

Florida Courts E-Filing Portal

Portal Filer User Manual

That will take you to the welcome page to the Portal. Select your filer role from the drop down and click on the **Register** button.



Florida Courts E-Filing Portal
www.myflcourtaccess.com

News & Information

- **07/26/2018** Internet Explorer versions 7, 8, 9 and 10 will no longer be supported by the Portal, effective October 28, 2018. This will not impact filing documents via the Portal; however, if users encounter issues, changes will not be made to the Portal to eliminate problems caused by Internet Explorer versions that are no long supported.

Welcome to the Florida Courts E-Filing Portal

Help   

Login

* Required Field

* User Name:

* Password:

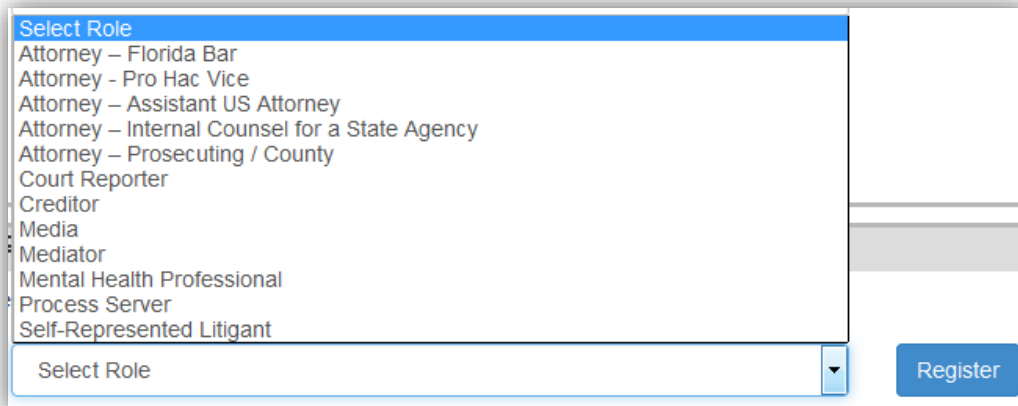
Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

Effective October 28, 2018, the Portal will no longer support out of date browsers, i.e. I.E. 8, I.E. 9, I.E.10.
This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.

Filers will be directed to the Account Registration page based on the filer role you select.



Select Role

- Attorney - Florida Bar
- Attorney - Pro Hac Vice
- Attorney - Assistant US Attorney
- Attorney - Internal Counsel for a State Agency
- Attorney - Prosecuting / County
- Court Reporter
- Creditor
- Media
- Mediator
- Mental Health Professional
- Process Server
- Self-Represented Litigant

Select Role

Attorney Filer Roles

For the Attorney filer role you will see this registration page:

Self-Represented Litigant Filer Role

For the self-represented litigant filer role you will see the following registration page. Complete the registration information form and click on **Register**.

Account Registration

* Role: Self-Represented Litigant

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* City/State/ Zip Code:

Phone #:

CONSENT TO EMAIL SERVICE By electronically filing through the portal I understand and agree that I will receive all future court documents submitted on my case(s) via email at the address(es) I provide.

Please Note: By electronically filing through the Portal, you are agreeing to receive service of all future court documents submitted on your cases by email at the addresses provided in your Account Registration form.

Upon successful registration filers will be taken to the **Registration Complete** page.

