

## Filing the Designation of Email Address via the eFiling Portal

1. Access the eFiling Portal via <https://www.myflcourtagency.com/default.aspx> and logon using your self-represented litigant account.
2. Once logged on, select I have my documents prepared and I'm ready to E-file and click Continue.  
Select which option best describes what you want to E-File today.

- I have my documents prepared and I'm ready to E-file.  
 I want to complete an interview to generate a DIY Document.

Continue

3. From the Select a Filing Jurisdiction Trial Court, select Pleading on Existing Case and Miami-Dade from the dropdown then click File Now.

The image shows a map of Florida with five numbered callouts (1-5) pointing to specific counties: 1 points to Santa Rosa, 2 points to Miami-Dade, 3 points to Monroe, 4 points to Palm Beach, and 5 points to Volusia. To the left of the map is the eFiling portal interface. Under 'Select a Filing Jurisdiction', the 'Trial Court' section has 'Pleading on Existing Case' selected. The dropdown menu shows 'Miami-Dade'. Below this is a 'File Now' button. The 'Appellate Court' section is also visible.

4. Select the appropriate Division from the dropdown for your case, enter the Year, Sequence # and Court Type then click Search to find the case.

\* County: Miami-Dade

\* Division: Circuit Civil

\* Year: 2022

\* Sequence #: 654321

\* Court Type: Circuit Civil (CA)

Search Clear

- Once case is retrieved, select the Documents tab and click Add. From the Add/Edit Document dialog enter the word e-mail in the Search textbox and hit Enter. Select Designation of E-Mail Address, click Choose File to upload the pre-filled form stored in your device then click Save.

**Add/Edit Document**

Document #: New Document      Filing Fee: \$0.00      [Clear](#)

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*

Notice			
<input type="checkbox"/>	E-Mail Notice With Party		
Other			
<input checked="" type="checkbox"/>	Designation Of E-Mail Address		

1 - 2 of 2 items

\* Upload:  No file chosen      [Save](#)      [Cancel](#)

- Select the Service List tab and click Serve All then select Review and Submit tab and click Submit. You have now added your self to the case service list at the eFiling Portal.