM	
67404		NEW CASE	Pending Filing	St. Lucie	Probate	09/16/2013 10:10:36 AM	
62312	562013MM000150AXXXXX	2013MM000150 A	Pending Queue	St. Lucie	County Criminal	08/27/2013 10:51:35 AM	Case number does not match case entered.
62292	562013MO000201AXXXXX	2013MO000201 A	Pending Review	St. Lucie	County Criminal	08/27/2013 10:16:34 AM	
62289	562013CF000905AXXXXX	2013CF000905 A	Pending Filing	St. Lucie	Circuit Criminal	08/27/2013 10:14:18 AM	
62281	562013CF001500AXXXXX	2013CF001500 A	Pending Filing	St. Lucie	Circuit Criminal	08/27/2013 10:05:04 AM	
62278	562013CT001500AXXXXX	2013CT001500 A	Pending Review	St. Lucie	Criminal Traffic	08/27/2013 10:02:45 AM	
62152	562013CF000100AXXXXX	2013CF000100 A	Pending Filing	St. Lucie	Circuit Criminal	08/26/2013 04:11:28 PM	
60827	562013CA002425H1XXXX	2013CA002425	Pending Filing	St. Lucie	Circuit Civil	08/21/2013 12:49:23 PM	

Pending Queue

When a filing requires a correction, it is moved to the Pending Queue by the Clerk's office and the filer is notified of the specific issue. You may click on the hyperlink to open the filing and make corrections. In accordance with Administrative Order 0930, all filings sent to the Pending Queue for correction must be corrected by the filer and resubmitted to the Clerk's office within five business days.

If you edit the document, the timestamp will remain the same as when originally filed. If you remove or add documents to the filing, you will receive a new timestamp for the filing.

If your filing is a new case, you will have to resubmit your payment. Your first payment will not be charged to your account. It will authorize but not settle.

After the document has been updated and is ready for resubmission, check your filing on the review and submit page.

Filing # 74817 - Pending Queue Case Information

Note From Clerk: TEST

Case Information | Case Parties | Documents | Service List | Review and Submit

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division
Trial St. Lucie Circuit Criminal

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

* Year * Sequence # * Court Type
2013 2789 CF

Court Type Selection
Felony (CF)

Party Identifier Branch Location
AXXX XX

Search Clear

Filing # 74817 - Pending Queue Documents

Note From Clerk: TEST

Case Information | Case Parties | Documents | Service List | Review and Submit

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link. **Note : Only documents that are uploaded to the server are displayed.**

If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. Click Here to download Notice of Confidential Information Within Court Filing Form

Add Document

#	Document Group	Document Type	Filing Fee
1	Notices	Notice of Appearance	\$0.00

View Edit Remove

Back Next Save

Filed to Abandoned Filing Queue

If a document was moved to Pending Queue and has not been corrected within five business days, it may be moved to abandoned filing queue. Once a document has been moved to abandoned queue, no updates or corrections can be made on the portal.

My Trial Court Filings

* From (mm/dd/yyyy): 01/01/2013 * To (mm/dd/yyyy): 10/11/2013 Refresh

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
74817	562013CF002789AXXXXX	2013CF002789 A	Pending Queue	St. Lucie	Circuit Criminal	10/11/2013 11:30:46 AM	TEST
71241	562013MM000258AXXXXX	2013MM000258 A	Pending Filing	St. Lucie	County Criminal	09/26/2013 11:46:13 AM	
67404		NEW CASE	Pending Filing	St. Lucie	Probate	09/16/2013 10:10:36 AM	
62312	562013MM000150AXXXXX	2013MM000150 A	Pending Queue	St. Lucie	County Criminal	08/27/2013 10:51:35 AM	Case number does not match case entered.
62292	562013MO000201AXXXXX	2013MO000201 A	Filed for Judicial Review	St. Lucie	County Criminal	08/27/2013 10:16:34 AM	10/11/2013 04:58:16 PM
62289	562013CF000905AXXXXX	2013CF000905 A	Pending Filing	St. Lucie	Circuit Criminal	08/27/2013 10:14:18 AM	
62281	562013CF001500AXXXXX	2013CF001500 A	Pending Filing	St. Lucie	Circuit Criminal	08/27/2013 10:05:04 AM	

E-Filing to an Existing Case

To file subsequent documents into a case that has already been filed, select Existing Case from the Filing Options menu.