Florida Courts E-Filing Portal
www.myflcourtagency.com

Registration Complete

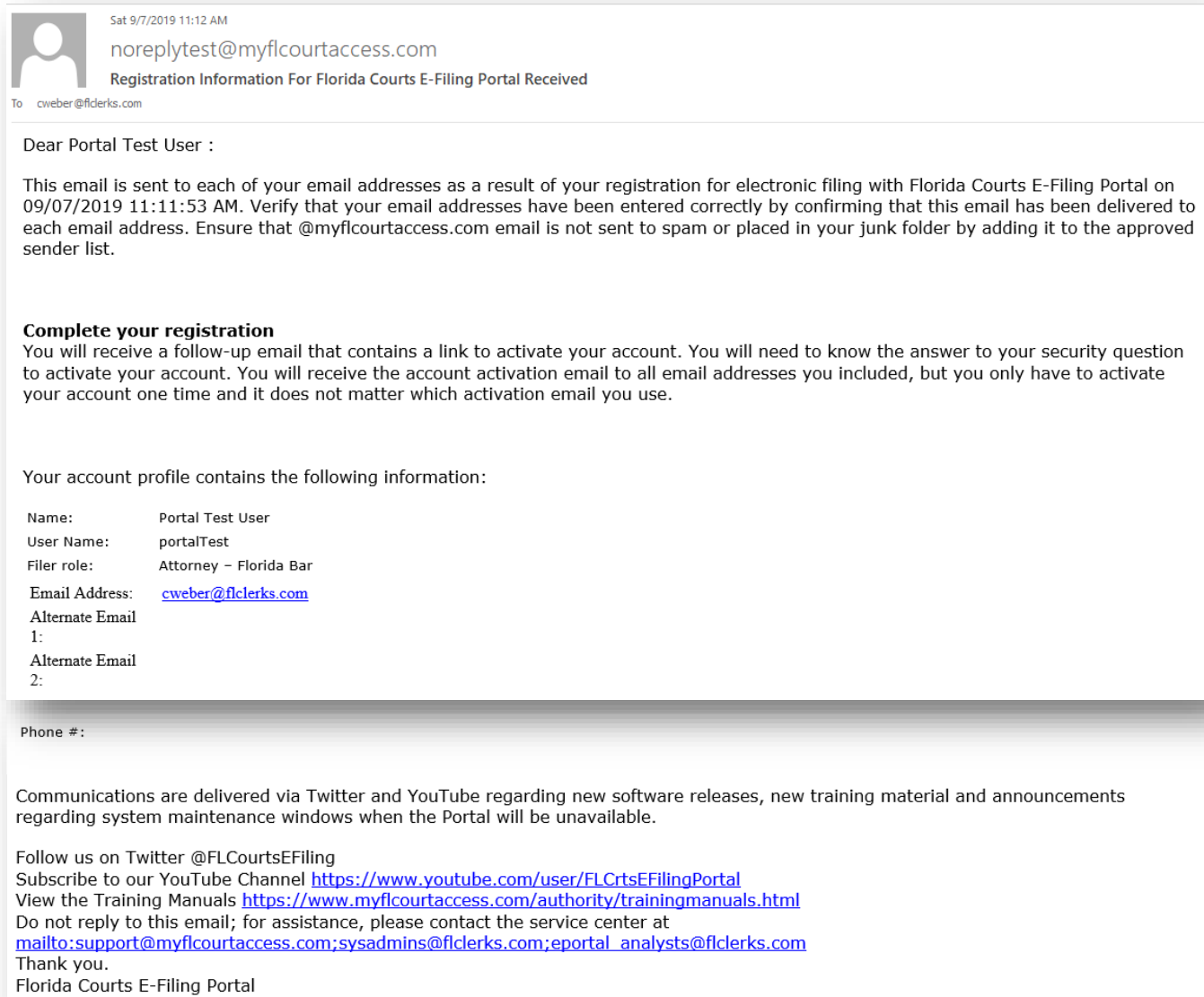
Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

[Click here to go back to Home page.](#)

Email Notifications:

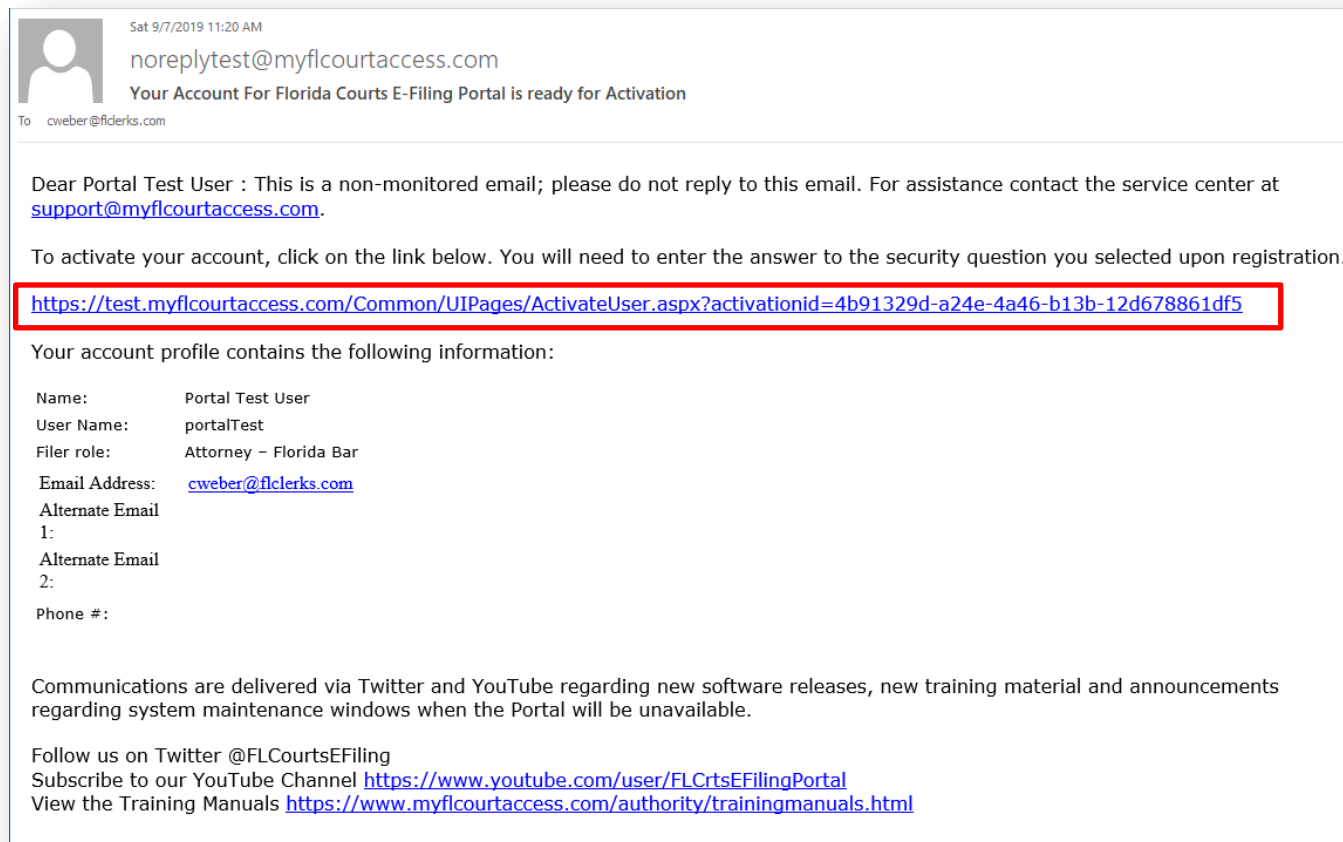
Filers will receive two (2) separate email notifications.

1. The first email notification provides the filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process. 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.