To perform this feature, you must know the case number. Select the court type, county and division from the dropdown list provided. Items are added to the dropdown when they become available for e-filing. If the dropdown does not contain the court type, county or division for your filing, e-filing is not available.

Enter the case number and click search. The portal will search for the case record.

- If the county's case management system is not linked to the portal, the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located, the case type and title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located, a message will be presented. Please verify your case number entry.
 - If entered incorrectly, click the cancel button on the message to re-enter the case number.
 - If entered correctly, click the OK button on the message to continue processing.
- If the case privacy is confidential or higher, case information will not be returned from CCIS and may not be returned from the county case management system.

Complete all required fields and click **Next**. The filer may move through the process by clicking on the **Next** button when each screen is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review And Submit).

File Subsequent Document(s) into an existing Case

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

Case Information Parties Documents Service List Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court * County * Division
Trial St. Lucie Circuit Criminal

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year. (Example 2012).
Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

* Year * Sequence # * Court Type
2013 2789 CF

Court Type Selection
Felony (CF)

Party Identifier Branch Location

Search Clear

Case Type: Circuit Criminal Criminal Felony
Case Title: STATE OF FLORIDA vs. TESTY, TEST
Case Status:

Adding or Editing Party Information

To add a new party, select a Current Party, or under the **New Parties** section, select **Add Party**.

When adding a party, you have three options:

1. Copy your account information into the party fields by selecting the Copy from Current Filer option.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

In some cases, the party may need to be served with documents. Service options are provided to identify the type of service to be used to serve the documents. If electronic is chosen, then an email is sent to the party email address with documents attached when the filing is submitted.

Click the **Save** button when entries are complete. The pre-existing parties and the new parties will be displayed. In the listing of the new party records, the filer has the option to edit or remove a party they have entered on the case.

Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case.

When the filer has completed adding or editing all necessary party information, click the **Next** button.

File Subsequent Document(s) into an existing Case

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

Case Information Parties Documents Service List Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

TESTY, TEST [DEFENDANT]
STATE OF FLORIDA [PLAINTIFF]

New Parties

If your party does not appear above, add the parties here.

Add Party

#	Type	Name	Contact Information
No Parties associated with current filing			

Next

Add/Edit Party

Party #: New Party

Role: Select Primary Party Filed On Behalf of

ID State/License #: Select State

Copy From Current Filer

You must enter either person or organization name.

First Middle Last Suffix Gender Race

*Person Name: [] [] [] [] [] []

OR Organization: []

Email Address: []

*CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

Address: [] []

City/State/Zip Code: [] Select State []

Primary Ext. Home Work Ext. Mobile Fax

Phone # (Format: ###-###-####): [] [] [] [] [] [] [] []

Save Cancel

Adding Documents

After adding a new party, you may add a document by clicking **Add Document** on the next screen.

On existing cases, there may or may not be a file based on the type of document and the codes available from the clerk.

Select the **document group and type**, and enter the number of **pages**. If the group or type is not listed, contact the Clerk's office. To attach a document, click **Browse**, and find it on your computer. Click **Save**. The document displays in the list.

The document screen also allows you to edit or remove a document. Clicking **Add Document** allows you to add another document to the case.

When you are done adding or editing documents, click the **Next** button.

For confidential documents, the filer must attach the Notice of Confidential Information Within Court Filing as per Rule 2.420.

File Subsequent Document(s) into an existing Case

Court Type: Trial County: St. Lucie Division: Circuit Criminal
 Case #: 562013CF002789AXXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

Case Information Parties Documents Service List Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. [Click Here to download Notice of Confidential Information Within Court Filing Form.](#)

You can download adobe reader from [here](#).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

Add Document

#	Document Group	Document Type	Filing Fee
No Documents			

Document

Document #: New Document Filing Fee: \$0.00

* Document Group: Notices

* Document Type: Notice of Appearance

* # Pages: 1

* Select Document: J:\COURT\Portal Implementation 2009\Crim Browse...
Document may be Word 97 or higher, WordPerfect OR pdf only.

Save Cancel

Case Information Parties Documents Service List Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. [Click Here to download Notice of Confidential Information Within Court Filing Form.](#)

You can download adobe reader from [here](#).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

Add Document

#	Document Group	Document Type	Filing Fee
1	Notices	Notice of Appearance	\$0.00

View Edit Remove

Add Documents and select Next. **Next**

Case Information Parties Documents Service List Payments Review And Submit

All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. [Click Here to download Notice of Confidential Information Within Court Filing Form.](#)

You can download adobe reader from [here](#).