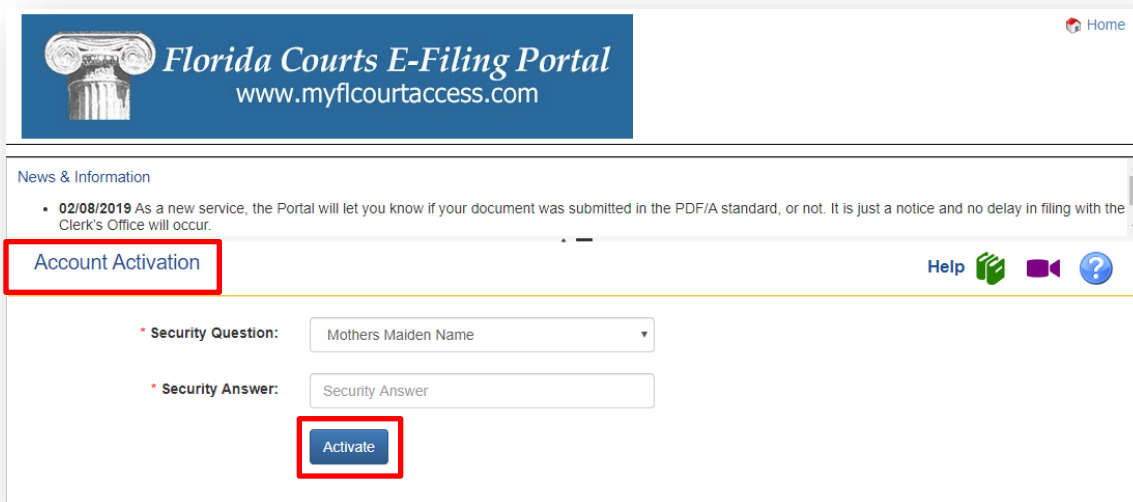


The image shows a screenshot of an email notification. At the top left is a placeholder icon for a profile picture. To its right, the date and time 'Sat 9/7/2019 11:12 AM' are displayed. Below this is the sender's email address 'noreplytest@myflcourtaccess.com' and the subject line 'Registration Information For Florida Courts E-Filing Portal Received'. The recipient's email address 'cweber@flclerks.com' is listed below. The main body of the email starts with 'Dear Portal Test User :'. It then contains a paragraph explaining that the email is sent to each of the filer's email addresses as a result of their registration for electronic filing with Florida Courts E-Filing Portal on 09/07/2019 11:11:53 AM, and advises to verify email addresses and avoid spam folders. A section titled 'Complete your registration' follows, stating that a follow-up email with an activation link will be sent, and that the account activation email will be sent to all included email addresses. Below this, it says 'Your account profile contains the following information:' and lists details: Name: Portal Test User; User Name: portalTest; Filer role: Attorney - Florida Bar; Email Address: cweber@flclerks.com; Alternate Email 1: ; Alternate Email 2: . A 'Phone #' field is also present but empty. At the bottom, it mentions communications via Twitter and YouTube, provides links to the Twitter account (@FLCourtsEFiling), YouTube channel (<https://www.youtube.com/user/FLCrtsEFilingPortal>), and training manuals (<https://www.myflcourtaccess.com/authority/trainingmanuals.html>), and provides contact information for support (<mailto:support@myflcourtaccess.com>; sysadmins@flclerks.com; portal_analysts@flclerks.com). It ends with 'Thank you.' and 'Florida Courts E-Filing Portal'.

2. The second email notification provides the filer with an activation link which the Filer must click on to complete the registration process.



Clicking the link provided in the email takes the filer to the **Account Activation** page. Filers must verify their identity by answering the security question shown in the drop down menu that they selected during the registration process. Then click **Activate** to complete this step. **Accounts in the Pending Activation status for longer than 72 hours will be deleted.**



The filer is then notified in their email provider that their account activation is complete and their account has been successfully activated and they are taken to the log on screen for the Portal where they will type in their user name and password. Then click on **Sign In** to enter the Portal.

The screenshot shows the Florida Courts E-Filing Portal interface. At the top, there is a blue header with the Florida Courts logo and the text "Florida Courts E-Filing Portal" and "www.myflcourtaccess.com". A "Home" link is visible in the top right corner. Below the header, a light blue banner reads "Account Activation Complete". To the right of this banner are links for "Help", a green cube icon, a purple video camera icon, and a question mark icon. Below the banner, a message states "Account has been successfully activated." The main content area is titled "Login" and includes a "Required Field" section with two input fields: "User Name" and "Password". Below these fields are three buttons: "Sign In", "Forgot User Name?", and "Forgot Password?". A section titled "Do not have an account - Register Now!" contains the text "If you need a portal account, please indicate the filer role you need and click Register." Below this text is a "Role" dropdown menu with "Select Role" selected and a "Register" button. At the bottom of the page, there is a red warning message: "Effective October 28, 2018, the Portal will no longer support out of date browsers, i.e. I.E. 8, I.E. 9, I.E.10. This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome." Below the warning, it says "Your IP Address is ." followed by a "WARNING" section with a disclaimer about U.S. Government information and a consent statement: "ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING".

Portal Navigation

Once the account is activated, users can return to the Portal home / log-in page at www.myflcourtaccess.com. Filers will enter their **User Name** and **Password** and click **Sign In** to enter the Portal. **Documents filed through the Portal should be in a PDF/A format.** The Portal will accept a Word document as well for now but the required format is **PDF/A**. WordPerfect documents will not be accepted by the Portal.