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.

Add Document

#	Document Group	Document Type	Filing Fee
1	Notices	Notice of Appearance	\$0.00

View Edit Remove

Review and Submit

Once you select Submit, all information is final and can no longer be edited.

If you need to apply edits or changes, click on the **Case Information, Parties, Documents, and/or Payments** tab(s) to make the changes and re-save the information.

Once any edits to information have been made, click **Submit**.

You will receive a **Filing Received Confirmation**.

Case Information
Parties
Documents
Payments
Review & Submit

Review Information shown below and select submit. **Submit**

Filer

Name: Kyle Reichert
 Address: 100 Bay St. Tallahassee FL 32312
 Email Address: kreichert@flclerks.com
 Phone Number:

Fee

#	Description	Amount
1	Filing fee	\$0.00
2	ALL COURT REGISTRY RECEIPT	\$0.00
Total Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total:		\$0.00

Payments

Payment Option: No Payment required
 Credit Card/Account Number:
 Expiration Date:

Parties

#	Type	Primary Name	Address

Documents

#	Document Group	Document Type	File
1	All	COURT REGISTRY RECEIPT	C:\fakepath\TEST.docx

The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration.

Review Information shown above and select submit. **Submit**

About E-Service

E-Service provides:

- pre-populated lists on first day of e-service on the portal;
- email service of documents filed electronically through the Portal to all counsel of record and interested parties to the case;
- up to three email addresses per case, per attorney to receive the electronic notifications;
- emailed PDF copies of document(s) filed electronically
- the ability to edit attorney email addresses linked to a specific case;
- the ability to remove attorneys from receiving emailed notifications or documents;
- notifications when an email bounced and was not received.

E-filed cases have at least one document that appears on the Maintain My Cases

page, found under the Account tab. Attorneys that file at least one document in a case are added to the case's e-service list. By default, the attorney's profile email addresses is listed as the e-service addresses for each case. An attorney's e-service email list may be updated at any time.

If it is the first time you've e-filed a document in a case, your e-service page will not have anyone listed yet.

Creating an E-Service List

You may create the e-service list for a case using:

- Your profile email addresses
- New email addresses (for those who should receive e-service for this case only)

File Subsequent Document(s) into an existing Case

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

Case Information Parties Documents Service List Payments Review And Submit

Electronic Service List
562013CF002789AXXXX STATE OF FLORIDA vs. TESTY, TEST St. Lucie

Electronic Service Recipients
Following table lists the Florida Courts eFiling Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input checked="" type="checkbox"/> Serve?	Name	Primary Email	Alternate Email 1	Alternate Email 2
<input checked="" type="checkbox"/>	Rose Blaha	blaha@stuciederk.com	petermani@stuciederk.com	

Other Attorneys/Interested Parties
Following table lists Other Attorneys/Interested Parties for this case associated with your profile:
[Add Other Attorney/Interested Party](#)

#	Filer #	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

Next

Selecting Email Addresses

Select the first option if the email addresses you wish to be used for e-service are listed in your profile.

If you'd like to designate new email addresses to this case, select the second option and enter the addresses in the fields.

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
<input type="text" value="blahar@stlucieclerk.com"/>	<input type="text" value="petermanl@stlucieclerk.com"/>	<input type="text" value="maxwelle@stlucieclerk.com"/>

Next

Populate E-Service List

When you click on **Next**, the email addresses you selected will appear in the Electronic Service List at the top of the E-Service page.

File Subsequent Document(s) into an existing Case

Court Type: Trial	County: St. Lucie	Division: Circuit Criminal
Case #: 562013CF002789AXXXXX	Case Type: Circuit Criminal / Criminal Felony	Total Fee: \$0.00

Case Information | Parties | Documents | **Service List** | Payments | Review And Submit

Electronic Service List
562013CF002789AXXXXX STATE OF FLORIDA vs. TESTY, TEST St. Lucie

Electronic Service Recipients
Following table lists the Florida Courts eFiling Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input type="checkbox"/> Serve?	Name	Primary Email	Alternate Email 1	Alternate Email 2
<input checked="" type="checkbox"/>	Rose Blaha	blahar@stlucieclerk.com	petermanl@stlucieclerk.com	maxwelle@stlucieclerk.com

Deselect Attorney to Receive Service

As new attorneys electronically file to this case, they will be added to the Electronic Service List

and be selected to receive service. The **Serve** column on the left contains a checkbox to customize which addresses you'd like to include on e-service. If you wish to not serve a particular attorney, remove the check mark in the appropriate box in the **Serve** column and the Notification of Electronic Filing will not be sent.

Locating Attorneys to add to E-Service List

To locate an attorney's email address:

- Search registered users of the portal
- Search the Florida Bar database
- Enter the name and email address manually

Other Attorneys/Interested Party

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

Save **Cancel**

Search Registered Users

The Search Registered Users page will allow you to search the list of registered users in the portal. You may then select that user and the default email addresses listed in the Portal for that user will be added to the e-service list.

Search Registered Filers

* Last Name: First Name:

10 records per page

Search All:

Select	Name	Organization	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Mary Kathryn Smith	Unaffiliated Users	FL 95280	ksmith@sctlaw.com	(407) 316-0393

Showing 1 to 1 of 1 entries

Search the Florida Bar

The portal allows you to search for an attorney through the Florida Bar database. The email address on file with the Bar may be added to the e- service list for the case.

Search Florida Bar File

* Bar Number:

10 records per page

Search All:

Select	Name	Address	Bar #	Primary Email	Primary Phone
<input type="checkbox"/>	Krys Godwin	500 S Duval St Tallahassee FL 323996556	FL 2305	godwink@flcourts.org	850-488-0125

Showing 1 to 1 of 1 entries

View the Service List

You may remove any party from receiving e-service on the case by unchecking the box listed by their name. Only the filer has the option to not serve that party or to remove that party from the e- service list for this case.

File Subsequent Document(s) into an existing Case

Court Type: Trial County: St. Lucie Division: Circuit Criminal
Case #: 562013CF002789AXXXXX Case Type: Circuit Criminal / Criminal Felony Total Fee: \$0.00

[Case Information](#) [Parties](#) [Documents](#) [Service List](#) [Payments](#) [Review And Submit](#)

Electronic Service List
562013CF002789AXXXXX STATE OF FLORIDA vs. TESTY, TEST St. Lucie

Electronic Service Recipients
Following table lists the Florida Courts eFiling Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.

<input type="checkbox"/> Serve?	Name	Primary Email	Alternate Email 1	Alternate Email 2
<input checked="" type="checkbox"/>	Rose Blaha	blahar@stluciedclerk.com	petermanl@stluciedclerk.com	
<input checked="" type="checkbox"/>	John M. Smith	jmsmith@lawfirm.net		

Other Attorneys/Interested Parties
Following table lists Other Attorneys/Interested Parties for this case associated with your profile:
[Add Other Attorney/Interested Party](#)

#	Filer #	Use Profile	Name	Primary Email	Alternate Email 1	Alternate Email 2
1		<input type="checkbox"/>	John M. Smith	jmsmith@lawfirm.net		

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.

Maintain My Cases

The **Maintain My Cases** option listed under the **Account** menu allows you to:

- view case information by selecting the linked full case number,
- view the E-Service List for the case by selecting the Clerk Case #,
- change your email addresses for E-Service on a specific case,
- remove yourself from the E-Service List for a case, and
- mark a case inactive.

The screenshot shows the Florida Courts eFiling Portal interface. At the top, there is a header with the Florida eFiling Portal logo and the URL test.myflcourtaccess.com. Below the header, there are navigation links for 'My Trial Court Filings', 'My Appellate Court Filings', and 'Sign Out'. A user is logged in as 'Rose Blaha' with the last signed in time of 10/11/2013 10:06:36 AM. The 'Account' menu is open, and the 'Maintain My Cases' option is highlighted with a red box. Below the menu, there is a section for 'My Trial Court Filings' with a date range filter set from 10/08/2013 to 10/11/2013. A table of filings is displayed below.

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
74817	562013CF002789AXXXXX	2013CF002789 A	Pending Review	St. Lucie	Circuit Criminal	10/11/2013 11:30:46 AM	

View Case Information

To view case information, docket sheets and documents, select the Case Number in the first column on the page.

This will open a new page and display the docket sheet and provide access to the documents in the case.

The screenshot shows the 'Maintain My Cases' section of the Florida Courts eFiling Portal. It includes a 'Display' filter set to 'Active' and a 'Refresh' button. A dropdown menu is set to '25 records per page'. A search bar is present. Below, a table lists various cases. The case with Case # '562013CT001500AXXXXX' is highlighted with a red box. The table also shows 'Receiving Service' and 'Status' for each case.

Case #	Clerk Case #	Court	Case Title	Receiving Service	Status
562013CA002425H1XXXX	2013CA002425	St. Lucie	PLAINTIFF, TEST vs. DEFENDANT, TEST	Yes	Active
562013CF000100AXXXXX	2013CF000100 A	St. Lucie	STATE OF FLORIDA vs. KING, EDDIE DEAN	Yes	Active
562013CF000905AXXXXX	2013CF000905 A	St. Lucie	STATE OF FLORIDA vs. MERRITT, KEVIN E	Yes	Active
562013CF001500AXXXXX	2013CF001500 A	St. Lucie	STATE OF FLORIDA vs. DEVINE, CODY A	Yes	Active
562013CF002789AXXXXX	2013CF002789 A	St. Lucie	STATE OF FLORIDA vs. TESTY, TEST	Yes	Active
562013CT001500AXXXXX	2013CT001500 A	St. Lucie	Not Available VS STEVENS, JOSHUA D	Yes	Active
562013MM000150AXXXXX	2013MM000150 A	St. Lucie	Not Available VS DUNCAN, TASHA G	Yes	Active
562013MO000201AXXXXX	2013MO000201 A	St. Lucie	Not Available VS SEIDLER, OLIVER P	Yes	Active
NEW CASE_67404	NEW CASE	FACC Services Group		Yes	Active

Email Notifications

The Email Log stores a record of your emails sorted in date order. This allows you to view all your emails generated by the portal without having to access an email client.

Email Log			
This screen is a log of all emails sent to you by this e-filing system.			
	From	Subject	Submitted
Submitted: 12/28/2010			
	Florida E-Portal	Filing Received	12/28/2010 09:27:00 AM
Submitted: 12/23/2010			
	Florida E-Portal	Password Change for your Electronic Filing Account with FACC ePortal	12/23/2010 09:32:06 AM
From: Florida E-Portal			
Subject: Filing Received			
Date: 12/28/2010 09:27:00 AM			
Dear Miner:			
This email verifies the receipt of 1 document submitted by you to Alachua Circuit Civil division on 12/28/2010 09:27:00 AM.			

Notifications sent by the portal include:

- Initial notification of registration
- Notification to activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of moved to judicial review

If a filer deletes an email from their email client, the email still remains in this Email Log.

Frequently Asked Questions

1. Why does my county not appear in the dropdown list for filing?

As a county begins participation in e-filing, it will be added to the county dropdown.

2. Why does my filing division for the county not appear in the dropdown list for filing?

Each county determines the divisions that are accepting e-filed cases. Not all divisions in a county may initially participate in e-filing. As a county brings up a new division, it will be listed in the dropdown for the county.

3. Why does my document type not appear in the dropdown list for filing?

Each county determines the documents they will accept via e-filing. As a county accepts a new document type, it will be listed in the dropdown for the county. Contact the county in which you are filing regarding your document type.

4. Why is the existing case information not displaying? I have verified the case number.

Existing case information is displayed if the county's case management system is linked to the portal for case retrieval. Not all counties have or will initiate this link. If the link is not active, the existing case information will not be displayed. Information on a case that has the privacy level of confidential or higher will not be retrieved from CCIS, and it may not be retrieved from the county case managementsystem.

5. How are electronic signatures used?

The portal system operates in accordance with the Supreme Court's Administrative Order (AO 09-30) for the use of "/s" in lieu of electronic signatures. A pleading or other document is not required to bear the electronic image of the handwritten signature or an encrypted signature of the attorney. However, it may be signed in the following manner when electronically filed through an attorney's login and password:

s/ John Doe

John Doe's (e-mail address)

Bar Number 12345

Attorney for (Plaintiff/Defendant) XYZ Company ABC Law Firm

123 South Street

Orlando, FL 32800

Telephone: (407) 123-4567

6. I received an email that my registration was pending approval. Who can assist me in getting my account activated?

Email support@flclerks.com. An administrator can activate a portal registration.

7. Who can assist me with a filing that was moved to the Pending Queue?

For assistance with St. Lucie County filings in the Pending Queue, call the Clerk's office at (772) 462-6900. If the case was filed in another county, you may contact the respective Clerk's office.